A G E N D A
REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, OCTOBER 14, 2025 at 6:00 P.M.

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

Convene Meeting in Open Session

1. **Receive Presentation on Emergifire relating to Fire Department Billing Service**

2. **Discuss Nomination of Candidate(s) for Appointment to the Denton Central Appraisal District (DCAD) Board of Directors**

3. **Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for October 14, 2025**

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

CLOSED SESSION
Training Room

4. **Hold a Closed Meeting in accordance with the following Section(s) 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 or Employment of the Municipal Court Judge**

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

5. **Call Meeting to Order**

6. **Prayer led by Councilmember Shawn Nelson**

7. **Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Shawn Nelson:** ***"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."***

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

   - **Presentation of Proclamation celebrating Highland Village Mayor for the Day**
   - **Presentation of Proclamation designating End Polio Now Week**

9. **City Manager/Staff Reports**

   - **DCTA Board Meeting Update**
   - **The Village Report**

10. **Visitor Comments** ***(Anyone wishing to address the City Council must complete a Speakers' Request Form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)***

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

CONSENT AGENDA

All of the items on the Consent Agenda are considered for approval by a single motion and vote without discussion. Each Councilmember has the option of removing an item from this agenda so that it may be considered separately and/or adding any item from the Action Agenda to be considered as part of the Consent Agenda items. An item will be moved to the Action Agenda for discussion if a Speaker's Request Form is submitted indicating the person desires to comment on an item posted on the Consent Agenda.

11. **Consider approval of Minutes of the Special City Council Meeting held on September 16, 2025 and of the Regular City Council Meeting held on September 23, 2025**

12. **Conduct an Annual Review of the City's Investment Policy and consider Resolution 2025-3214 adopting the City's Investment Policy for Fiscal Year 2025-2026 with any Amendments Thereto**

13. **Receive Budget Reports for Period ending August 31, 2025**

14. **Consider Resolution 2025-3216 authorizing the Purchase of a Netapp Storage Server, Maintenance Agreement and Installation Services from Soccour Solutions through General Services Administration Contract No. GS-35F-0511T**

15. **Consider Resolution 2025-3217 authorizing Renewal of the Interlocal Agreement with TML Intergovernmental Risk Pool for Insurance Coverage**

ACTION AGENDA

16. **Take action, if any, on Matters discussed in Closed Session in accordance with the following Section(s) 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 or Employment of the Municipal Court Judge**

17. **Consider Resolution 2025-3215 nominating a Candidate(s) for Election to a Place on the Denton Central Appraisal District Board of Directors**

LATE WORK SESSION

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

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

19. **Adjournment**

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 8TH DAY OF OCTOBER 2025 NOT LATER THAN 6:00 P.M.

Angela Miller

Angela Miller, City Secretary

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

Removed from posting on the ___________ day of ________________________________, 2025 at ___________

am / pm by ____.

City of Highland Village

CITY COUNCIL MEMORANDUM
AGENDA ITEM 1

MEETING DATE: October 14, 2025

SUBJECT: Receive Presentation on Emergifire relating to Fire Department Billing Service

PREPARED BY: Scott Green, Fire Chief

BACKGROUND

The fire department currently utilizes Emergicon for EMS billing services. Emergifire is a subsidiary and the specialized fire response billing division of Emergicon. The two companies operate under one umbrella to offer a comprehensive financial recovery solution, with Emergifire handling fire department costs associated with incidents like hazardous materials spills and motor vehicle accidents.

Emergifire helps fire departments across Texas shift more cost burdens away from taxpayers by pursuing insurance reimbursements for services rendered including commercial and industrial-related incidents. The types of calls billed for is completely customizable. Billable fire incident costs include personnel, equipment, and debris removal as well as inspections and permit building. Emergifire never pursues reimbursement from an individual, only the insurance company.

BUDGETARY IMPACT

There is no budgetary impact. Emergifire receives a 15% commission rate deducted from all reimbursements received.

RECOMMENDATION

To consider moving forward with Emergifire for billable services.

CITY COUNCIL MEMORANDUM
AGENDA ITEM 2

MEETING DATE: October 14, 2025

SUBJECT: Discuss Nomination of Candidate(s) for Appointment to the Denton Central Appraisal District (DCAD) Board of Directors

PREPARED BY: Angela Miller, City Secretary

BACKGROUND

Terms for appointed positions on the DCAD Board of Directors were redefined during a Special Session of the 88th Legislature in 2023. For the term of office beginning January 1, 2025, officers served either a 1-year or a 3-year term. Term length for each position was determined by a drawing during the first calendar meeting of 2025. As determined by the drawing, a one-year term was established for Place 4 (currently held by Ann Pomykal) and for Place 7 (currently held by Mike Hennefer). All terms thereafter shall be 4-year staggered terms.

The City of Highland Village has received notification from DCAD that all taxing jurisdictions have the option to nominate one individual per open place for the DCAD Board of Directors for Places 4 and 7, with a total of two nominees being accepted. Taxing jurisdictions are not required to nominate anyone for the DCAD Board of Directors and would still retain the option to cast votes from the list of nominees submitted by other jurisdictions.

Eligibility requirements to serve on the DCAD Board are as follows:

- Must have resided in Denton County for at least two (2) years immediately preceding the date of taking office
- May currently serve on the governing body of a city, county or school district
- Employees of taxing entities served by the appraisal district are ineligible unless they re elected officials
- Must not have conflicts of interest as defined by state law

Nominations must be received by written resolution before October 15, 2025. Once received, a comprehensive list of the nominees will be compiled and then sent to the taxing jurisdictions in the form of a ballot at a later date.

Currently serving representatives were contacted and have indicated their interest in serving another term. City staff sent out notifications to residents seeking anyone interested and to date, no one has indicated interest in serving.

BUDGETARY IMPACT

N/A

RECOMMENDATION

Should Council wish to nominate a candidate, a companion item has been included on tonight's regular meeting agenda for Council action.

CITY COUNCIL MEMORANDUM
AGENDA ITEM 8

MEETING DATE: October 14, 2025

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Valerie Strubelt, Deputy City Secretary

BACKGROUND

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

- Presentation of Proclamation celebrating Highland Village Mayor for the Day
- Presentation of Proclamation designating End Polio Now Week in Highland Village

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A

Proclamation

The City of Highland Village

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

Whereas, Heritage Elementary School has provided Highland Village students in grades Kindergarten through fifth grade with a high-quality education; and

Whereas, the City of Highland Village offered a "Mayor for the Day" opportunity to one lucky student that aims to foster and encourage leadership in our young students; and

Whereas, second grade student Alexa Alonzo was the successful recipient.

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

"Alexa Alonzo as the Highland Village Mayor for the Day"

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 14th day of October 2025.

____

Charlotte J. Wilcox, Mayor

Proclamation

The City of Highland Village

Whereas, Polio is a crippling and potentially fatal disease that still threatens children in parts of Afghanistan and Pakistan; and it is critical that individuals be vaccinated against Polio to avoid infection by the Polio virus; and

Whereas, the incidence of Polio has declined throughout most of the world due to various education and immunization programs world-wide; and

Whereas, Rotary International and individual Rotarians have contributed over $1 Billion and spearheaded collaborations with donor governments, the World Health Organization, UNICEF, the Centers for Disease Control, and the Bill and Melinda Gates Foundation, leading to a significant reduction in the incidence of Polio worldwide by over 99% since 1985; and

Whereas, Rotarians from the Highland Village Rotary Club have generously joined in these efforts through monetary contributions and participation in overseas immunizations initiatives since the campaign to eradicate Polio was launched in 1985 and the Highland Village Rotary club has participated since it was formed in 2009; and

Whereas, Highland Village Rotary Club members, along with the fellow Rotarians worldwide, are joining together to match a $50 million per year challenge-grant from the Bill and Melinda Gates Foundation and are sponsoring local activities during October 19 through 25th week in 2025 to educate the general public about Polio and raise funds for its eradication.

NOW THEREFORE, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, Texas, and on behalf of the Highland Village City Council, do hereby proclaim the week of October 19-25, 2025 as **"End Polio Now Week"** and call upon the residents of Highland Village to join the Highland Village Rotary Club in taking part in this special observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 14th day of October 2025.

____

Charlotte J. Wilcox, Mayor

CITY COUNCIL MEMORANDUM
AGENDA ITEM 9

MEETING DATE: October 14, 2025

SUBJECT: City Manager/Staff Reports – DCTA Board Meeting Report for September 24, 2025

PREPARED BY: Paul Stevens, City Manager

BACKGROUND
Following is a report from the DCTA Board Meeting, which was held on September 24, 2025. Consent agenda items were all approved and are as follows:

1. Consider Approval of Monthly Financial Statement for July 2025
2. Consider Authorizing the Chief Executive Officer (CEO) to Execute a Contract for the Transit App using The Interlocal Purchasing System (TIPS) Cooperative Contract #220105 with Vertosoft, LLC in the amount of $302,482.38 for the Period of October 1, 2025 through September 30, 2028
3. Consider Approval of the Purchase of Network Switches and Implementation Services using The Interlocal Purchasing System (TIPS) Cooperative Contract #230105 from United Data Technologies (UDT) in an Amount Not to Exceed $110,000
4. Consider Authorizing the Chief Executive Officer (CEO) to Execute a Contract for OneAxiom Managed Cybersecurity Services using The Interlocal Purchasing System (TIPS) Cooperative Contract #230105 with Howard Technology Solutions in an Amount Not to Exceed $241,056 for the Period of October 1, 2025 through September 30, 2028
5. Consider Authorizing the Chief Executive Officer (CEO) to Execute Task Order #02 with Ruby Media (dba DHD Films) in an Amount Not to Exceed $300,000 for Marketing and Communications Support for the Period October 1, 2025 through September 30, 2026
6. Consider Authorizing the Chief Executive Officer (CEO) to Execute a Contract Option with Capital Edge for Federal Legislative Consulting Services for Up to One (1) Year beginning October 1, 2025 in an Amount Not to Exceed $84,000
7. Consider Authorizing the Chief Executive Officer (CEO) to Execute a Railroad Signal Master Agreement for Federal Aid Projects with the Texas Department of Transportation (TxDOT)
8. Consider Approval of Task Order #1 of a Master Services Agreement with River North Transit, LLC dba Via Transportation for GoZone Demand Response Service for the Period of One (1) Year Beginning October 1, 2025 through September 30, 2026 in an Amount Not to exceed $11,876,205
9. Consider Approval of Amendment #2 of the Funding Agreement with the North Central Texas Council of Governments (NCTCOG) for Collin County Rides Transit Services for an Amount Not to Exceed $1,647,750 for a Period beginning on the Execution Date and Continuing through January 31, 2027 and Authorize the Chief Executive Officer (CEO) to Execute Such Agreement
10. Consider Approval of the First Amended and Restated Interlocal Agreement with the City of Allen for Collin County Rides Transit Services for an Amount Not to Exceed $309,944 for a Period of One (1) Year Beginning October 1, 2025 and Continuing through September 30, 2026 and Authorize the Chief Executive Officer (CEO) to Execute Such Agreement

CITY COUNCIL MEMORANDUM
AGENDA ITEM 9

11. Consider Approval of the First Amended and Restated Interlocal Agreement with the Town of Fairview for Collin County Rides Transit Services for an Amount Not to Exceed $35,425 for a Period of One (1) Year Beginning on October 1, 2025, and Continuing through September 30, 2026 and Authorize the Chief Executive Officer (CEO) to Execute Such Agreement.
12. Consider Approval of Task Order #1 of a Master Services Agreement with zTrip for Collin County Rides Transit Services for an Amount Not to Exceed $350,126 for the Period of One (1) Year Beginning October 1, 2025 through September 30, 2026
13. Consider Approval of Task Order #1 of a Master Services Agreement with Lyft for Collin County Rides Transit Services for an Amount Not to Exceed $12,200 for a Period of One (1) Year Beginning October 1, 2025 through September 30, 2026
14. Consider Authorizing the Chief Executive Officer (CEO) to Execute a Third Amended and Restated Interlocal Agreement (ILA) with the City of Frisco for Transit Services for an Amount Not to Exceed $1,357,500 for a Period of Three (3) Years beginning October 1, 2025 through September 30, 2028 With the Option for Up to One (1) Additional Two (2) Year Term
15. Consider Approval of Task Order #2 of a Master Services Agreement with zTrip for City of Frisco Transit Services for an Amount Not to Exceed $250,000 for the Period of One (1) Year Beginning October 1, 2025 and Continuing through September 30, 2026
16. Consider Approval of Task Order #2 of a Master Services Agreement with Lyft for City of Frisco Transit Services for an Amount Not to Exceed $11,500 for a Period of One (1) Year Beginning October 1, 2025 and Continuing through September 30, 2026
17. Consider Authorizing the Chief Executive Officer (CEO) to Execute a Sixth Amended and Restated Interlocal Agreement (ILA) with the City of Coppell for Mobility Services in an Amount not to Exceed $150,000 for a Period of Three (3) Years Beginning on October 1, 2025 through September 30, 2028 With the Option to Extend for One (1) Additional Two (2) Year Period
18. Consider Approval of Task Order #3 of a Master Services Agreement with Lyft, Inc. for Coppell Mobility Services for On-Demand Rideshare for a Period of One (1) Year Beginning October 1, 2025 through September 30, 2026 in an Amount Not to Exceed $28,125
19. Consider Approval of Task Order #4 of a Master Services Agreement with Lyft, Inc. for University of North Texas (UNT) Late Night Service for a Period of One (1) Year Beginning October 1, 2025 through September 30, 2026 in an Amount Not to Exceed $115,000
20. Consider Approval of Denton County Transportation Authority Advertising Revenue Policy
21. Consider Approval of Regular Meeting Minutes Dated August 28, 2025

The regular agenda items, which needed action, were approved. The items are as follows:

1. **Discuss and Consider Fiscal Year 2026 Election of Board Officers**

The following were elected unanimously to serve as Board Officers for Fiscal Year2026:

Chair - Judge Andy Eads
Vice-Chair - Mayor T.J. Gilmore
Secretary - Dan Jaworski

2. **Discuss and Consider Approval of Task Order #2 with H.W. Lochner in the Amount Not to Exceed $4,500,000 for Preliminary Engineering for the A-train Extension to Downtown Carrollton and Schematic Design for 15-Minute Headway Improvements**

The A-train Enhancement Program is a comprehensive initiative centered around four pillars: curve and speed improvements, the extension of the A-train to Downtown Carrollton, introduction of 15- minute headways, and expansion of service hours. Together, these elements will modernize the corridor, improve frequency and travel times, and strengthen regional connections to DART's Green Line, Silver Line, and DFW Airport.

Task Order #2 advances two of these pillars: Downtown Carrollton Extension: This Task Order develops preliminary engineering for the 2.2-mile extension of the A-train from Trinity Mills to Downtown Carrollton, where it will connect with the DART Green Line and Silver Line. This work will identify key constraints such as utilities, drainage, floodplain impacts, and geotechnical conditions; advance preliminary civil, structural, and systems design; and prepare supporting environmental documentation for FTA review (anticipated Categorical Exclusion). Deliverables include preliminary engineering drawings, design reports, geotechnical studies, floodplain design criteria, subsurface utility investigation, a Class 4 cost estimate, and a high-level milestone schedule that will enable DCTA to pursue funding and an alternative delivery method for the project in the near-term.

15-Minute Headway Improvements: To support future service frequency enhancements, the Task Order develops schematic design for additional passing sidings and associated infrastructure. Elements include guideway design, drainage, floodplain criteria, bridge concepts, and street modifications. The consultant will prepare conceptual drawings, a design report, and a programmatic cost estimate paired with a concept of operations for signals, crossings, communications, and PTC integration. This will enable DCTA to evaluate the feasibility and cost of achieving 15-minute service, establish a credible basis for regional and federal funding requests, and make informed decisions on phasing, capital investment, and long-term operating strategies.

The Task Order also includes program management, project controls, risk management, and quality oversight functions to ensure deliverables are consistent, cost estimates are credible, and funding readiness is achieved. 4

3. **Discuss and Consider Approval of Task Order #4 with H.W. Lochner in the Amount Not to Exceed $600,000 for A-train Service Hours Expansion and Positive Train Control (PTC) Analysis**

The A-train Enhancement Program is a comprehensive, multi-year initiative designed to transform the A-train corridor into a faster, more frequent, and more regionally connected service. The program is centered around four core elements:
1. Curve and Speed Improvements – eliminating or mitigating existing speed restrictions to reduce travel times and improve reliability.
2. Extension to Downtown Carrollton – providing a direct connection to DART's Green Line and the future Silver Line.
3. 15-Minute Headways – doubling current service frequency to better match regional demand and improve connectivity.

4. Expansion of Service Hours – aligning the A-train schedule with early-morning and late-evening travel needs, particularly to support connections with DFW Airport flights and the future Silver Line service.

One of the most significant opportunities for the A-train is to strengthen its role as a connector to DFW International Airport. This requires DCTA to align operating hours with early-morning departures, late-night arrivals, and timed Silver Line service patterns. Without expanded hours, the A-train risks missing its full potential as a competitive and convenient rail option for airport access and connectivity to Plano.

The A-train corridor also accommodates DGNO shortline freight service, operating under an agreement with DART. Expanding A-train service to Downtown Carrollton could necessitate concurrent freight and passenger operations, even within the A-train's current service hours. This may require added track capacity and PTC compatibility between freight and passenger services. The scope of work will evaluate both.

This Task Order will model the operational capacity of the Downtown Carrollton extension under both the current 30-minute schedule and the planned 15-minute headways. The analysis will account for DGNO freight operations as well as current and future A-train schedules. This requires a detailed evaluation of train schedules, track infrastructure capacity, crew assignments, and associated cost impacts. The results will guide the final scope of track infrastructure needed to support the Downtown Carrollton extension under both service scenarios.

Extending A-train service hours requires a PTC capability that enables concurrent freight and passenger operations because the A-train operates on shared right-of-way with DGNO. This Task Order will evaluate the benefits and drawbacks of continuing to use DCTA's current Enhanced Automatic Train Control (EATC) PTC system versus equipping DGNO locomotives with dual systems to accommodate their existing I-ETMS PTC. The analysis will also assess the feasibility and implications of converting the A-train PTC system to I-ETMS to enable full interoperability.

Scope of Work

- Project Administration (hourly NTE): Project management, stakeholder coordination, bi-weekly project meetings.
- Task A – Service Hours Expansion / PTC Compatibility Analysis
    - Document existing PTC system configuration and operational constraints.
    - Coordinate with DGNO and PTC vendor to identify interoperability limitations.
    - Evaluate alternatives (dual equip vs. system upgrade) with comparative analysis.
    - Recommend preferred strategy and implementation considerations.

- Task B – Operational Impact Analysis
    - Model service scenarios for 30-minute and 15-minute headways and Downtown Carrollton extension.
    - Assess infrastructure capacity and readiness, operating costs, and capital requirements.
    - Identify operational challenges, mitigation strategies, and benefits.
    - Delivery of consolidated technical report and executive briefing.

Anticipated Benefits
- Expands A-train's role as a regional connector, including timed connections to DFW Airport.
- Analyzes PTC interoperability.
- Provides actionable data on operating and capital needs for enhanced service.
- Positions DCTA to pursue funding opportunities.

• Integrates service hour expansion with broader program elements of frequency, speed, and connectivity.

4. **Discuss Update on Tyler Technologies for Enterprise Resource Planning (ERP) Implementation**

The Finance Modules, Phase I of the ERP, are in operation as expected and are performing well. There is some limited work remaining associated with year-end close-out and report building that is still being performed as the agency prepares to close the books for the end of Fiscal Year (FY) 25.

Other modules associated with the Tyler Implementation, including an inventory module that was included in the scope of Phase I have been paused as the team began to see and be concerned by apparent loss of functionality that would occur if those functions were migrated to Tyler. With this realization, staff and Tyler reached an Agreement to pause on the construction of Inventory Management and Phase II HR and Payroll modules to provide time for DCTA to evaluate alternative options.

The Board received an update on the ERP process in the May 2025 Board meeting. While the Tyler Finance ERP module is functioning well, staff is seeking the most effective platforms to enhance the inventory, payroll, and human resources functions and is exploring alternatives beyond the Tyler platform. The Board previously approved a $2.1 million dollar capital project for the Enterprise Resource Planning (ERP) Implementation. There is $1,189,454.46 remaining in the project following implementation of Phase 1. Staff anticipates any recommended alternative can be accommodated within the remaining budget.

5. **Discuss Update on Fare Systems Strategy Study and Fare Policy Development**

DCTA’s fare collection infrastructure and fare policy framework are closely connected and both require modernization. Current systems include aging ticket vending machines (TVMs) on A-train platforms and non-electronic fareboxes on buses, with no account-based ticketing (ABT) or open-loop payment acceptance. Riders primarily use regional applications such as GoPass for mobile ticketing needs.

At the same time, fare policies must evolve to address equity, affordability, institutional pass programs, regional compatibility, and rider-friendly features such as fare capping. Achieving these goals depends on updated technology—equity tools require account-based systems, while institutional passes require ID validation and mobile integration.

Regionally, Dallas Area Rapid Transit (DART) is procuring a new ABT/open-loop system, and Trinity Metro is pursuing similar upgrades. DCTA’s efforts will align with the Regional Transit 2.0 initiative, which emphasizes interoperability and coordinated fare structures across North Texas.

To address these needs, DCTA intends to engage AECOM to conduct a combined review of fare systems and fare policy. The consultant will assess current assets and policies, benchmark DCTA against peer agencies, identify gaps in technology and equity, and recommend a future state roadmap. Deliverables will include a modernization plan for technology and operations, high-level cost estimates, and a Board-ready fare policy resolution designed to ensure equity, affordability, and simplicity for riders.

CITY COUNCIL MEMORANDUM
AGENDA ITEM 9

DCTA requires a combined fare systems and policy review to replace aging equipment, evaluate readiness for account-based and open-loop payments, and modernize fare policy to ensure equity, affordability, and simplicity. Aligning technology and policy will position DCTA for interoperability with regional partners under the Regional Transit 2.0 initiative. Funding for the consultant study is identified in the FY2026 budget.

CITY COUNCIL MEMORANDUM
AGENDA ITEM 11

MEETING DATE: September 23, 2025

SUBJECT: Consider approval of Minutes of the Special City Council Meeting held on September 16, 2025 and of the Regular City Council Meeting held on September 23, 2025

PREPARED BY: Angela Miller, City Secretary

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

Council is encouraged to contact the City Secretary's Office prior to the meeting if there are any suggested changes. Upon doing so, staff can make suggested changes and the minutes may be left on the Consent Agenda in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to Council for consideration prior to the vote, or could be moved to a future meeting for approval.

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.

BUDGETARY IMPACT
N/A

RECOMMENDATION
To approve minutes of the Special City Council Meeting held on September 16, 2025 and of the Regular City Council Meeting held on September 23, 2025.

MEETING MINUTES OF THE SPECIAL MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, SEPTEMBER 16, 2025

OPEN SESSION

1. Call Meeting to Order

Mayor Wilcox called the meeting to order at 8:00 a.m.

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Kevin Cox	Councilmember
	Rhonda Hurst	Councilmember
	Robert Fiester	Deputy Mayor Pro Tem
	Brian A. Fiorenza	Mayor Pro Tem
Absent:	Shawn Nelson	Councilmember
Staff Members:	Paul Stevens	City Manager
	Heather Miller	Finance Director
	Angela Miller	City Secretary
	Scott Green	Fire Chief
	Laurie Mullens	Marketing and Communications Director
	Valerie Strubelt	Deputy City Secretary/Records Coordinator

2. Consider Ordinance 2025-1330 approving and adopting the Fiscal Year 2025-2026 Annual Budget (*2nd and final read*)

APPROVED 2ND READ (6 – 0)

With no questions or clarification requested, Finance Director Miller reminded Council this would require a record vote.

Motion by Mayor Wilcox, seconded by Mayor Pro Tem Fiorenza, to approve the second read of Ordinance 2025-1330 approving and adopting the Fiscal Year 2025-2026 Annual Budget. City Secretary Miller took a roll call vote on the motion:

Mayor Wilcox - Aye
Councilmember Kixmiller – Aye
Councilmember Cox – Aye
Councilmember Hurst -Aye
Deputy Mayor Pro Tem Fiester - Aye
Mayor Pro Tem Fiorenza – Aye

Motion carried 6-0.

3. **Consider Ordinance 2025-1331 levying the Ad Valorem Taxes for the Year 2025 at a Rate of $0.500984 per $100 Assessed Valuation on all Taxable Property within the Corporate Limits of the City of Highland Village as of January 1, 2025 (*2nd and final read*)**

APPROVED 2ND READ (6 – 0)

Finance Director Miller reported adoption of a tax rate that will support the services and programs approved in the budget is needed, and reminded Council this would also require a record vote.

Motion by Deputy Mayor Pro Tem Fiester, seconded by Councilmember Cox, that the property tax rate be increased by the adoption of a tax rate of $0.500984, which is effectively a 4.3 percent increase in the tax rate and, therefore, further move that Ordinance 2025-1331 be approved on the second read. City Secretary Miller took a roll call vote on the motion:

Mayor Wilcox - Aye
Councilmember Kixmiller – Aye
Councilmember Cox – Aye
Councilmember Hurst -Aye
Deputy Mayor Pro Tem Fiester - Aye
Mayor Pro Tem Fiorenza – Aye

Motion carried 6-0.

4. **Consider Resolution 2025-3208 ratifying the Property Tax Revenue Increase reflected in the Fiscal Year 2025-2026 Budget**

APPROVED (6 – 0)

Finance Director Miller reported that per the Local Government Code, adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of Council to ratify the property tax increase reflected in the budget.

Motion by Mayor Pro Tem Fiorenza, seconded by Deputy Mayor Pro Tem Fiester, to approve Resolution 2025-3208 ratifying the property tax increase reflected in the Fiscal Year 2025-2026 budget. Motion carried 6-0.

5. **Adjournment**

Mayor Wilcox adjourned the meeting at 8:08 a.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, SEPTEMBER 23, 2025

EARLY WORK SESSION

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

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Robert Fiester	Deputy Mayor Pro Tem
	Rhonda Hurst	Councilmember
	Brian A. Fiorenza	Mayor Pro Tem
Staff Members:	Paul Stevens	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Doug Reim	Chief of Police (arrived at 6:36 p.m.)
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Kim Lopez	Human Resources Director
	Laurie Mullens	Marketing and Communications Director
	Valerie Strubelt	Deputy City Secretary/Records Coordinator

1. Receive Annual Presentation from Republic Services

Jeri Harwell, Municipal Services Manager for Republic Services of Lewisville, provided an annual report on trash and recycling collection services in Highland Village. She reported, on average, 63% of Highland Village residents participate in the recycling program. The contract with Republic Services provides for a fixed annual rate adjustment of 4% over the prior year's rate to be effective in October of each year.

2. Discuss Nomination of Candidate(s) for Appointment to the Denton Central Appraisal District (DCAD) Board of Directors

City Secretary Miller reported staff received notification from DCAD that all taxing jurisdictions have the option to nominate one individual per open place for Places 4 and 7, with a total of two nominees being accepted for consideration to the Board of Directors. She added that taxing jurisdictions are not required to nominate anyone and would still retain the option to cast votes from the list of nominees submitted by other jurisdictions. City staff will notify the public to search for anyone interested in serving.

3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for September 23, 2025

No items were discussed.

4. Discuss Appointment of Board and Commission Members; Review and Discuss Attendance Record and Performance of Board and Commission Members and Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.04.037

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

Early Work Session was adjourned at 7:10 p.m.

CLOSED SESSION

5. Hold a Closed Meeting in accordance with the following Section(s) of the Texas Government Code:

(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

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

Council did not meet in Closed Session.

OPEN SESSION

6. Call Meeting to Order

Mayor Wilcox called the meeting to order at 7:16 p.m.

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Robert Fiester	Deputy Mayor Pro Tem
	Rhonda Hurst	Councilmember
	Brian A. Fiorenza	Mayor Pro Tem
Staff Members:	Paul Stevens	City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Heather Miller	Finance Director
	Doug Reim	Chief of Police
	Scott Green	Fire Chief
	Scott Kriston	Public Works Director
	Kim Lopez	Human Resources Director
	Laurie Mullens	Marketing and Communications Director

7. Prayer led by Councilmember Kevin Cox

Councilmember Cox gave the invocation.

8. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Kevin Cox

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

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

Chief Reim reported the Highland Village Rotary Spaghetti Dinner Fundraiser is scheduled for Monday, October 20 at Salerno Italian Restaurant.

- **Swearing-In Ceremony for Officer Adam McLaughlin**

Chief Reim swore-in Officer McLaughlin.

- **Presentation of Proclamation designating October as Say No to Bullying Month**

Mayor Wilcox presented a proclamation to Mr. T-Ron Hicks.

- **Presentation of Proclamation designating September as United is The Way Month**

Mayor Wilcox presented the proclamation to United Way of Denton County President/CEO Gary Henderson in recognition of the service provided by the organization to the community.

10. City Manager/Staff Reports

City Manager Stevens reminded residents of the upcoming paper shredding event at Pilot Knoll Park. He also announced there would be a public meeting at Lower Sellmeyer Park on November 1 to gather input from residents to determine the best use of the park.

- **DCTA Board Meeting Update**

Councilmember Hurst reported they were told by the head of DCTA there were no discussions with Corinth about a station. However, in their presentation, it looks like it (the discussion regarding a Corinth rail station) has been going on a while, and she would like to have DCTA come to explain this. She added that council members have asked very specific questions and getting answers that don't match what they are seeing, and still haven't received an answer on why DCTA can't tell the City from what zip code their train tickets are being purchased. City Manager Stevens reported that may be a topic for an upcoming work session, and, if not, he would ensure this was addressed.

- **The Village Report**

The Village Report featured a video informing residents of a fishing photo contest, Concerts in the Park series, Public Safety Pop-In, and registration for the TXFallenPD Tribute Event 5K and Bike Race.

11. Visitor Comments

No one wished to speak.

CONSENT AGENDA

12. Consider approval of Minutes of the Regular City Council Meeting held on September 9, 2025

13. Consider Resolution 2025-3209 authorizing Renewal of the Employee Health and Dental Insurance Plans with Blue Cross Blue Shield of Texas

14. Consider Resolution 2025-3212 authorizing an Interlocal Agreement with Texas Political Subdivisions Joint Self-Insurance Fund for purposes of providing Workers' Compensation Insurance for Fiscal Year 2025-2026

15. Consider Resolution 2025-3213 canceling the November 25, 2025 and December 23, 2025 City Council Meetings

Motion by Councilmember Nelson, seconded by Mayor Pro Tem Fiorenza, to approve Consent Agenda Items #12 through #15. Motion carried 7-0.

ACTION AGENDA

16. Take action, if any, on Matters discussed in Closed Session in accordance with the following Section(s) of the Texas Government Code:
(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
(b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation

NO ACTION TAKEN

Council did not meet in Closed Session.

17. Consider Resolution 2025-3210 authorizing an Interlocal Cooperation Agreement with Denton County for Funding relating to the Design and Reconstruction of Highland Shores Boulevard

APPROVED (7 – 0)

City Manager Stevens reported the issuance of bonds was finalized at the last regular City Council meeting for projects relating to Highland Village Road and Highland Shores Boulevard. Both of these projects were included as part of the Denton County bond program, which generally pays up to 50% of the costs of the project. The original estimated cost for the Highland Shores Boulevard project has increased, and Mr. Stevens reported Commissioner Mitchell has agreed to obtain the County's agreement to contribute up to $5,540,000 towards the County's portion of the project. The proposed agreement allows the City to proceed with the project, with Denton County sharing part of the project cost.

Motion by Mayor Pro Tem Fiorenza, seconded by Councilmember Cox, to approve Resolution 2025-3210 authorizing an Interlocal Cooperation Agreement with Denton County for funding relating to the design and reconstruction of Highland Shores Boulevard. Motion carried 7-0.

18. Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Consider Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.04.037

<u>REMOVAL MADE and APPROVED (7 – 0)</u>

City Secretary Miller reported Council reviewed attendance and performance of board and commission members during Early Work Session.

Motion by Deputy Mayor Pro Tem Fiester, seconded by Councilmember Cox, to remove Patrick Finch from the Parks and Recreation Advisory Board (Alternate Place 2). Motion carried 7-0.

19. Consider Resolution 2025-3211 appointing Members to Various Positions on the Board of Ethics, Animal Shelter Advisory Board, Highland Village Community Development Corporation, Parks and Recreation Advisory Board, Planning and Zoning Commission, and Zoning Board of Adjustment

<u>APPOINTMENTS MADE and APPROVED (7 – 0)</u>

City Secretary Miller reported a call for volunteers to serve on a City board or commission was advertised, and currently serving board and commission members whose terms expire this year were also contacted by City staff to see if they were interested in serving again. Council had an opportunity to review volunteer applications, along with currently serving board member profile updates, that were submitted for consideration, and hosted a "Meet and Greet" earlier in the month. She also reported Council had an opportunity to discuss appointments during Early Work Session, and this item provides an opportunity for Council to make formal appointments.

Motion by Deputy Mayor Pro Tem Fiester, seconded by Councilmember Nelson, to approve Resolution 2025-3211 making the following appointments with a term commencing October 1, 2025, and ending September 30, 2027, unless otherwise noted:

<u>BOARD OF ETHICS:</u>
Peter Casey
Srikaran Mahavadi
Alina Mian

<u>HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION:</u>
Megan Glass – Citizen Representative
Rhonda Hurst – Council Representative
Brian Fiorenza – Council Representative
Kevin Cox – Council Representative
Matt Enslin – Citizen Representative (term expires September 30, 2026)

<u>PARKS AND RECREATION ADVISORY BOARD</u>**:**
Kevin Pearson – Place 4
Ryan Melson – Place 5
Steve Tawadrous – Alternate Place 1
Janet Gershenfeld – Alternate Place 2 (term expires September 30, 2026)

<u>PLANNING AND ZONING COMMISSION:</u>
Spencer Wilk – Place 1

Omer Tamir – Place 4
Scott Campbell – Place 5
Aaron Bouchard – Alternate Place 1
Ryan Echols – Alternate Place 2 (term expires September 30, 2026)

ZONING BOARD OF ADJUSTMENT:
Lucy Turek – Place 1
Jeremy Booker – Place 2
Angela Garcia – Place 3
Laura Hynson – Alternate Place 1
Ben Somero – Alternate Place 2 (term expires September 30, 2026)

ANIMAL SHELTER ADVISORY COMMITTEE
Wes Fiddes – Animal Control Officer

Motion passed 7-0.

LATE WORK SESSION

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

Councilmember Kixmiller requested an update on the Construction Manager At-Risk (CMAR) Project.

Councilmember Hurst requested an update on when the silt fence in front of The Painted Tree would be cleaned up.

21. Adjournment

Mayor Wilcox adjourned the meeting at 7:47 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

CITY COUNCIL MEMORANDUM
AGENDA ITEM 12

MEETING DATE: October 14, 2025

SUBJECT: Conduct an Annual Review of the City's Investment Policy and Consider Resolution 2025-3214 adopting the City's Investment Policy for Fiscal Year 2025-2026 with any Amendments Thereto

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

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

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

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

- Article I.2, Article III.3, and Article IV.1 – Updated titles for Investment Officers and specific roles.
- Article V.3 – added "less applicable federal deposit insurance" to deposits and interest collateralized by letters of credit.
- Appendix B – changed Primary Depository Bank to SouthState Bank due to merger with incumbent depository bank, Independent Financial.
- Appendix B – added a note stating that only the Broker/Dealer Firm is being authorized and office location are informational only.

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

BUDGETARY IMPACT

Not applicable.

RECOMMENDATION

Council to conduct an annual review of the City's Investment Policy and adopt Resolution 2025-3214 adopting the City's Investment Policy for Fiscal Year 2025-2026,

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3214

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

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

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

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

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

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

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

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

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS THE 14th DAY OF OCTOBER 2025.

APPROVED:

____
Charlotte J. Wilcox, Mayor

ATTEST:

____
Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

____
Kevin B. Laughlin, City Attorney
(kbl:9/24/2025:4938-2334-9356 v1)

RESOLUTION NO. 2025-3214
Exhibit "A"

CITY OF HIGHLAND VILLAGE, TEXAS
INVESTMENT POLICY
INTRODUCTION

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

ARTICLE I
GENERAL OBJECTIVES

I.1 Purpose It is the purpose of this Policy to invest in a manner which assures the safety of principal of invested funds by maintaining sufficient liquidity, diversifying investment instruments and maturities, creating accountability and internal controls, accurately reporting portfolio status, and to include the investment process as part of the annual audit.

I.2 Objectives The primary objectives of the City's investment activities, in order of importance are:

a. **Safety**: Investments of the City shall be selected in a manner that seeks to ensure the preservation of capital. The objective will be to mitigate credit risk and interest rate risk.

1. Credit Risk is the risk of loss due to the failure of the investment issuer or backer. Credit risk may be mitigated by:
   - Limiting investments to the safest types,
   - Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisors with which the City will do business, and
   - Diversifying the investment portfolio so that potential losses from individual issuers will be minimized.

2. Interest rate risk is the risk that the market value of investments in the portfolio will fluctuate due to changes in general interest rates. Interest rate risk may be mitigated by:
   - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell investments prior to maturity, and
   - By investing funds primarily in shorter-term investments.

b. **Liquidity**: The investment portfolio will remain sufficiently liquid to enable the City to meet all reasonably anticipated operating requirements. This shall be accomplished by projecting cash flow requirements and matching investment maturities with anticipated demands (static liquidity).

c. **Diversification and Maturity**: The City's investment portfolio shall be diversified to minimize the risk resulting from over concentration of assets in specific maturity, market sector or issuer categories, where appropriate. Diversification strategies shall be established and reviewed periodically by the Investment Officers.

d. **Internal Controls**: The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

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

- Avoidance of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Clear delegation of authority to subordinate staff members
- Written confirmation of transactions for investments and wire transfers

e. **Yield**: The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk investments in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal,
- A security swap that improves the quality, yield, or target duration in the portfolio, and
- Liquidity needs of the portfolio require that the security be sold.

ARTICLE II
SCOPE & STRATEGY

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

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

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

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

ARTICLE III
STANDARDS OF CARE

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

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

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

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

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

III.3. Delegation of Authority for Investment Program In accordance with the PFIA, the overall responsibility for conducting investment transactions resides with the City Council. Management oversight is delegated to the City Manager and Finance Director who shall develop and maintain written procedures for the operation of the investment program consistent with these policies. The Finance Director, Assistant Finance Director, and Budget and Accounting Administrator positions shall be designated as Investment Officers.

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

ARTICLE IV
TRANSACTION PROCEDURES

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

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

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

1. Received and thoroughly reviewed this Investment Policy, and

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

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

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

- Audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification

- Proof of registration in the State of Texas
- Completed broker/dealer questionnaire, including:
- Related investment experience
- Public fund investment officer references

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

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

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

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

ARTICLE V
SUITABLE & AUTHORIZED INVESTMENTS

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

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

obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; and
- Obligations of states, agencies, counties cities and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.

b. Deposits with a state or national bank, a savings bank, or a state or federal credit union that has its main office or a branch office in this State that are:
- Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
- Secured in compliance with state and federal regulations, by obligations eligible under the Public Funds Collateral Act; or
- Secured in compliance with state and federal regulations, by letters of credit issued by the United States or its agencies and instrumentalities.

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

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

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

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

e. A public funds investment pool specifically authorized by City Council, meeting the requirements of the PFIA, that is categorized as a "Treasury" or "Government" investment pool, and includes in its investment objectives the maintenance of a stable net asset value of $1.00 for each share.

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

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

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

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

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

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

ARTICLE VI
INVESTMENT PARAMETERS

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

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

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio will be continuously invested in readily available funds (e.g. short-term financial institution deposits, local government investment pools, money market funds, or overnight repurchase agreements) to ensure that appropriate liquidity is maintained to meet ongoing obligations.

ARTICLE VII
REPORTING

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

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

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

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

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

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

ARTICLE VIII
ADDITIONAL CONSIDERATIONS

VIII.1. Exemption Any investment currently held and purchased before the date of implementation of this Policy that does not meet the guidelines of this Policy and/or the PFIA shall be exempted from the requirements of this Policy and the PFIA. It is therefore unnecessary to liquidate such investments. However, at maturity or liquidation, such funds shall be reinvested only as provided by this Policy.

VIII.2. Amendments This Policy shall be reviewed on an annual basis by the City Council and a written instrument adopted attesting to said review. Any changes must be approved by the Investment Officers and submitted as a resolution for adoption to the City Council.

Appendix A

INVESTMENT STRATEGY

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

A. Operating and Enterprise Funds

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

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

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

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

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

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

B. Special Revenue Funds

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

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

Liquidity - A portion of the Special Revenue Funds are reasonably predictable. However, unanticipated needs or emergencies may arise. Selecting investment maturities that provide greater cash flow than the anticipated needs will reduce the liquidity risk of unanticipated expenditures.

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

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

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

C. Capital Improvement Funds

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

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

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

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

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

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

D. **Debt Service Funds**

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

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

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

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

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

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

E. **Debt Service Reserve Funds**

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

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

Liquidity – Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to the City's debt holders. The funds are "returned" to the City at the final debt service payment. Market conditions and arbitrage regulation compliance determine the advantage of security diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, the City is best served by locking in investment maturities and reducing liquidity. If the borrowing cost cannot be exceeded, then concurrent market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields.

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

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

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

Appendix B

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

<u>Primary Depository Bank</u>
SouthState Bank

<u>Public Funds Investment Pools</u>
TexPool
TexSTAR

<u>Authorized Broker/Dealers</u>
FHN Financial
- Secondary Dealer
- Active market maker in Suitable & Authorized Investments
- Houston Office

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

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

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

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

Note: The Council officially approves the broker/dealer firm. Dealer information and office location are for information purposes only and subject to change.

CITY COUNCIL MEMORANDUM
AGENDA ITEM 13

MEETING DATE: October 14, 2025

SUBJECT: Receive Budget Reports for Period Ending August 31, 2025

PREPARED BY: Mike McWhorter, Budget & Accounting Administrator

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BACKGROUND

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

The budget report submitted for August represents the eleventh report in the Fiscal Year.

BUDGETARY IMPACT

N/A

RECOMMENDATION

Council to receive the budget reports for the period ending August 31, 2025.

General Fund Summary
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	***91.7%***

Revenues	Original Budget	**Revised Budget (Includes Budget Amendments)**	**Year to Date**	Variance	% Received
Property Tax	$ 14,527,735	**$ 14,527,735**	**$ 14,186,063**	$ (341,672)	98%
Sales Tax	4,209,200	**4,209,200**	**2,895,200**	(1,314,000)	69%
Franchise Fees	1,563,455	**1,563,455**	**1,172,873**	(390,582)	75%
Licensing & Permits	285,552	**285,552**	**276,542**	(9,010)	97%
Park/Recreation Fees	190,355	**190,355**	**176,270**	(14,085)	93%
Public Safety Fees	849,344	**849,344**	**832,096**	(17,248)	98%
Rents	164,431	**164,431**	**161,019**	(3,412)	98%
Municipal Court	132,600	**132,600**	**130,520**	(2,080)	98%
Interest Income	935,788	**935,788**	**581,003**	(354,785)	62%
Miscellaneous	80,000	**80,000**	**167,955**	87,955	210%
Total Revenues	$ 22,938,460	**$ 22,938,460**	**$ 20,579,540**	$ (2,358,920)	90%
Other Sources					
Transfers In	$ 534,000	**$ 534,000**	**$ -**	$ (534,000)	0%
Sale of Assets	$ 180,400	**$ 180,400**	**$ 351,062**	$ 170,662	195%
Total Available Resources	$ 23,652,860	**$ 23,652,860**	$ 20,930,602	$ (2,892,920)	

Expenditures	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
City Manager Office	$ 656,960	**$ 656,960**	**$ 551,502**	$ 105,458	84%
Finance (includes Mun. Court)	1,581,412	**1,558,412**	**1,405,042**	153,370	90%
Human Resources	664,959	**664,959**	**493,991**	170,969	74%
City Secretary Office	510,780	**510,780**	**334,076**	176,703	65%
Information Services	1,478,069	**1,478,069**	**1,186,928**	291,141	80%
Marketing and Communications	499,359	**511,859**	**454,048**	57,812	89%
Police	6,543,557	**6,543,557**	**5,617,522**	926,034	86%
Fire	4,022,228	**4,027,428**	**3,494,552**	532,875	87%
Community Services	547,618	**547,618**	**377,868**	169,750	69%
Streets/Drainage	1,830,200	**2,143,200**	**1,527,286**	615,914	71%
Maintenance	3,237,943	**2,622,943**	**2,215,452**	407,491	84%
Parks	2,535,756	**2,535,756**	**2,195,045**	340,710	87%
Recreation	666,929	**676,879**	**526,001**	150,878	78%
Total Expenditures	**$ 24,775,768**	**$ 24,478,418**	**$ 20,379,313**	$ 4,099,106	83%
Capital Summary	**(Included in totals above - summary information only)**				
Equipment Replacement	$ 823,100	$ 337,600	**$ 269,901**	$ 67,699	80%
Other Uses					
Transfers Out	$ 16,000	**$ 16,000**		16,000	0%
Total Expenditures	$ 24,791,768	**$ 24,494,418**	**$ 20,379,313**	$ 4,115,106	

Fund Balance	Original Budget	**Revised Budget**	**Year to Date**
Beginning Fund Balance	10,422,216	**11,647,042**	**11,647,042**
+ Net Increase (Decrease)	(1,138,908)	**(841,558)**	**551,289**
Ending Fund Balance	$ 9,283,308	**$ 10,805,484**	**$ 12,198,331**

General Fund Expenditure Summary
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 16,564,371	**$ 16,555,371**	**$ 14,261,421**	$ 2,293,950	86%
Services / Supplies	7,388,297	**7,585,447**	**5,847,990**	1,737,457	77%
Capital	823,100	**337,600**	**269,901**	67,699	80%
	$ 24,775,768	**$ 24,478,418**	**$ 20,379,313**	$ 4,099,106	83%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 11,800,052	**$ 11,813,552**	**$ 10,172,583**	$ 1,640,970	86%
Employee Benefits	4,764,319	**4,741,819**	**4,088,839**	652,980	86%
Total Personnel	$ 16,564,371	**$ 16,555,371**	**$ 14,261,421**	$ 2,293,950	86%
Services / Supplies					
Professional Services	$ 2,332,482	**$ 2,334,482**	**$ 1,824,019**	$ 510,463	78%
Employee Development	420,920	**420,920**	**280,632**	140,288	67%
Office Supplies / Equipment	1,646,908	**1,659,408**	**1,306,782**	352,626	79%
Utilities	428,640	**444,640**	**379,283**	65,357	85%
Other	2,559,347	**2,725,997**	**2,057,275**	668,722	75%
Total Services / Supplies	$ 7,388,297	**$ 7,585,447**	**$ 5,847,990**	$ 1,737,457	77%
Capital					
Equipment / Vehicles	$ 823,100	**$ 337,600**	**$ 269,901**	$ 67,699	80%
Total Capital	$ 823,100	**$ 337,600**	**$ 269,901**	$ 67,699	80%
Total General Fund Expenditure Summary	$ 24,775,768	**$ 24,478,418**	**$ 20,379,313**	$ 4,099,106	83%

General Fund Revenue

FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

Revenues	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Received
Property Tax	$ 14,527,735	**$ 14,527,735**	**$ 14,186,063**	$ (341,672)	98%
Sales Tax	4,209,200	**4,209,200**	**2,895,200**	(1,314,000)	69%
Franchise Fees	1,563,455	**1,563,455**	**1,172,873**	(390,582)	75%
Licensing & Permits	285,552	**285,552**	**276,542**	(9,010)	97%
Park/Recreation Fees	190,355	**190,355**	**176,270**	(14,085)	93%
Public Safety Fees	849,344	**849,344**	**832,096**	(17,248)	98%
Rents	164,431	**164,431**	**161,019**	(3,412)	98%
Municipal Court	132,600	**132,600**	**130,520**	(2,080)	98%
Interest Income	935,788	**935,788**	**581,003**	(354,785)	62%
Miscellaneous	80,000	**80,000**	**167,955**	87,955	210%
Total Revenues	$ 22,938,460	**$ 22,938,460**	**$ 20,579,540**	$ (2,358,920)	90%

City Manager Office
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

- - - Summary - - -					
	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 471,597	**$ 471,597**	**$ 416,266**	$ 55,330	88%
Services / Supplies	185,363	**185,363**	**135,236**	50,127	73%
Capital	-	**-**	**-**	-	0%
	$ 656,960	**$ 656,960**	**$ 551,502**	$ 105,458	84%

- - - Detail - - -					
Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	367,328	**367,328**	**$ 322,844**	$ 44,484	88%
Employee Benefits	104,268	**104,268**	**93,422**	10,846	90%
Total Personnel	$ 471,597	**$ 471,597**	**$ 416,266**	$ 55,330	88%
Services / Supplies					
Professional Services *(City-wide legal - $98,500)*	$ 121,600	**121,600**	**$ 122,323**	$ (723)	101%
Employee Development	11,755	**11,755**	**11,851**	(96)	101%
Supplies / Equipment	1,720	**1,720**	**1,061**	659	62%
Utilities	-	**-**		-	0%
Other *(Contingency + Data Processing)*	50,288	**50,288**	**-**	50,288	0%
Total Services / Supplies	$ 185,363	**$ 185,363**	**$ 135,236**	$ 50,127	73%
Capital					
Equipment / Vehicles	-	-	-	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total City Manager	$ 656,960	**$ 656,960**	**$ 551,502**	$ 105,458	84%

Finance Department
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 1,011,173	**$ 986,173**	**$ 874,912**	$ 111,261	89%
Services / Supplies	570,239	**572,239**	**530,130**	42,109	93%
Capital	-	**-**	**-**	-	0%
	$ 1,581,412	**$ 1,558,412**	**$ 1,405,042**	$ 153,370	90%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 739,418	**$ 739,418**	**$ 663,333**	$ 76,085	90%
Employee Benefits	271,756	**246,756**	**211,580**	35,176	86%
Total Personnel	$ 1,011,173	**$ 986,173**	**$ 874,912**	$ 111,261	89%
Services / Supplies					
Professional Services *(City-wide liability insurance - $219,337 / DCAD - $119,000)*	$ 535,550	**$ 537,550**	**$ 514,973**	$ 22,577	96%
Employee Development	13,564	13,564	**8,251**	5,313	61%
Supplies / Equipment	6,725	6,725	**5,628**	1,098	84%
Utilities	-	-		-	0%
Other *(Data Processing Equipment + Supplies)*	14,400	**14,400**	**1,278**	13,123	9%
Total Services / Supplies	$ 570,239	**$ 572,239**	**$ 530,130**	$ 42,109	93%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total Finance Department	$ 1,581,412	**$ 1,558,412**	**$ 1,405,042**	$ 153,370	90%

Human Resources
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	***91.7%***

- - - Summary - - -

	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 449,053	**$ 449,053**	**$ 330,889**	$ 118,164	74%
Services / Supplies	215,906	**215,906**	**163,101**	52,805	76%
Capital	-	**-**	**-**	-	0%
	$ 664,959	**$ 664,959**	**$ 493,991**	$ 170,969	74%

- - - Detail - - -

Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 355,063	**$ 355,063**	**$ 247,510**	$ 107,553	70%
Employee Benefits	93,990	**93,990**	**83,379**	10,611	89%
Total Personnel	$ 449,053	**$ 449,053**	**$ 330,889**	$ 118,164	74%
Services / Supplies					
Professional Services	$ 108,856	**$ 108,856**	**$ 97,660**	$ 11,196	90%
Employee Development	89,775	**89,775**	**61,268**	28,507	68%
Supplies / Equipment	2,275	**2,275**	**1,274**	1,001	56%
Utilities	-	**-**		-	0%
Other *(Safety Programs)*	15,000	**15,000**	**2,899**	12,101	19%
Total Services / Supplies	**$ 215,906**	**$ 215,906**	**$ 163,101**	$ 52,805	76%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total Human Resources	$ 664,959	**$ 664,959**	**$ 493,991**	$ 170,969	74%

City Secretary Office
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	91.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 316,291	**$ 316,291**	**$ 223,523**	$ 92,768	71%
Services / Supplies	194,489	**194,489**	**110,553**	83,936	57%
Capital	-	**-**	**-**	-	-
	$ 510,780	**$ 510,780**	**$ 334,076**	$ 176,703	65%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 218,145	**$ 218,145**	**$ 164,895**	$ 53,249	76%
Employee Benefits	98,146	**98,146**	**58,628**	39,518	60%
Total Personnel	$ 316,291	**$ 316,291**	**$ 223,523**	$ 92,768	71%
Services / Supplies					
Professional Services	$ 46,000	**$ 46,000**	**$ 26,560**	$ 19,440	58%
Employee Development *(City Council related $42,704)*	72,688	**72,688**	**26,540**	46,148	37%
Supplies / Equipment	16,301	**16,301**	**6,683**	9,618	41%
Utilities	-	**-**		-	0%
Other *(Outside Services)*	59,500	**59,500**	**50,770**	8,730	85%
Total Services / Supplies	$ 194,489	**$ 194,489**	**$ 110,553**	$ 83,936	57%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total City Secretary Office	$ 510,780	**$ 510,780**	**$ 334,076**	$ 176,703	65%

Information Services
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

- - - Summary - - -					
	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 887,464	**$ 887,464**	**$ 789,666**	$ 97,798	89%
Services / Supplies	590,605	**590,605**	**397,262**	193,343	67%
Capital	-	**-**	**-**	-	0%
	$ 1,478,069	**$ 1,478,069**	**$ 1,186,928**	$ 291,141	80%

- - - Detail - - -					
Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 661,289	**$ 661,289**	**$ 587,103**	$ 74,186	89%
Employee Benefits	226,175	**226,175**	**202,563**	23,612	90%
Total Personnel	$ 887,464	**$ 887,464**	**$ 789,666**	$ 97,798	89%
Services / Supplies					
Professional Services	$ 302,185	**$ 302,185**	**$ 206,268**	$ 95,917	68%
Employee Development	25,450	**25,450**	**11,820**	13,630	46%
Supplies / Equipment	3,560	**3,560**	**3,341**	219	94%
Utilities	99,300	**99,300**	**62,188**	37,112	63%
Other *(Data Processing)*	160,110	**160,110**	**113,645**	46,465	71%
Total Services / Supplies	$ 590,605	**$ 590,605**	**$ 397,262**	$ 193,343	67%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total City Information Services	$ 1,478,069	**$ 1,478,069**	**$ 1,186,928**	$ 291,141	80%

Marketing and Communications
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	***91.7%***

- - - Summary - - -

	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 376,736	**$ 389,236**	**$ 346,905**	$ 42,332	89%
Services / Supplies	122,623	**122,623**	**107,143**	15,480	87%
Capital	-	**-**	**-**	-	0%
	$ 499,359	**$ 511,859**	**$ 454,048**	$ 57,812	89%

- - - Detail - - -

Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 264,891	**$ 277,391**	**$ 244,569**	$ 32,822	88%
Employee Benefits	111,845	**111,845**	**102,336**	9,509	91%
Total Personnel	$ 376,736	**$ 389,236**	**$ 346,905**	$ 42,332	89%
Professional Services	$ 85,298	**$ 85,298**	**$ 78,295**	$ 7,003	92%
Employee Development	9,925	**9,925**	**3,009**	6,916	30%
Supplies / Equipment	-	**-**	**13**	(13)	0%
Utilities	-	**-**		-	0%
Other *(Special Events)*	27,400	**27,400**	**25,826**	1,574	94%
Total Services / Supplies	$ 122,623	**$ 122,623**	**$ 107,143**	$ 15,480	87%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total Marketing and Communications	$ 499,359	**$ 511,859**	**$ 454,048**	$ 57,812	89%

Police Department
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 5,829,368	**$ 5,829,368**	**$ 5,014,422**	$ 814,946	86%
Services / Supplies	698,189	**698,189**	**587,100**	111,089	84%
Capital	16,000	**16,000**	**16,000**	-	100%
	$ 6,543,557	**$ 6,543,557**	**$ 5,617,522**	$ 926,034	86%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 4,248,181	**$ 4,248,181**	**$ 3,642,668**	$ 605,513	86%
Employee Benefits	1,581,187	**1,581,187**	**1,371,754**	209,433	87%
Total Personnel	$ 5,829,368	**$ 5,829,368**	**$ 5,014,422**	$ 814,946	86%
Services / Supplies					
Professional Services	$ 296,118	**$ 296,118**	**$ 270,651**	$ 25,467	91%
Employee Development	63,135	**63,135**	**60,148**	2,987	95%
Supplies / Equipment	176,681	**176,681**	**150,916**	25,765	85%
Utilities	-	-		-	0%
Other *(Animal Care - $140,780)*	162,255	**162,255**	**105,385**	$ 56,870	65%
Total Services / Supplies	$ 698,189	**$ 698,189**	**$ 587,100**	$ 111,089	84%
Capital					
Equipment / Vehicles	16,000	**16,000**	**16,000**	-	100%
Total Capital	$ 16,000	**$ 16,000**	**$ 16,000**	$ -	100%
Total Police Department	$ 6,543,557	**$ 6,543,557**	**$ 5,617,522**	$ 926,034	86%

Fire Department
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 3,553,895	**$ 3,543,895**	**$ 3,081,191**	$ 462,704	87%
Services / Supplies	443,333	**448,533**	**413,361**	35,172	92%
Capital	25,000	**35,000**	**-**	35,000	0%
	$ 4,022,228	**$ 4,027,428**	**$ 3,494,552**	$ 532,875	87%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 2,510,585	**$ 2,500,585**	**$ 2,159,913**	$ 340,672	86%
Employee Benefits	1,043,310	**1,043,310**	**921,278**	122,032	88%
Total Personnel	$ 3,553,895	**$ 3,543,895**	**$ 3,081,191**	$ 462,704	87%
Services / Supplies					
Professional Services	$ 155,518	**$ 155,518**	**$ 139,984**	$ 15,534	90%
Employee Development *(Training - $47,465)*	61,420	**61,420**	**45,046**	16,374	73%
Supplies / Equipment	176,555	**176,555**	**141,671**	34,884	80%
Utilities	2,040	**2,040**	**2,189**	(149)	107%
Other *(Safety Programs)*	47,800	**53,000**	**84,471**	(31,471)	159%
Total Services / Supplies	$ 443,333	**$ 448,533**	**$ 413,361**	$ 35,172	92%
Capital					
Equipment / Vehicles	25,000	**35,000**	**-**	35,000	0%
Total Capital	$ 25,000	**$ 35,000**	**$ -**	$ 35,000	0%
Total Fire Department	$ 4,022,228	**$ 4,027,428**	**$ 3,494,552**	$ 532,875	87%

Community Services
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

- - - Summary - - -					
	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 414,945	**$ 414,945**	**$ 352,053**	$ 62,891	85%
Services / Supplies	132,673	**132,673**	**25,814**	106,859	19%
Capital	-	**-**	**-**	-	0%
	$ 547,618	**$ 547,618**	**$ 377,868**	$ 169,750	69%

- - - Detail - - -					
Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 286,891	**$ 286,891**	**$ 254,222**	$ 32,668	89%
Employee Benefits	128,054	**128,054**	**97,831**	30,223	76%
Total Personnel	$ 414,945	**$ 414,945**	**$ 352,053**	$ 62,891	85%
Services / Supplies					
Professional Services	$ 109,000	**$ 109,000**	**$ 9,587**	99,413	9%
Employee Development	17,678	**17,678**	**10,051**	7,627	57%
Supplies / Equipment	5,995	**5,995**	**6,177**	(182)	103%
Utilities	-	**-**	**-**	-	0%
Other	-	**-**	**-**	-	0%
Total Services / Supplies	$ 132,673	**$ 132,673**	**$ 25,814**	$ 106,859	19%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total Building Operations	$ 547,618	**$ 547,618**	**$ 377,868**	$ 169,750	69%

Streets Division
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 923,026	**$ 923,026**	**$ 804,673**	$ 118,352	87%
Services / Supplies	886,174	**1,079,674**	**603,383**	476,291	56%
Capital	21,000	**140,500**	**119,230**	21,270	85%
	$ 1,830,200	**$ 2,143,200**	**$ 1,527,286**	$ 615,914	71%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 598,696	**$ 598,696**	**$ 522,638**	$ 76,058	87%
Employee Benefits	324,330	**324,330**	**282,035**	42,295	87%
Total Personnel	$ 923,026	**$ 923,026**	**$ 804,673**	$ 118,352	87%
Services / Supplies					
Professional Services	$ 89,816	**$ 89,816**	**$ 24,609**	$ 65,207	27%
Employee Development	10,543	**10,543**	**14,021**	(3,478)	133%
Supplies / Equipment	69,165	**81,665**	**22,013**	59,652	27%
Utilities *(Streetlights)*	99,000	**115,000**	**97,446**	17,554	85%
Other *(Street Maintenance)*	617,650	**782,650**	**445,294**	337,356	57%
Total Services / Supplies	$ 886,174	**$ 1,079,674**	**$ 603,383**	$ 476,291	56%
Capital					
Equipment / Vehicles	21,000	**140,500**	**119,230**	21,270	85%
Total Capital	$ 21,000	**$ 140,500**	$ 119,230	$ 21,270	85%
Total Streets	$ 1,830,200	**$ 2,143,200**	**$ 1,527,286**	$ 615,914	71%

Maintenance Division
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	***91.7%***

- - - Summary - - -					
	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 475,181	**$ 475,181**	**$ 392,621**	$ 82,561	83%
Services / Supplies	2,147,762	**2,147,762**	**1,822,832**	324,930	85%
Capital	615,000	**-**	**-**	-	0%
	$ 3,237,943	**$ 2,622,943**	**$ 2,215,452**	$ 407,491	84%

- - - Detail - - -					
Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 321,015	**$ 321,015**	**$ 266,006**	$ 55,010	83%
Employee Benefits	154,166	**154,166**	**126,615**	27,551	82%
Total Personnel	$ 475,181	**$ 475,181**	**$ 392,621**	$ 82,561	83%
Services / Supplies					
Professional Services	$ 200,260	**$ 200,260**	**$ 121,878**	$ 78,382	61%
Employee Development	5,957	**5,957**	**2,632**	3,325	44%
Supplies / Equipment	874,400	**874,400**	**691,428**	182,972	79%
Utilities	95,000	**95,000**	**92,605**	2,395	97%
Other *(Capital Lease Payments)*	972,145	**972,145**	**914,289**	$ 57,856	94%
Total Services / Supplies	$ 2,147,762	**$ 2,147,762**	**$ 1,822,832**	$ 324,930	85%
Capital					
Equipment / Vehicles	615,000	**-**	**-**	-	0%
Total Capital	$ 615,000	**$ -**	**$ -**	$ -	0%
Total Maintenance	$ 3,237,943	**$ 2,622,943**	**$ 2,215,452**	$ 407,491	84%

Parks Division
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

- - - Summary - - -					
	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 1,636,828	**$ 1,636,828**	**$ 1,429,629**	$ 207,198	87%
Services / Supplies	752,828	**752,828**	**630,745**	122,083	84%
Capital	146,100	**146,100**	**134,671**	11,429	92%
	$ 2,535,756	**$ 2,535,756**	**$ 2,195,045**	$ 340,710	87%

- - - Detail - - -					
Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 1,060,599	**$ 1,060,599**	**$ 939,241**	$ 121,358	89%
Employee Benefits	576,229	**576,229**	**490,388**	85,841	85%
Total Personnel	$ 1,636,828	**$ 1,636,828**	**$ 1,429,629**	$ 207,198	87%
Services / Supplies					
Professional Services	$ 282,281	**$ 282,281**	**$ 211,229**	$ 71,052	75%
Employee Development	24,535	**24,535**	**17,623**	6,912	72%
Supplies / Equipment	311,131	**311,131**	**275,927**	35,204	89%
Utilities	133,300	**133,300**	**124,857**	8,443	94%
Other	1,581	**1,581**	**1,109**	472	70%
Total Services / Supplies	$ 752,828	**$ 752,828**	**$ 630,745**	$ 122,083	84%
Capital					
Equipment / Vehicles	146,100	**146,100**	**134,671**	11,429	92%
Total Capital	146,100	**146,100**	**134,671**	11,429	92%
Total Parks	$ 2,535,756	**$ 2,535,756**	**$ 2,195,045**	$ 340,710	87%

Recreation Division
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

- - - Summary - - -					
	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 218,816	**$ 232,316**	**$ 204,671**	$ 27,645	88%
Services / Supplies	448,113	**444,563**	**321,330**	123,233	72%
Capital	-	**-**	**-**	-	0%
	$ 666,929	**$ 676,879**	**$ 526,001**	$ 150,878	78%

- - - Detail - - -					
Category	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel					
Salaries / Wages	$ 167,952	**$ 178,952**	**$ 157,640**	$ 21,313	88%
Employee Benefits	50,864	**53,364**	**47,031**	6,332	88%
Total Personnel	$ 218,816	**$ 232,316**	**$ 204,671**	$ 27,645	88%
Services / Supplies					
Professional Services	$ -	**$ -**	**$ -**	$ -	0%
Employee Development	14,495	**14,495**	**8,372**	6,123	58%
Supplies / Equipment	2,400	**2,400**	**649**	1,751	27%
Utilities	-	**-**	**-**	-	0%
Other *(Recreation Programs)*	431,218	**427,668**	**312,309**	115,359	73%
Total Services / Supplies	$ 448,113	**$ 444,563**	**$ 321,330**	$ 123,233	72%
Capital					
Equipment / Vehicles	-	**-**	**-**	-	0%
Total Capital	$ -	**$ -**	**$ -**	$ -	0%
Total Recreation	$ 666,929	**$ 676,879**	**$ 526,001**	$ 150,878	78%

Equipment Replacement / Capital Schedule
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	***91.7%***

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	**-**	**-**	-	0%
Finance Capital Outlay	-	**-**	**-**	-	0%
Human Resources Capital Outlay	-	**-**	**-**	-	0%
City Secretary Capital Outlay	-	**-**	**-**	-	0%
Information Services Capital Outlay	-	**-**	**-**	-	0%
Marketing Capital Outlay	-	**-**	**-**	-	0%
Police Dept Capital Outlay	16,000	**16,000**	**16,000**	-	100%
Fire Dept Capital Outlay	25,000	**35,000**	**-**	35,000	0%
Community Services Capital Outlay	-	**-**	**-**	-	0%
Streets Dept Capital Outlay	21,000	**140,500**	**119,230**	21,270	85%
Maintenance Capital Outlay	615,000	**-**	**-**	-	0%
City Parks Capital Outlay	146,100	**146,100**	**134,671**	11,429	92%
City Recreation Capital Outlay	-	**-**	**-**	-	0%
Total Expenditures	$ 823,100	**$ 337,600**	**$ 269,901**	$ 67,699	80%

Utility Fund Revenues
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
Electronic Payment	$ (191,500)	**$ (191,500)**	**$ (166,005)**	$ (25,495)	87%
Charges / Penalties	88,750	**88,750**	**81,774**	6,976	92%
Total Fees	$ (102,750)	**$ (102,750)**	**$ (84,231)**	$ (18,519)	82%
Licenses & Permits					
Construction Inspection	$ -	**$ -**		$ -	0%
Total Licenses & Permits	$ -	**$ -**	**$ -**	$ -	0%
Charges for Services					
Water Sales	$ 6,187,489	**$ 6,187,489**	**$ 5,003,590**	$ 1,183,899	81%
Sewer Sales	4,484,370	**4,484,370**	**3,769,232**	715,138	84%
Inspection Fees	4,000	**4,000**	**1,180**	2,820	30%
Total Charges for Service	$ 10,675,859	**$ 10,675,859**	**$ 8,774,002**	$ 1,901,857	82%
Interest					
Interest (Operations)	$ 242,621	**$ 242,621**	**$ 329,942**	$ (87,321)	136%
Interest (Capital Projects)	241,018	**241,018**	**-**	241,018	0%
Total Interest	$ 483,639	**$ 483,639**	**$ 329,942**	$ 153,697	68%
Impact Fees					
Impact Fees	$ 192,000	**$ 192,000**	**$ 9,986**	$ 182,014	5%
Total Impact Fees	$ 192,000	**$ 192,000**	**$ 9,986**	$ 182,014	5%
Miscellaneous Income					
Miscellaneous Income	$ 7,500	**$ 7,500**	**$ 8,920**	$ (1,420)	119%
Grants/Contributions	$ -	**$ -**		$ -	0%
Total Miscellaneous Income	$ 7,500	**$ 7,500**	**$ 8,920**	$ (1,420)	119%
Total Utility Fund Revenues	$ 11,256,248	**$ 11,256,248**	**$ 9,038,619**	$ 2,217,629	80%

Utility Division
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	91.7%

- - - Summary - Operations - - -	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 1,916,064	**$ 1,921,064**	**$ 1,732,034**	$ 189,029	90%
Services / Supplies	8,025,744	**8,196,744**	**6,357,953**	1,838,791	78%
Capital	84,000	**84,000**	**56,665**	27,335	67%
Total Utility Division	$ 10,025,808	**$ 10,201,808**	**$ 8,146,653**	$ 2,055,155	80%

- - - Detail - Operations - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	$ 1,341,852	**$ 1,346,852**	**$ 1,193,346**	$ 153,507	89%
Employee Benefits	574,211	**574,211**	**538,689**	35,523	94%
Total Personnel	$ 1,916,064	**$ 1,921,064**	**$ 1,732,034**	$ 189,029	90%
Services / Supplies					
Professional Services	$ 432,092	**$ 453,092**	**$ 258,788**	$ 194,304	57%
Employee Development	68,927	**68,927**	**51,047**	17,880	74%
Supplies / Equipment	79,012	**79,012**	**86,278**	(7,266)	109%
Utilities	504,896	**504,896**	**449,070**	55,826	89%
Other *(Well Lot Maintenance)*	1,994,580	**2,144,580**	**1,035,268**	1,109,312	48%
Sub-Total - Operations Services / Supplies	$ 3,079,507	**$ 3,250,507**	**$ 1,880,450**	$ 1,370,057	58%
Wholesale Water / Wastewater					
UTRWD - Administration Fees	$ 4,980	**$ 4,980**	**$ 5,269**	$ (289)	106%
UTRWD - Water Volume Cost	1,269,845	**1,269,845**	**1,119,821**	150,024	88%
UTRWD - Water Demand Charges	1,618,305	**1,618,305**	**1,483,446**	134,859	92%
UTRWD - Sewer Effluent Volume Rate	619,967	**619,967**	**542,013**	77,954	87%
UTRWD - Capital Charge Joint Facilities	1,227,270	**1,227,270**	**1,124,998**	102,273	92%
UTRWD - HV Sewer Line to UTRWD	205,870	**205,870**	**201,956**	3,914	98%
UTRWD - Wtr Transmission - Opus Develop	-	**-**	**-**	-	0%
Sub-Total - Wholesale Water / Wastewater	$ 4,946,237	**$ 4,946,237**	**$ 4,477,503**	$ 468,734	91%
Total Services / Supplies	$ 8,025,744	**$ 8,196,744**	**$ 6,357,953**	$ 1,838,791	78%
Capital					
Equipment / Vehicles	84,000	**84,000**	**56,665**	27,335	67%
Total Capital	$ 84,000	**$ 84,000**	**$ 56,665**	$ 27,335	67%
Total Utility Division - Operations	$ 10,025,808	**$ 10,201,808**	**$ 8,146,653**	$ 2,055,155	80%

Utility Fund Working Capital
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	***91.7%***

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	$ 6,187,489	**$ 6,187,489**	**$ 5,003,590**	$ 1,183,899	81%
Sewer Sales	4,484,370	**4,484,370**	**3,769,232**	715,138	84%
Other Fees / Charges	100,250	**100,250**	**91,874**	8,376	92%
Electronic Payment Credit	(191,500)	**(191,500)**	**(166,005)**	(25,495)	87%
Interest	242,621	**242,621**	**329,942**	(87,321)	136%
Total Revenues	$ 10,823,230	**$ 10,823,230**	**$ 9,028,633**	$ 1,794,597	83%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	$ 516,540	**$ 541,540**	**$ 488,795**	$ 52,745	90%
Operations	4,479,030	**4,634,030**	**3,123,690**	1,510,341	67%
UTRWD	4,946,237	**4,946,237**	**4,477,503**	468,734	91%
Debt Service	987,428	**987,428**	**988,581**	(1,153)	100%
Capital Projects	-	**-**	**-**	-	0%
Equipment Replace / Capital	84,000	**84,000**	**56,665**	27,335	67%
Total Expenditures	$ 11,013,236	**$ 11,193,236**	**$ 9,135,234**	$ 2,058,002	82%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
***Transfers In** (Applied Impact Fees)*	$ 150,000	**$ 150,000**	**$ 150,000**	$ -	100%
Operating Transfers In / Utility Capital Projects			-	-	0%
Operating Transfers Out / Utility Capital Projects	-	**-**	**-**	-	0%
Operating Transfers Out / General Fund	(470,000)	**(470,000)**	**-**	(470,000)	0%
Sale of Capital Assets (Vehicles)	-	**-**	**129,175**	(129,175)	0%
Total Other Sources (Uses)	$ (320,000)	$ (320,000)	**$ 279,175**	$ (599,175)	-87%

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	(510,006)	(690,006)	**172,574**
Beginning Working Capital			
Operations	4,643,480	**4,758,471**	**4,758,471**
Available Impact Fees	1,197,940	**1,138,847**	**1,138,847**
Total Available Working Capital	$ 5,841,420	**$ 5,897,318**	**$ 5,897,318**
Ending Working Capital			
Operations	4,133,474	**4,068,465**	**4,931,045**
Designated Capital Project	-	**-**	**-**
Available Impact Fees	1,239,940	**1,180,847**	**998,833**
Total Available Working Capital	$ 5,373,414	**$ 5,249,312**	**$ 5,929,878**

Impact Fees			
Beginning Balance	1,197,940	1,138,847	1,138,847
+ Collections	192,000	192,000	9,986
- Applied to offset Debt Service	(150,000)	(150,000)	(150,000)
Ending Balance	1,239,940	1,180,847	998,833

*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 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	***91.7%***

Revenues	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Received
Park Entry Fees	$ 645,850	**$ 645,850**	**$ 427,787**	$ 218,063	66%
Annual Park Passes	54,000	**54,000**	**50,220**	3,780	93%
Concession Sales	-	**-**	**-**	-	0%
Interest	70,000	**70,000**	**47,307**	22,693	68%
Total Revenues	$ 769,850	$ 769,850	**$ 525,315**	$ 244,535	68%

Expenditures	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Personnel	$ 224,971	**255,971**	**$ 233,206**	$ 22,765	91%
Services / Supplies	399,018	**487,518**	**312,248**	175,270	64%
Capital	-	**-**	**-**	-	0%
Total Expenditures	$ 623,989	**$ 743,489**	**$ 545,453**	$ 198,036	73%

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

Fund Balance	Original Budget	**Revised Budget**	**Year to Date**
Beginning Fund Balance	$ 1,104,526	**$ 1,177,078**	**$ 1,177,078**
+ Net Increase (Decrease)	145,861	**26,361**	**(20,139)**
Ending Fund Balance	$ 1,250,387	**$ 1,203,439**	**$ 1,156,939**

Debt Service Fund
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired ***91.7%***

Revenues	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Received
Property Tax Revenues	$ 2,561,978	**$ 2,561,978**	**$ 2,523,996**	$ 37,982	99%
Interest Income	$ 27,780	**$ 27,780**	**$ 19,951**	7,829	72%
Total Revenues	$ 2,589,758	**$ 2,589,758**	**$ 2,543,947**	$ 45,811	98%

Expenditures	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Used
Principal Payments	$ 2,091,000	**$ 2,091,000**	**$ 2,121,000**	$ (30,000)	101%
Interest Payments	$ 995,003	**$ 995,003**	**$ 963,734**	31,269	97%
Paying Agent Fees	$ 3,000	**$ 3,000**	**$ 2,021**	979	67%
Total Expenditures	$ 3,089,003	**$ 3,089,003**	**$ 3,086,756**	$ 2,248	100%

Other Sources (Uses)	Original Budget	**Revised Budget**	**Year to Date**	Variance	% Received
Transfers In (Out) [To 4B]	536,025	**536,025**	**536,025**	$ -	100%
Proceeds from Refunding Debt	-	**-**		-	0%
Debt Issuance Cost	-	**-**		-	0%
Payment to Escrow Agent	-	**-**		-	0%
Total Financing Sources	$ 536,025	**$ 536,025**	**$ 536,025**	$ -	100%

Beginning & Ending Balance	Original Budget	**Revised Budget**	**Year to Date**
Beginning Fund Balance	$ 122,719	**$ 115,293**	**$ 115,293**
+ Net Increase (Decrease)	36,780	**36,780**	**(6,784)**
Ending Fund Balance	$ 159,499	**$ 152,073**	**$ 108,510**

Capital Projects Fund
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	***91.7%***

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	$ -	**$ -**		$ -	0%
Contributions	-	**-**		-	0%
Interest Income	548,512	**548,512**	**586,713**	(38,201)	107%
Total Revenues	$ 548,512	**$ 548,512**	**$ 586,713**	$ (38,201)	107%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2021 Bond Issue (Parks)	4,009,756	**4,009,756**	**364,137**	3,645,619	9%
2021 Bond Issue (Streets)	2,313,834	**2,313,834**	**246,082**	2,067,752	11%
2024 Tax Note	-	**1,467,000**	**982,799**		67%
Total Expenditures	$ 6,323,590	$ 7,790,590	$ 1,593,018	$ 5,713,371	20%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	$ 12,100,761	**$ 14,488,233**	**$ 14,488,233**
+Net Increase (Decrease)	(5,775,078)	**(7,242,078)**	**(1,006,305)**
Ending Fund Balance	$ 6,325,683	**$ 7,246,155**	**$ 13,481,928**

Drainage Utilities
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Drainage Conversion Fee	$ 10,000	**10,000**	**$ -**	$ 10,000	0%
Drainage Fee Receipts	654,877	**654,877**	**532,220**	122,657	81%
Miscellaneous	-	**-**		-	0%
Interest	9,200	**9,200**	**395**	8,805	4%
Total Revenues	$ 674,077	**$ 674,077**	**$ 532,615**	$ 141,462	79%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ 405,830	**$ 421,830**	**$ 360,769**	$ 61,061	86%
Services / Supplies	279,397	**279,397**	**228,411**	50,986	82%
Capital	5,250	**9,250**	**8,950**	300	97%
Total Expenditures	$ 690,477	**$ 710,477**	**$ 598,130**	$ 112,347	84%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	$ 138,474	**$ 122,977**	**$ 122,977**
+ Net Increase (Decrease)	(16,400)	**(36,400)**	**(65,515)**
Ending Fund Balance	$ 122,074	**$ 86,577**	**$ 57,462**

Park Development Fee Fund
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	***91.7%***

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Interest	$ 5,000	**$ 5,000**	**$ 3,779**	1,221	76%
Community Park Fees	-	**-**		-	0%
Linear Park Fees	-	**-**	**-**	-	0%
Neighborhood Park Fees	-	**-**	**-**	-	0%
Service Area II	-	**-**	**-**	-	0%
Service Area IV	-	**-**	**-**	-	0%
Total Revenues	$ 5,000	**$ 5,000**	**$ 3,779**	$ 1,221	76%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Unity Park	$ -	**$ -**	**$ -**	$ -	0%
Capital Outlay (Unity Park)	-	**-**	**-**	-	0%
Capital Outlay (Village Park)	-	**-**	**-**	-	0%
Capital Outlay - (St James development, Area I)	-	**-**	**-**	-	0%
Total Expenditures	$ -	**$ -**	**$ -**	$ -	0%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	$ -	**$ -**	**$ -**	$ -	0%
Operating Transfers Out *(Funding for projects at Unity Park with FY2012 bond)*	-	**-**	**-**	-	0%
Total Other Sources (Uses)	$ -	**$ -**	**$ -**	$ -	**0%**

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	$ 91,095	**$ 91,008**	**$ 91,008**
+ Net Increase (Decrease)	5,000	**5,000**	**3,779**
Ending Fund Balance	$ 96,095	**$ 96,008**	**$ 94,787**

Ending Fund Balance Detail	Original Budget	Year to Date
Community Park Fees	$ -	-
Linear Park Fees	-	**-**
Neighorhood Park Fees (Area I)	-	**-**
Neighorhood Park Fees (Area II)	96,095	**94,787**
Neighorhood Park Fees (Area IV)	-	**-**
Total	$ 96,095	**$ 94,787**

Public Safety Special Revenue Fund
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	91.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	$ 76,100	**$ 66,600**	**$ 46,430**	$ 20,170	70%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Police Grant Related	$ 51,600	**$ 67,100**	**$ 48,960**	$ 18,140	73%
Fire Grant Related	2,500	**2,500**	**-**	2,500	0%
Total Expenditures	$ 54,100	**$ 69,600**	**$ 48,960**	$ 20,640	70%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	$ -	**$ -**	**$ -**	$ -	0%
Operating Transfers Out	(20,000)	**(20,000)**	**-**	(20,000)	0%
Total Other Sources (Uses)	$ (20,000)	**$ (20,000)**	**$ -**	$ (20,000)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	$ 38,811	**$ 83,261**	**$ 83,261**
+ Net Increase (Decrease)	2,000	**(23,000)**	**(2,530)**
Ending Fund Balance	$ 40,811	**$ 60,261**	**$ 80,731**

Municipal Court Technology Fee Fund
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	*91.7%*

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	$ 3,100	**$ 3,100**	**$ 2,938**	162	95%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	$ 3,600	**$ 3,600**	**$ 3,600**	$ -	100%
Total Expenditures	$ 3,600	**$ 3,600**	**$ 3,600**	$ -	100%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	$ 14,134	**$ 14,223**	**$ 14,223**
+ Net Increase (Decrease)	(500)	**(500)**	**(662)**
Ending Fund Balance	$ 13,634	**$ 13,723**	**$ 13,561**

Municipal Court Building Security Fund
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	***91.7%***

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	$ 3,700	$ 3,700	$ 3,596	$ 104	97%

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	$ 51,211	**$ 51,287**	**$ 51,287**
+ Net Increase (Decrease)	3,700	**3,700**	**3,596**
Ending Fund Balance	$ 54,911	**$ 54,987**	**$ 54,883**

Highland Village Community Development Corporation
Working Capital Analysis (FY 2025)

	Actual 2022-2023	Actual 2023-2024	Budget 2024-2025	YTD 2024-2025
Beginning Fund Balance	$ 650,602	$ 1,361,972	$ 2,007,661	$ 2,007,661
Revenues				
4B Sales Tax	1,805,877	1,806,379	1,994,167	1,382,074
Park Fees (Rental)	62,664	63,691	82,000	75,316
Miscellaneous Income	-	-	-	-
Interest Income	37,053	79,051	115,000	84,298
Total	$ 1,905,594	$ 1,949,121	$ 2,191,167	$ 1,541,688
Expenditures				
Personnel	300,075	280,010	365,550	313,323
Services / Supplies	257,343	447,732	599,918	531,370
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	537,581	539,165	536,025	536,025
Total Non-Capital Expenditures	$ 1,122,999	$ 1,294,907	$ 1,529,493	$ 1,380,718
Capital				
Equipment	71,226	8,525	50,000	47,675
Net Increase / (Decrease)	711,370	645,689	611,674	113,295
Working Capital Balance	$ 1,361,972	$ 2,007,661	$ 2,619,335	$ 2,120,955

PEG Fee Fund
FY 2024/2025 Budget

YEAR TO DATE AUGUST

Percent of Budget Year Transpired	***91.7%***

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
PEG Fee Receipts	$ 21,048	**$ 21,048**	**$ 14,526**	$ 22,706	69%
Total Revenues	$ 21,048	**$ 21,048**	**$ 14,526**	$ 22,706	69%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	$ -	**$ -**	**$ -**	$ -	0%
Services / Supplies	7,000	**7,000**	**3,481**	3,519	50%
Capital		**-**		-	0%
Total Expenditures	$ 7,000	**$ 7,000**	**$ 3,481**	$ 3,519	50%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	$ 179,595	**$ 178,995**	**$ 178,995**
+Net Increase (Decrease)	14,048	**14,048**	**11,045**
Ending Fund Balance	$ 193,643	**$ 193,043**	**$ 190,040**

CITY COUNCIL MEMORANDUM
AGENDA ITEM 14

MEETING DATE: October 14, 2025

SUBJECT: Consider Resolution 2025-3216 Authorizing the Purchase of NetApp Storage Server, Maintenance Agreement, and Installation Services from Soccour Solutions through General Services Administration Contract No. GS-35F-0511T

PREPARED BY: Sunny Lindsey, Director of Information Services

BACKGROUND

The City Council authorized the purchase of the current core storage unit in 2020 and the back-up storage unit in 2017. The 2017 unit was moved to the Denco 911 facility for storage redundancy. The core storage unit purchased in 2017 is past its alternative maintenance support. The unit purchased in 2020 will be at end of manufacturer's support in December 2026.

The IS staff is recommending the purchase of the newest unit to replace the core unit purchased in 2020, removing the 2017 unit from use and replacing it with the unit purchased in 2020 to serve as the backup target. The new unit will have greater capacity than the current unit, faster swappable drives, and a cybersecurity warranty. We currently do not have a core storage unit with such an additional manufacturer's warranty.

BUDGETARY IMPACT

The proposed cost for this purchase is $138,730.00 and includes estimated shipping and install. This purchase was identified, presented, and approved as part of the FY 25-26 budget. The pricing includes the storage server, accessories, three year maintenance contract, and a discount for installation. Pricing through the vendor, Soccour Solutions, is from the General Services Administration (GSA) Contract No. GS-35F-0511T.

RECOMMENDATION

Council to approve Resolution 2025-3216 authorizing the purchase of NetApp Storage Server, Maintenance Agreement and Installation Services from Soccour Solutions.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3216

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF A NETAPP STORAGE SERVER, MAINTENANCE AGREEMENT AND INSTALLATION SERVICES FROM SOCCOUR SOLUTIONS THROUGH GENERAL SERVICES ADMINISTRATION CONTRACT NO. GS-35F-0511T; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, The City's current state of tier one core storage server was audited and needs were identified.

WHEREAS, after reviewing various options, City Administration has determined that the City can purchase a NetApp storage server from Soccour Solutions through General Services Administration Contract No. GS-35F-0511T that will conform to the City's specifications and needs; and

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

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

Section 1. The City Manager is hereby authorized to purchase a Net App storage server from Soccour Solutions through General Services Contract No. GS-35F-0511T in the amount of $138,730.00 plus shipping.

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

PASSED AND APPROVED THIS THE 14th DAY OF OCTOBER 2025.

APPROVED:

____
Charlotte J. Wilcox, Mayor

ATTEST:

____
Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

____
Kevin B. Laughlin, City Attorney
(kbl:10/6/2025:4928-6169-4063 v1)

CITY COUNCIL MEMORANDUM
AGENDA ITEM 15

MEETING DATE: October 14, 2025

SUBJECT: Consider Resolution 2025-3217 Authorizing Renewal of the Interlocal Agreement with TML Intergovernmental Risk Pool for Insurance Coverage

PREPARED BY: Heather Miller, Finance Director

BACKGROUND

The City currently obtains property and liability insurance coverage from the TML Intergovernmental Risk Pool (TMLIRP) through an interlocal agreement. Presented for approval is the renewal amount for FY 2026 to continue coverage for general liability, automobile, mobile equipment, law enforcement, public officials (errors and omissions) employee dishonestly, sewer backup, and cyber liability.

The renewal premium for FY 2026 from TMLIRP totals $236,475 (inclusive of 2% pre-pay discount).

TML Liability Insurance Premium			
	Coverage	2025 Net Premium	2026 Net Premium
Liability	General Liability	$14,922	$16,939
	Law Enforcement Liability	19,410	18,566
	Errors & Omissions Liability	27,191	29,325
	Automobile Liability	38,642	42,155
	Supplemental Sewage Backup	4,878	4,878
	Total Liability Ins Premium	**105,044**	**111,863**
Property	Automobile Physical Damage	45,548	50,053
	Real & Personal Property	73,287	87,564
	Mobile Equipment	10,141	15,414
	Public Employee Dishonesty	1,229	1,066
	Subtotal - Property	**130,206**	**154,097**
	Cyber Liability	1,225	1,813
	Total Premium	**236,475**	**267,773**

Overall, the TMLIRP insurance premium for FY 2026 increased 13.2%. The total liability premium reflected a 6.5% increase over FY 2025 and property coverage reflected an 18.3% increase.

In general, the insurance premium increased due to the following factors:

- General liability – Liability limits were increased from $1M to $2M per occurrence, with an annual aggregate limit of $4M last year. Pool claims losses resulted in a rate increase– 13.5% increase.

CITY COUNCIL MEMORANDUM
AGENDA ITEM 15

- Law Enforcement Liability – 4.3% decrease.
- Errors & Omissions liability – 7.8% increase.
- Real / Personal Property – A general 4.7% rate increase coupled with a 5% inflationary factor on buildings and contents – 19.5% increase.
- Mobile Equipment – A general 5% rate increase with approximately $904,000 in covered equipment added – 52.0% increase.
- Automobile Liability – 9.1% increase.
- Automobile Physical Damage – 9.9% increase.
- Cyber Liability – Complimentary coverage was initiated in 2016 as cyber-attacks emerged as a threat to cities. With a growing number of occurrences, accompanying increases in claims have followed. To better address coverage TML has created a separate Cyber Fund, with various levels of coverage available for cities to choose. With the coverage level chosen by Highland Village, the limit of liability is $1M. And an overall limit of $25M for all TML members is shared for aggregate losses within the Fund Year.

BUDGETARY IMPACT
This was a budgeted item in the FY 2026 Budget.

RECOMMENDATION
Council to approve Resolution No. 2025-3217 authorizing renewal of the Interlocal Agreement with TML Intergovernmental Risk Pool for Insurance Coverage.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3217

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING RENEWAL OF THE INTERLOCAL AGREEMENT WITH TML INTERGOVERNMENTAL RISK POOL FOR INSURANCE COVERAGE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City has had an interlocal agreement with the TML Intergovernmental Risk Pool for property and liability insurance coverage since 2003, from which the City has realized a high level of service as well as substantial savings in insurance premiums; and

WHEREAS, City Administration recommends a continuation of said interlocal agreement for Fiscal Year 2025-2026; and

WHEREAS, the City Council of the City of Highland Village finds it to be in the public interest to concur in the above recommendation.

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

Section 1. The City Manager is hereby authorized to execute the necessary contract documents establishing an interlocal agreement with TML Intergovernmental Risk Pool to provide general liability, automobile, mobile equipment, law enforcement, public officials (errors and omissions) employee dishonestly, sewer backup, theft disappearance and destruction, and cyber liability insurance for the City in the amount of $267,773.24 and to take such additional action as may be reasonable and necessary to comply with the intent of this Resolution.

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

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 14th DAY OF OCTOBER 2025.

APPROVED:

____
Charlotte J. Wilcox, Mayor

ATTEST:

____
Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

____
Kevin B. Laughlin, City Attorney
(kbl:10/7/2025:4896-5856-2416 v1)

CITY COUNCIL MEMORANDUM
AGENDA ITEM 17

MEETING DATE: October 14, 2025

SUBJECT: Consider Resolution 2025-3215 nominating a Candidate(s) for Election to a Place on the Denton Central Appraisal District (DCAD) Board of Directors

PREPARED BY: Angela Miller, City Secretary

BACKGROUND

The City of Highland Village received notification from DCAD that all taxing jurisdictions may nominate one individual per open place for their Board of Directors for Places 4 and 7, with a total of two nominees being accepted. Once received, a comprehensive list of the nominees will be compiled and then sent to the taxing jurisdictions in the form of a ballot at a later date.

Eligibility requirements to serve on the DCAD Board are as follows:

- Must have resided in Denton County for at least two (2) years immediately preceding the date of taking office
- May currently serve on the governing body of a city, county or school district
- Employees of taxing entities served by the appraisal district are ineligible unless they are elected officials
- Must not have conflicts of interest as defined by state law

Taxing jurisdictions are not required to nominate anyone for the DCAD Board of Directors and would still retain the option to cast votes from the list of nominees submitted by other jurisdictions.

Council discussed making a nomination(s) to the DCAD Board of Directors during Early Work Session. This item provides for formal action to nominate a candidate(s) to be considered for the DCAD Board of Directors.

BUDGETARY IMPACT

None

RECOMMENDATION

To approve Resolution 2025-3215 nominating a candidate(s) for Place 4 and Place 7 on the DCAD Board of Directors.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2025-3215

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, NOMINATING CANDIDATES FOR ELECTION TO PLACES 4 AND 7 ON THE DENTON CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, participating taxing entities have the right to nominate one candidate to each open place to be considered for election to the Denton Central Appraisal District Board of Directors; and

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

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

SECTION 1. ____________________ is hereby nominated for election to Place 4 on the Denton Central Appraisal District Board of Directors; and

SECTION 2. ____________________ is hereby nominated for election to Place 7 on the Denton Central Appraisal District Board of Directors; and

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

PASSED AND APPROVED THIS THE 14TH DAY OF OCTOBER 2025.

APPROVED:

____
Charlotte J. Wilcox, Mayor

ATTEST:

____
Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

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Kevin B. Laughlin, City Attorney

CITY COUNCIL MEMORANDUM
AGENDA ITEM 18

MEETING DATE: October 14, 2025

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

PREPARED BY: Paul Stevens, City Manager

BACKGROUND

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.

BUDGETARY IMPACT

N/A

RECOMMENDATION

N/A

CITY OF Highland Village

UPCOMING MEETINGS

October 20, 2025	**Parks & Recreation Advisory Board Meeting – 6:00 pm**
October 23, 2025	**Community Development Corporation – 6:00 pm**
October 21, 2025	**Planning & Zoning Commission Meeting – 7:00 pm**
October 28, 2025	**Regular City Council Meeting – 7:00 pm**
November 6, 2025	**Zoning Board of Adjustment Meeting – 7:00 pm**
November 11, 2025	**Regular City Council Meeting – 7:00 pm**
November 17, 2025	**Parks & Recreation Advisory Board Meeting – 6:00 pm**
November 18, 2025	**Planning & Zoning Commission Meeting – 7:00 pm**
November 25, 2025	**Regular City Council Meeting - Cancelled**
November 27-28, 2025	**City Hall Closed for the Thanksgiving Holiday**
December 4, 2025	**Zoning Board of Adjustment Meeting – 7:00 pm**
December 9, 2025	**Regular City Council Meeting – 7:00 pm**
December 15, 2025	**Parks & Recreation Advisory Board Meeting – 6:00 pm**
December 16, 2025	**Planning & Zoning Commission Meeting – 7:00 pm**
December 23, 2025	**Regular City Council Meeting - Cancelled**
December 24-25, 2025	**City Hall Closed for the Christmas Holiday**
January 1, 2026	**City Hall Closed for the New Year Holiday**
January 13, 2026	**Regular City Council Meeting – 7:00 pm**
January 19, 2026	**Parks & Recreation Advisory Board Meeting – 6:00 pm**
January 20, 2026	**Planning & Zoning Meeting – 7:00 pm**
January 27, 2026	**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.