



February 9, 2021

5:00 P.M.

CITY COUNCIL

TELECONFERENCE MEETING

AGENDA





**NOTICE OF MEETING OF THE CITY COUNCIL OF
THE CITY OF HARKER HEIGHTS, TEXAS
VIA TELECONFERENCE**

The City of Harker Heights
305 Miller's Crossing
Harker Heights, Texas 76548
Phone 254/953-5600
Fax 254/953-5614

Notice is hereby given that, beginning at 5:00 p.m. on Tuesday, February 9, 2021, and continuing from day to day thereafter if necessary, the City Council of the City of Harker Heights, Texas, will conduct a telephonic meeting to contain the spread of COVID-19 in accordance with Governor Abbott's declaration of the COVID-19 public health threat and action to temporarily suspend certain provisions of the Texas Open Meetings Act issued on March 16, 2020. The subjects to be discussed are listed in the following agenda:

Mayor
Spencer H. Smith

Mayor Protem
Michael Blomquist

City Council
Jennifer McCann
Jackeline Soriano Fountain
Lynda Nash
Jody Nicholas

MEETING AGENDA

I. Invocation:

II. Pledge of Allegiance:

I Pledge Allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Honor the Texas Flag. I pledge allegiance to thee Texas; one state under God, one and indivisible.

III. Roll Call:

IV. Mayoral Proclamations and Presentations:

V. Consent Items:

- 1. Discuss and consider approving the minutes of the meeting held on January 26, 2021, and take the appropriate action.

VI. Presentations by Citizens:

Citizens who desire to address the Council on any matter may do so during this item. Please understand that while the Council appreciates hearing your comments, State law (Texas Gov't Code §551.042) prohibits them from: (1) engaging in discussion other than providing a statement of specific factual information or reciting existing City policy, and (2) taking action other than directing Staff to place the matter on a future agenda. Please state your name and address for the record and limit your comments to three minutes.

VII. Public Hearings:

VIII. Old Business:

IX. New Business:

1. Discuss and consider approving a request for a Concept Plan referred to as the Morstatter Subdivision, on property described as Meadow Acres, Block Five (5), Lot Nine (9), McDonald's Mobile Home Park, generally located at 205 W. Beeline Lane, Harker Heights, Bell County, Texas, and take the appropriate action. (Planning and Development Director)
2. Discuss and consider approving a request for a Preliminary Plat referred to as the Magill Property, on property described as 3.731 acres of land situated in the Lucy D. O'Dell Survey, Abstract No. 644, and the H.R. Morrell Survey, Abstract No. 579, being a portion of the remainder of a Called 490.1 acre tract conveyed to James Dennis Magill, in Volume 1177, Page 145, Deed Records of Bell County, Texas, generally located within the 3000 Block of Stillhouse Lake Road, Harker Heights, Bell County, Texas, and take the appropriate action. (Planning and Development Director)
3. Discuss and consider approving one of the four options, or a hybrid thereof, as presented in the 2020/21 Transit Study of Organizational Structure for the Hill Country Transit District, and take the appropriate action. (Planning and Development Director)
4. Discuss and consider approving a Resolution of the City Council of the City of Harker Heights, Texas, authorizing an Application for a Grant through the General Victims Assistance Direct Services Program in the amount of \$18,452.20 to fund Improvements to the Harker Heights Police Department's Healthy Homes Program; Authorize the City Manager to act and sign on behalf of the City, and take the appropriate action. (Police Chief)
5. Discuss and consider approving a Resolution of the City Council of the City of Harker Heights, Texas, authorizing the City's Grant Application in the General Victim Assistance Direct Services Program through the Juvenile Justice and Truancy Prevention Grant Program for funding in the amount of \$10,000 toward Improvements to the Harker Heights Police Department's Healthy Homes Program; Authorize the City Manager to act and sign on behalf of the City, and take the appropriate action. (Police Chief)
6. Discuss and consider approving a Resolution of the City Council of the City of Harker Heights, Texas, authorizing the City's Participation in the Homeland Security Grant Program for funding of \$40,239.00 towards the purchase of Tactical Medical Kits for the Special Weapons and Tactics (SWAT) Team and Mass Casualty First Aid Kits; Authorize the City Manager to act and sign on behalf of the City, and take the appropriate action. (Police Chief)
7. Discuss and consider approving a Resolution of the City Council of the City of Harker Heights, Texas, authorizing the City's Participation in the Grant Program Administered by the Central Texas Council of Governments through the Office of the Governor of Texas, for funding of \$23,774.96 towards the purchase of eight (8) Harris XL-185P P-25 Compliant Police Communication Handheld Radios; Authorize the City Manager to act and sign on behalf of the City, and take the appropriate action. (Police Chief)
8. Discuss and consider approving a Resolution of the City Council of the City of Harker Heights, Texas, authorizing the City's Participation in the Edward Byrne Memorial Justice Assistance Grant Program administered by the Office of the Governor for funding of \$16,650.00 for the purchase of Vehicle Trauma First Aid Kits and Individual First Aid Kits; Authorize the City Manager to act and sign on behalf of the City, and take the appropriate action. (Police Chief)

9. Discuss and consider approving a Resolution of the City Council of the City of Harker Heights, Texas, authorizing the City's participation in the State Homeland Security Grant Program administered by the Central Texas Council of Governments for funding of \$61,210.00 towards the purchase of Digital License Plate Readers; Authorize the City Manager to sign and act on behalf of the city; and take the appropriate action. (Police Chief)
10. Discuss and consider approving a request from Ridge Jordan for a facility rental at the Carl Levin Park Pavilion for an event in excess of ten (10) people on Friday, March 5, 2021, and take the appropriate action. (Parks and Recreation Director)
11. Discuss and consider approving a request from the City of Harker Heights Activities Center to host an event at Purser Family Park for in excess of ten (10) people on Saturday, March 6, 2021, and take the appropriate action. (Parks and Recreation Director)
12. Discuss and consider approving a Resolution of the City Council of the City of Harker Heights, Texas, to Order a Municipal Election to be held on May 01, 2021, for the purpose of Electing Councilmember, Place 2, and Councilmember, Place 5 to the Harker Heights City Council for a Full Three-Year Term (2021-2024); Designating the polling place; Authorizing the appointment of Election Officials; Authorizing an Election Services Contract with the Election Office of Bell County, Texas, for the coordination and use of Voting Machines and Equipment; Authorizing the City Manager to sign the Election Services Contract on behalf of the City, and take the appropriate action. (City Secretary)
13. Discuss and consider authorizing the City Manager to sign a contract with Killeen Independent School District (KISD) and Central Texas College (CTC) to conduct a Joint Election for the May 01, 2021, Harker Heights General Election with the KISD Trustee Election and the Central Texas Trustee Election, and take the appropriate action. (City Secretary)

X. Reports of Advisory Boards & Commissions:

XI. Items from Council:

XII. Staff Reports:

1. Receive and discuss the Fiscal Year 2020 – 2021 First Quarter Investment Report. (Finance Director)
2. Receive and discuss the Unaudited Financial Statements for the First Quarter of Fiscal Year 2020 – 2021. (Finance Director)
3. Receive and discuss the City Manager's Report. (City Manager)

XIII. Announcements:

XIV. Adjournment:

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Harker Heights, Texas, a place readily accessible to the general public at all times, on the 5th day of February 2021, by 4:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.



Julie Helsham
City Secretary

The public may participate remotely in this meeting by dialing-in using the toll-free number: United States (Toll Free): 1 877 309 2073 and use Access Code: 589-142-109
To join the meeting from your computer, tablet, or smartphone, use the following meeting link:
<https://global.gotomeeting.com/join/589142109>

The public will be permitted to offer public comments telephonically as provided by the agenda. Written questions or comments may be submitted two hours before the meeting to the City Secretary's Office. When submitting your written questions or comments, you must include your Name and Address. This agenda is also available on the City of Harker Heights website at www.harkerheights.gov

"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 254-953-5600, or FAX 254-953-5614, or email jhelsham@harkerheights.gov for further information."

"Pursuant to Chapter 551 of the Government Code the City Council reserves the right to go into Closed Meeting on any item listed above if deemed necessary."

Minutes of the of the City Council meeting held at 5:00 p.m. on Tuesday, January 26, 2021, by a telephonic meeting to contain the spread of COVID-19 in accordance with Governor Abbott's declaration of the COVID-19 public health threat and action to temporarily suspend certain provisions of the Texas Open Meetings Act issued on March 16, 2020:

Roll Call:	Spencer H. Smith	Mayor
	Michael Blomquist	Mayor Pro-tem
	Jennifer McCann	Councilmember Place 1
	Jackeline Soriano Fountain	Councilmember Place 3
	Lynda Nash	Councilmember Place 4
	Jody Nicholas	Councilmember Place 5
	David Mitchell	City Manager
	Julie Helsham	City Secretary
	Charlie Olsen	City Attorney

Consent Items:

1. Council discussed and considered approving the minutes of the meetings held on January 12, 2021. Blomquist made the motion to approve as written. Seconded by Fountain. All in favor. Motion approved 5-0.
2. Council discussed and considered approving an Ordinance of the City of Harker Heights, Texas, amending Ordinance 2020-06 of the Harker Heights Code to extend the Public Health Emergency Declaration through March 2, 2021. Blomquist made the motion to approve. Seconded by Nicholas. All in favor. Motion approved 5-0.

Presentations by Citizens:

Stacey Wilson, 2401 Creek Drive, Harker Heights, Texas, inquired if there will be extra fees assessed due to trash overflow or for leaving trash containers at the curb for an excessive time when the new trash service is implemented.

New Business:

1. Council discussed and considered approving a Resolution of the City Council of the City of Harker Heights, Texas, authorizing the City Manager to enter into a Contract with Civicplus to provide Parks and Recreation Software Services in the amount of \$17,661. Jeff Achee, Parks and Recreation Director made the presentation. Nicholas made the motion to approve. Seconded by Nash. All in favor. Motion approved 5-0.
2. Council discussed and considered approving an Ordinance of the City of Harker Heights, Texas, Amending Section 90.01 - Definitions to the Code of Ordinances to add Definitions of "Backyard Chicken", "Chicken Coop", and "Exercise Yard"; Amending Section 90.39 to Authorize the Keeping of Backyard Chickens; Providing Regulations regarding the location and maintenance of Backyard Chickens; and prohibiting Backyards Chickens from walking or flying onto adjacent property. Gary Bates, I.T. Director, made the presentation. Fountain made the motion to approve. Seconded by Nicholas. All in favor. Motion approved 5-0.

Items from Council:

Councilmember Fountain thanked the Library Staff for setting up guest reading on Facebook. Fountain stated that she got a chance to participate last week, and it was a lot of fun and that she got a chance to read a little Spanish.

Staff Reports:

1. Council received and discussed the City Manager's Report. David Mitchell, City Manager, made the presentation. Mayor Pro-tem Blomquist asked about when the Farmer's Market would start up this year and is looking forward to more fruits and vegetables. No action taken.

Councilmember Fountain thanked Jerry Bark, Assistant City Manager, for setting up the tour of Fire Station #2. Councilmember Nash concurred and that the improvements were phenomenal.

Announcements:

Mayor Smith stated he attended the following:

- Tour of Fire Station #2
- Telephone Conference with a local Boy Scout Leader
- Lunch meeting with III Corps Commander Lt. General White, his primary Staff and the Mayors from Gatesville and Copperas Cove.

Closed Meeting:

1. At 5:44 p.m. the Mayor announced a closed meeting for the following purposes:
 - (A) Pursuant to 551.071 of the Texas Government Code to consult with City Attorney regarding Pending Litigation - Harker Heights Condominiums, LLC v. City of Harker Heights, et al and other confidential legal matters.
 - (B) Pursuant to 551.072 of the Texas Government Code to deliberate regarding lease of real property.

Mayor Smith reconvened the Regular Meeting at 7:17 p.m.

Adjournment:

There being no further business the City of Harker Heights City Council Meeting was adjourned at 7:17 p.m.

Spencer H. Smith, Mayor

ATTEST:

Julie Helsham, City Secretary



CITY COUNCIL MEMORANDUM

CP21-02

AGENDA ITEM IX-1

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING A REQUEST FOR A CONCEPT PLAN REFERRED TO AS THE MORSTATTER SUBDIVISION, ON PROPERTY DESCRIBED AS MEADOW ACRES, BLOCK FIVE (5), LOT NINE (9), MCDONALD'S MOBILE HOME PARK, GENERALLY LOCATED AT 205 W. BEELINE LANE, HARKER HEIGHTS, BELL COUNTY, TEXAS, AND TAKE THE APPROPRIATE ACTION.

PROJECT DESCRIPTION:

The applicants, Byron and Heather Morstatter, have applied for Concept Plan approval for approximately 1.020 acres of land. The applicants have proposed a subdivision consisting of four (4) lots for the purpose of multi-family development in the future. Staff reviewed the surrounding area's existing land uses and designated land uses within the adopted future land use map. The property will require a rezoning request to R-2 (Two Family Dwelling District) to accommodate the duplexes as shown in the Concept Plan.

The 2007 Comprehensive Plan identified the future land use on the subject property as a Manufactured Home Park. The area surrounding the subject property are identified as High Density Residential in the 2007 Comprehensive Plan. High Density Residential provides a broader scope of permissible development that can also act as a buffer between commercial and single-family residential uses. The property's current designated future land use as a Mobile Home Park is inconsistent with the surrounding area's designation of High Density Residential.

Staff reviewed the submitted concept plan, and made comments to zoning changes, easement locations, utility services, fire lane, and other pertinent requirements to ensure that all developmental regulations stipulated in the City of Harker Heights Code of Ordinances will be adhered to.

ACTION TAKEN BY THE PLANNING AND ZONING COMMISSION:

On January 27, 2021, the Planning and Zoning Commission voted (8-0) to deny the Concept Plan referred to as the Morstatter Subdivision, on property described as Meadow Acres, Block Five (5), Lot Nine (9), McDonald's Mobile Home Park, generally located at 205 W. Beeline Lane, Harker Heights, Bell County, Texas, due to outstanding comments made by Staff that failed to be adequately addressed in a timely manner by the applicant and/or their engineer/surveyor.

RECOMMENDATION:

Staff recommended approval with conditions to the Planning & Zoning Commission of the request by Byron and Heather Morstatter for a Concept Plan referred to as the Morstatter Subdivision, on property described as Meadow Acres, Block Five (5), Lot Nine (9), McDonald's Mobile Home Park, generally located at 205 W. Beeline Lane, Harker Heights, Bell County, Texas.

As of February 2, 2021, staff comments had not been addressed. Therefore, the submitted Concept Plan does not meet the standards and ordinances of the City of Harker Heights.

ACTION BY THE CITY COUNCIL:

1. Motion to **approve, approve with conditions, or disapprove with explanation** a request for a Concept Plan referred to as the Morstatter Subdivision, on property described as Meadow Acres, Block Five (5), Lot Nine (9), McDonald's Mobile Home Park, generally located at 205 W. Beeline Lane, Harker Heights, Bell County, Texas.
2. Any other action desired.

ATTACHMENTS:

1. Application
2. Concept Plan
3. Location Map
4. Staff Comments (January 13, 2021)
5. Code Section 154.20 General Residential and Commercial (Concept Plan)



Concept Plan Application

Requirements - MUST BE COMPLETED OR WILL NOT BE ACCEPTED

This application must be completed and returned to the Planning and Development Department of the City of Harker Heights, Texas along with the following:

1. Pre-Application Meeting Scheduled
2. Payment of \$50.00 to the City of Harker Heights

The Concept Plan is the initial project layout that provides an opportunity to review and evaluate the impact of a proposed development on the character of the surrounding area in which it is proposed to be located. The process takes into consideration the general form of the land before and after development, as well as the spatial relationship of the proposed structures, open space, landscape areas, parking, and general access and circulation patterns as they relate to the proposed development and the surrounding areas.

City of Harker Heights
Planning & Development
305 Millers Crossing
Harker Heights, TX 76548
Phone: (254) 953-5647

Property Information:

Subdivision Name: Morstatter Subdivision Date Submitted: 12/29/2020

Site Address or General Location: 205 W. Beeline Lane, Harker Heights, Texas 76548

Zoning: R-MH Acreage: 1.020 Proposed # of Lots: 4

Owner Information/Authorization:

Property Owner: Heather J. Morstatter and Bryon K. Morstatter

Address: 440 CR 441, Thorndale, Texas 76577

Phone: [REDACTED] E-Mail: [REDACTED]

Developer: Same as Above

Address: _____

Phone: _____ E-Mail: _____

Engineer/Surveyor: Mitchell & Associates, Inc.

Address: 102 N. College Street/ P.O. Box 1088

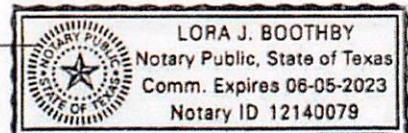
Phone: (254) 634-5541 E-Mail: [REDACTED]

CHECK ONE OF THE FOLLOWING:

- I will represent the application myself.
- I hereby designate MIKE W. KRIEDEL (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application.

The property owner and/or their authorized representative must be present at all Planning and Zoning Commission Meetings and City Council Meetings at which their plan or plat is on the agenda for discussion or action. Failure of the developer or their authorized representative to appear during a meeting may be deemed a withdrawal of the plat or plan.

OWNER SIGNATURE: Heather J. Morstatter



SWORN AND SUBSCRIBED BEFORE ME THIS 29th DAY OF December 2020.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES: 6/5/2023

Date Submitted: 12/31/2020 **STAFF ONLY - DO NOT FILL OUT BELOW** Receipt #: 01649542

Received By: Jspell Pre-Application Meeting Case #: CP 21-02

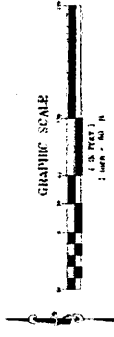
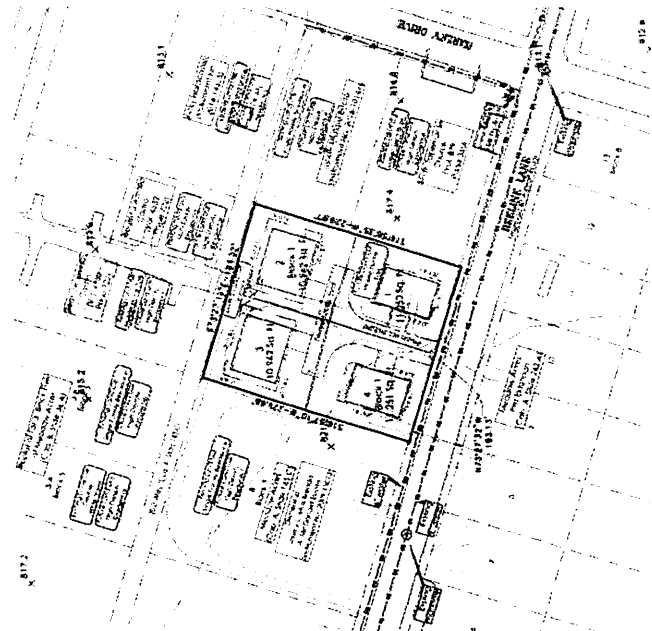
WINDTIGHT & ASSOCIATES, INC.
 ENGINEERING & SURVEYING
 1222 N. GARDNER
 WICHITA, KANSAS 67202
 PHONE: (316) 262-1234
 FAX: (316) 262-1235
 E-MAIL: WINDTIGHT@WINDTIGHT.COM



MORSTATER SUBDIVISION
 BEING A REPLAT OF ALL OF LOT 8, BLOCK, MEADOW ACRES
 HARPER HEIGHTS, BELL COUNTY, TEXAS

CONCEPT PLAN

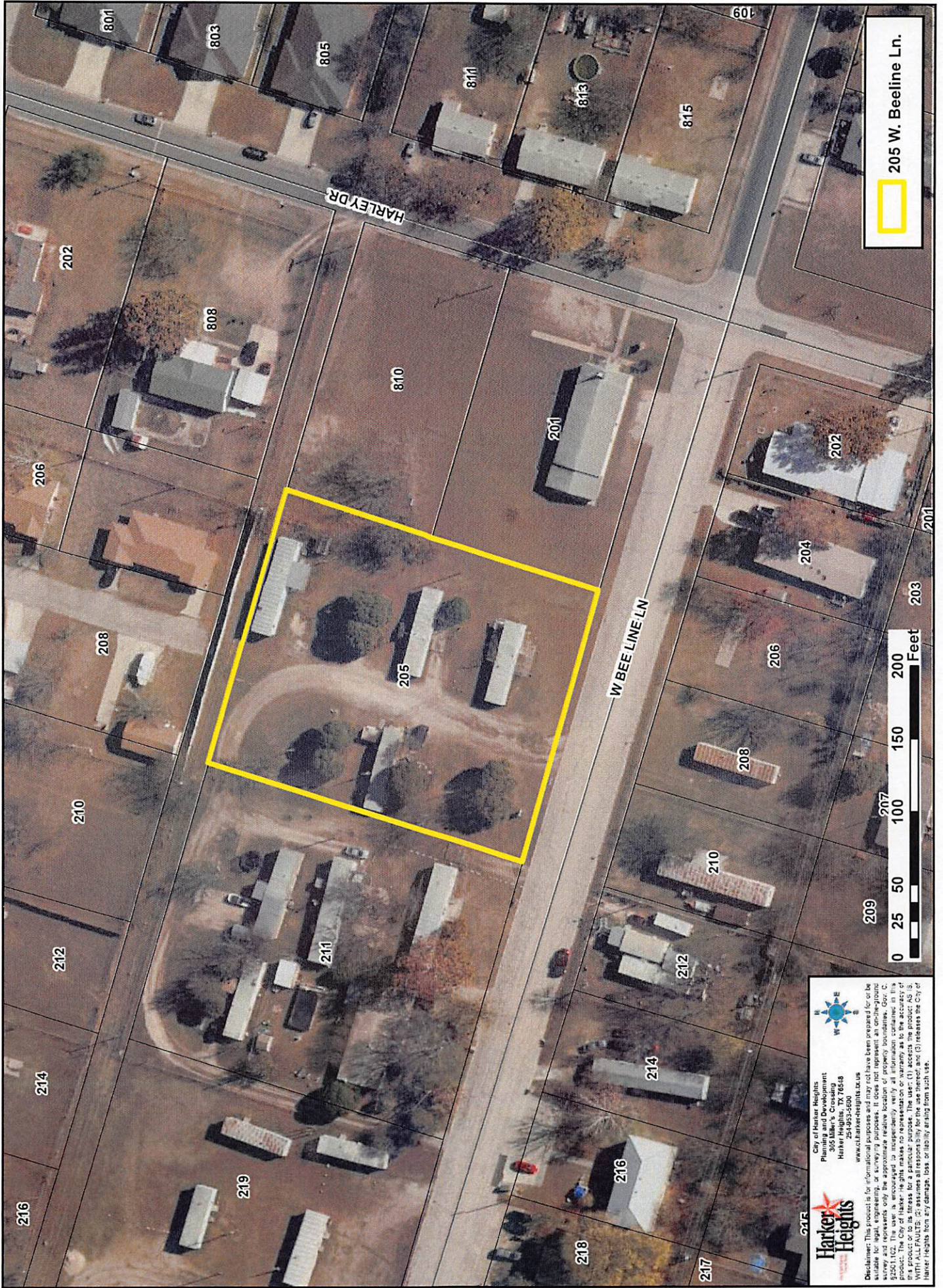
DATE: _____
 DRAWN BY: _____
 CHECKED BY: _____



PROPERTY OWNER:
 Heather J. & Bryan E.
 440 C22 411
 Thorndale, TX 75577

SURVEYOR/ENGINEER:
 WINDTIGHT & ASSOCIATES, INC.
 P.O. Box 1088
 Thorndale, TX 75540

NOTES:
 1. SEE PLAT FOR NOTES
 2. THIS PLAN IS A CONCEPT PLAN



205 W. Beeline Ln.



City of Harker Heights
 Planning and Development
 395 Main's Crossing
 Harker Heights, TX 76548
 254-953-5900
www.ci.harkerheights.tx.us

Harker Heights

Disclaimer: This report is for informational purposes only. It does not represent an engineering, surveying, or architectural drawing. The user is encouraged to independently verify all information contained in this product. The City of Harker Heights makes no representation or warranty as to the accuracy of the information provided. THE CITY OF HARKER HEIGHTS ASSUMES NO LIABILITY FOR ANY DAMAGE, LOSS, OR LIABILITY ARISING FROM SUCH USE.

Morstatter Subdivision

CP21-02 Concept Plan

Sent out to Staff: 01/06/21

Comments Sent to Engineer/Surveyor: 01/13/21

Planning & Development

1. Per 154.20(A) (2) (a) of the city's code of ordinances, the applicant is advised that the proposed concept plan does not demonstrate compatibility with the current R-MH zoning for this parcel only allows for a manufactured home park. The submitted concept plan will require a successful change in zoning to R-3 Multi-Family Dwelling District to be compliant.
2. Per 154.20(A)(2)(d)(9) of the city's code of ordinances, the applicant shall illustrate proposed water and sewer lines. More specifically the applicant shall identify any water or sewer mains that cross proposed lot lines.
3. Per 154.20(A) (2)(d)(10) of the city's code of ordinances, the applicant shall illustrate proposed utility easements. More specifically the applicant shall provide utility easements for infrastructure that will cross proposed lot lines (water, sewer, drainage, solid waste).
4. Please provide a plat note with information as to the type of development proposed (i.e. Proposed Development: Duplex, triplex, fourplex etc.).
5. Setbacks for R-2 (duplex)
 - a. Front 25'
 - b. Side 10'
 - c. Rear 20'
6. If lots are intended for duplexes the following applies: §155.023 (K) *Architectural design*. R-2 buildings shall be designed to avoid repetitions of buildings or roof lines, and the same elevation may not be used within any five lot groupings. **Primary entrances shall face the public street. Windows shall be provided with trim or recessed, rather than flush with exterior wall treatment.**

Public Works, Mark Hyde

1. The water meters will be located at the property line along Beeline Lane. Water service lines from the property line to each duplex will be privately maintained. Each unit will have its own water meter.
2. Sanitary sewer services from the tap at the sewer main to each duplex will be privately maintained. Please check to make sure Lots 2 and 3 have enough elevation to gravity flow sanitary sewer to Beeline Lane. Each unit will have its own sanitary sewer service.
3. Stripe the private access easement as a fire lane. Provide no parking signs on each side of the private driveway.

Consulting Engineer, Otto Wiederhold

1. No Comments.

Fire Marshal, Brad Alley

1. No Comments.

Building Official, Michael Beard

1. This particular lot is zoned R-MH which does not allow for multi-family units.
2. Private access easement should be access and utility easement to accommodate for water and wastewater lines for lots 2 and 3
3. The build lines are incorrect. The front yard setback must be 25'.
4. Buildings placed on lots one a four must be a minimum of 25' off of street.

ONCOR, Derex Spencer

Century Link, Chris McGuire

Spectrum, Shaun Whitehead

ATMOS, Burton Jones

§ 154.20 GENERAL RESIDENTIAL AND COMMERCIAL.

(A) The owner of a lot, tract, site or parcel must obtain final plat approval for any subdivision or development activity to which this chapter applies. The plat approval process generally consists of the following procedures:

(1) One or more pre-application meetings with city staff for review and discussion of the applicant's basic concept plan. The pre-application meeting is the initial step in the development process intended to introduce basic project components and area information. The pre-application meeting provides the opportunity for review, analysis, and discussion of basic project intent, design, components and compatibility.

(2) Submission of an application and a concept plan by the applicant for initial review by city staff, with final review and approval required by the Planning and Zoning Commission and the City Council.

(a) Concept plan. The purpose of the concept plan is to demonstrate compatibility of the proposed development with this chapter and other applicable city ordinances, and the coordination of improvements within and among individually platted parcels, sections, or phases of a development, and the surrounding properties prior to the consideration of a preliminary plat. The concept plan is an opportunity to detect and correct design challenges before the developer prepares detailed engineering documents, but does not constitute the submittal of a plat.

(b) Any residential development involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of any municipal facilities does not require the submittal of a concept plan.

(c) In lieu of a concept plan, the City Manager may permit submittal of a site plan at the time of building permit application.

(d) The concept plan shall contain or have attached thereto the following:

1. Name of the developer, record owner, and authorized agents, proposed name of the development.
2. A layout of the entire tract, including internal lots, and its relationship to adjacent property, existing development and recorded plats, showing the existing property lines of the land being subdivided, north indicator, and scale.
3. Topographic contours available from the U.S. Geological Survey.
4. Significant drainage features and structures including any regulatory one-hundred-year floodplains, the location of existing watercourses, dry creek beds, wells, sinkholes and other similar features.
5. Specific information related to land use for the proposed development and adjoining property for a distance of 300 feet.
6. Building placement and building envelopes.
7. Parking layout.
8. General landscaping and buffer areas.
9. Location of all existing and proposed water and sewer lines.
10. All existing and/or proposed public utility easements and private easements.
11. Location of all existing and proposed stormwater drainage easements or onsite detention plan.
12. Location of all existing and proposed streets, sidewalks, alleys, and access points.
13. Vehicular circulation/ connectivity plan.
14. Location of all existing and proposed fire/emergency vehicle access lanes.
15. Location of all existing and proposed fire hydrants.

(e) A concept plan shall be submitted to the Planning and Development Department prior to the submittal of a preliminary plat unless the Director of Planning and Development authorizes concurrent filing.

(f) The concept plan shall be drawn on 24" x 36" sheets and/or on a plat document size format so as to be consistent with the preliminary/final plat document. When more than one sheet is necessary to illustrate the entire area, an index sheet showing the entire subdivision, at a scale sufficient to identify the drawings that follow, shall be attached to the concept plan document.

(g) The City Manager or his designated appointee will have the authority to review and approve any substantial amendments to a prior concept plan.

(h) An approved concept plan shall expire if there is more than a 24-month period of time between its approval and the submittal of a preliminary plat.

(3) Submission of a preliminary plat and preliminary engineering drawings by the applicant for review and approval by the Planning and Zoning Commission and City Council.

(4) Submission of final engineering drawings and construction of infrastructure by the applicant for approval by the

Director of Planning and Development and the Director of Public Works.

(5) Submission of a final plat by the applicant for review and approval by the Director of Planning and Development along with a letter of credit or performance bond for any infrastructure item that is not complete. The Planning and Development Director may not disapprove the plat but shall refer any plat to the Planning and Zoning Commission if the applicant refuses to implement the Director's recommendations.

(6) Submission of Mylars, field notes, dedication, and as built drawings signed by a Texas Professional Engineer (when required). In addition, if the applicant is other than a natural person acting on his own behalf, submit a resolution, unanimous consent, or other such instrument in recordable form authorizing specific persons to act on behalf of the applicant in requesting final plat approval.

(7) Filing of final plat.

(B) Applications for minor plats, replats, amending plats, preliminary plats and final plats shall be submitted to the Planning and Development Department. Applications shall contain the following.

(1) *Application.* Completed application form.

(2) *Fee.* Application fee as established by the City Council and stated in the city's fee schedule.

(3) *Copies.*

(a) Preliminary plats shall require ten paper copies of the plat, and seven sets of preliminary engineering drawings with necessary calculations. After plat comments are approved by the City Council, the developer shall submit three corrected copies of the plat and/or engineering drawings if changes to the plat and/or engineering drawings are required. Corrected copies should be submitted before construction begins on the subdivision.

(b) Final plats shall require ten paper copies of the plat and seven sets of final engineering drawings with necessary calculations. After plat comments are approved by the Planning and Zoning Commission, and the City Council if necessary, the developer shall submit three corrected copies of the plat and/or engineering drawings if changes to the plat and/or engineering drawings are required.

(c) A digital copy of the final plat must be submitted. Digital final plat files should be submitted in DXF, DWG or GIS shapefile/feature class/coverage format. This digital format shall be an exact replica of any required and/or included data represented on the submitted hard copy of the final plat. Engineering drawings are excepted from this requirement. This data must be provided on standard transfer media or by electronic transfer (three and one-half inch floppy disk or CD-ROM, DVD, e-mail attachment or any other media as approved by the city Planning Department). The submitted transfer media shall be labeled with the project name (subdivision name) and filing date. State Plane 83 Texas South Central Zone 4204 coordinate system should be the base of all submissions whenever possible.

(4) *Time line.* Submittal of plats and engineering drawings, not meeting the standards for being a minor plat, shall be made 28 days prior to the scheduled Planning and Zoning Commission meeting as preliminary plats and preliminary engineering drawings. Preliminary plats and preliminary engineering drawings shall be presented to the Council within 30 days of action being taken by the Planning and Zoning Commission. Final plats and final engineering drawings shall be reviewed by the Director of Planning and Development. Final plats and final engineering drawings shall be reviewed by the Planning and Zoning Commission and the Council only if the Director of Planning and Development finds that there is substantial deviation, as defined in § 154.21(B), from the preliminary plat or preliminary engineering drawings. If the Director of Planning and Development rules that a final plat and/or final engineering drawings substantially deviate from the approved preliminary plat and/or preliminary engineering drawings, then the Planning and Zoning Commission shall have 30 days from the date of application of the plat to make a ruling and the City Council shall have 30 days from the date of the Planning and Zoning Commission's ruling to take action on the final plat.

(5) *Post approval of final plat.* The developer shall provide the city with two original reproducible Mylars and two paper copies of the plat with the required original signatures, dedications and specific notations.

(6) *As built drawing submittal requirements.* The developer shall provide the city with a digital copy and a single set of paper drawings of the constructed infrastructure. These drawings shall meet the requirements as set in § 154.25, "As Built Drawings". Digital as built files should be submitted in PDF, DXF, DWG or GIS shapefile/feature class/coverage format. This digital format shall be an exact replica of any required and/or included data represented on the submitted hard copy drawing/document. This data must be provided on standard transfer media or by electronic transfer (three and one-half inch floppy disk or CD-ROM, DVD, e-mail attachment or any other media as approved by the city Planning Department). The submitted transfer media shall be labeled with the project name (subdivision name) and filing date. State Plane 83 Texas South Central Zone 4204 coordinate system should be the base of all submissions whenever possible. Failure to do so could result in revocation or denial of construction permits and/or certificate of occupancy.

(Ord. 2010-08, passed 3-9-10; Am. Ord. 2012-21, passed 10-9-12; Am. Ord. 2014-25, passed 10-28-14)



CITY COUNCIL MEMORANDUM

P21-05

AGENDA ITEM IX-2

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING A REQUEST FOR A PRELIMINARY PLAT REFERRED TO AS THE MAGILL PROPERTY, ON PROPERTY DESCRIBED AS 3.731 ACRES OF LAND SITUATED IN THE LUCY D. O'DELL SURVEY, ABSTRACT NO. 644, AND THE H.R. MORRELL SURVEY, ABSTRACT NO. 579, BEING A PORTION OF THE REMAINDER OF A CALLED 490.1 ACRE TRACT CONVEYED TO JAMES DENNIS MAGILL, IN VOLUME 1177, PAGE 145, DEED RECORDS OF BELL COUNTY, TEXAS, GENERALLY LOCATED WITHIN THE 3000 BLOCK OF STILLHOUSE LAKE ROAD, HARKER HEIGHTS, BELL COUNTY, TEXAS, AND TAKE THE APPROPRIATE ACTION.

PROJECT DESCRIPTION:

The applicant, Dennis Magill, has applied for preliminary plat approval for approximately 3.731 acres of vacant land along Stillhouse Lake Road. The development will consist of two (2) lots with frontage along Stillhouse Lake Road. The property is currently zoned as B-4 (Secondary and Highway Business District) for commercial endeavors.

Staff has reviewed the submitted preliminary plat and drainage plans and have made comments to address safety, floodplain, drainage, utilities, TXDOT access, and other pertinent requirements to ensure that all developmental regulations stipulated in the City of Harker Heights Code of Ordinances will be adhered to.

ACTION TAKEN BY THE PLANNING AND ZONING COMMISSION:

On January 27, 2021, the Planning and Zoning Commission voted (8-0) to deny the request for Preliminary Plat referred to as the Magill Property, on property described as 3.731 acres of land situated in the Lucy D. O'Dell Survey, Abstract No. 644, and the H.R. Morrell Survey, Abstract No. 579, being a portion of the remainder of a called 490.1 acre tract conveyed to James Dennis Magill, in Volume 1177, Page 145, Deed Records of Bell County, Texas, generally located within the 3000 block of Stillhouse Lake Road, Harker Heights, Bell County, Texas, due to insufficient information (outstanding staff comments that failed to be addressed in a timely manner), which does not meet the Harker Heights guidelines and the Code of Ordinances, as well as lack of approval from Texas Department of Transportation (TXDOT).

RECOMMENDATION

Due to the quantity and type of outstanding items, staff recommended disapproval to the Planning & Zoning Commission of the submitted Preliminary Plat referred to as the Magill Property Subdivision, on property described as 3.731 acres of land situated in the Lucy D. O'Dell Survey, Abstract No. 644, and the H.R. Morrell Survey, Abstract No. 579, being a portion of the remainder of a called 490.1 acre tract conveyed to James Dennis Magill, in Volume 1177, Page 145, Deed Records of Bell County, Texas, generally located within the 3000 block of Stillhouse Lake Road, Harker Heights, Bell County, Texas.

As of February 2, 2021, staff comments had not been addressed. Therefore, the submitted Preliminary Plat does not meet the standards and ordinances of the City of Harker Heights.

ACTION BY THE CITY COUNCIL:

1. Motion to **Approve, Approve with Conditions, or Disapprove with Explanation** a request for a Preliminary Plat referred to as the Magill Property, on property described as 3.731 acres of land situated in the Lucy D. O'Dell Survey, Abstract No. 644, and the H.R. Morrell Survey, Abstract No. 579, being a portion of the remainder of a called 490.1 acre tract conveyed to James Dennis Magill, in Volume 1177, Page 145, Deed Records of Bell County, Texas, generally located within the 3000 block of Stillhouse Lake Road, Harker Heights, Bell County, Texas.
2. Any other action desired.

ATTACHMENTS:

1. Application
2. Magill Property Preliminary Plat
3. Location Map
4. FEMA Flood Map
5. Staff Comments (Sent to All County Surveying on January 13, 2021)



Preliminary Plat Application

*** Requirements - APPLICATION MUST BE FULLY COMPLETED OR WILL NOT BE ACCEPTED***

This application must be completed returned to the Planning Development Department of the City of Harker Heights, Texas along with the following:

1. Pre-Application Meeting with Staff to ensure applicability
2. Payment of \$500.00 + \$25/per lot
3. Signed Original Field Notes and Dedication Pages
4. Paper Plan Submissions: Ten (10) Copies of the Plat and Seven (7) Copies of Preliminary Engineering Drawings
5. Electronic Submission of all documents for review delivered to Planning Administrative Assistant

City of Harker Heights
 Planning & Development
 305 Millers Crossing
 Harker Heights, TX 76548
 Phone: (254) 953-5647
 Fax: (254) 953-5666

Property Information:

Plat Name: MAGILL PROPERTY Date Submitted: _____
 Existing Lot Count: 1 Proposed Lot Count: 2 Proposed Units: _____ Acreage: 3.731
 Existing Land Use: Vacant/Agriculture Proposed Land Use: Commercial

Site Address or General Location: EAST SIDE OF FM 3481, APPROXIMATELY 2150 FEET SOUTH OF FM 2410

Public Infrastructure Proposed with Subdivision: Water Wastewater Streets (including Private) Stormwater

Owner Information & Authorization:

Property Owner: JAMES DENNIS MAGILL

Address: P.O. BOX 578 KILLEEN, TEXAS 76540

Phone: [REDACTED] E-Mail: _____

Developer: JAMES DENNIS MAGILL

Address: P.O. BOX 578 KILLEEN, TEXAS 76540

Phone: [REDACTED] E-Mail: [REDACTED]

Engineer/Surveyor: ROY MICHAEL SMITH RPLS #6748

Address: 4330 S. 5TH STREET TEMPLE, TEXAS 76502

Phone: (254) 778-2272 E-Mail: [REDACTED]

CHECK ONE OF THE FOLLOWING:

- I will represent the application myself.
- I hereby designate Roy Michael Smith (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application.

The property owner and/or their authorized representative must be present at all Planning and Zoning Commission Meetings and City Council Meetings at which their plan or plat is on the agenda for discussion or action. Failure of the developer or their authorized representative to appear during a meeting may be deemed a withdrawal of the plat or plan.

JAMES DENNIS MAGILL

Printed Name of Owner

[Signature]
 Signature of Owner

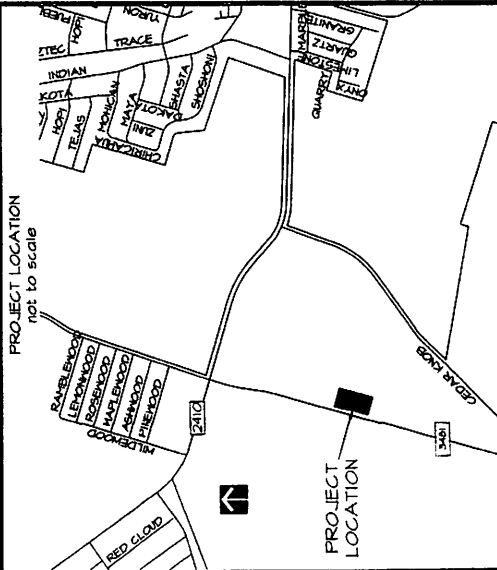
SWORN AND SUBSCRIBED BEFORE ME ON THIS
 DAY OF December, 2020.

[Signature]
 NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS
 MY COMMISSION EXPIRES: January 23, 2025



STAFF ONLY -- DO NOT FILL OUT

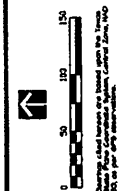
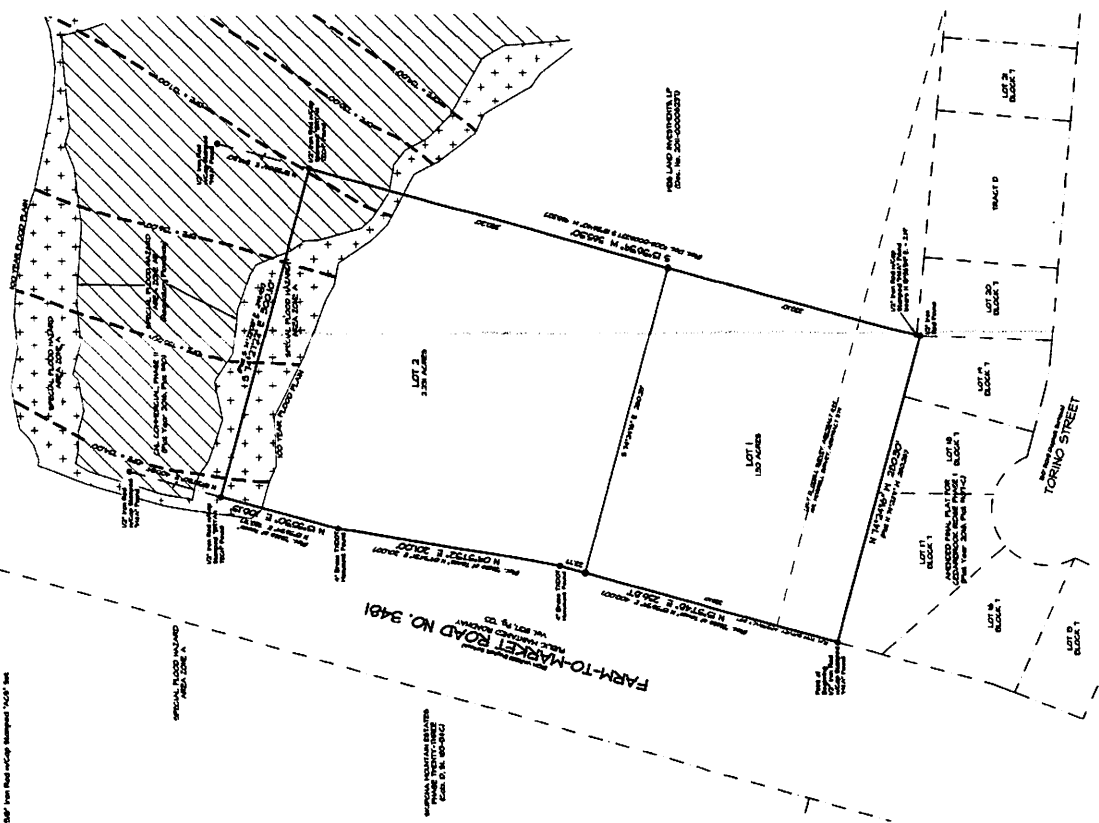
Date Submitted: 12/30/20 Received By: [Signature] Receipt #: 011248880e



MAGILL PROPERTY
 A SUBDIVISION IN HARKER HEIGHTS, BELL COUNTY, TEXAS.
 FIRST PLAT OF
 378 ACRES SITUATED IN THE L. D. ORELL SURVEY, ABSTRACT NO. 644, BELL COUNTY, TEXAS.

ALL COUNTY SURVEYING, INC.
 2401 W. 10th Street, Suite 200
 P.O. Box 200
 Bell County, Texas 76708
 Phone: 817-297-1111
 Fax: 817-297-1112
 E-mail: info@allcountysurveying.com
 Website: www.allcountysurveying.com

MAGILL PROPERTY
 A SUBDIVISION IN HARKER HEIGHTS, BELL COUNTY, TEXAS.
 DEING 378 ACRES SITUATED IN THE L. D. ORELL SURVEY, ABSTRACT NO. 644, BELL COUNTY, TEXAS.
 FIRST PLAT OF
 378 ACRES
 AREA - 378 ACRES
 JAMES MOORE MAGILL
 P.O. Box 210
 Harker Heights, Texas 76740



STATE OF TEXAS
 COUNTY OF BELL

JOHN THOMAS MAGILL
 JAMES MOORE MAGILL
 COUNTY OF BELL

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED JAMES MOORE MAGILL and JAMES MOORE MAGILL, the persons whose names are subscribed to the foregoing and CONSENTATION HEREBY SIGNED:

WITNESSES MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____ 2020.

STATE OF TEXAS
 COUNTY OF BELL

APPROVED this _____ day of _____ 2020, in the presence of me, _____, Secretary of the County of Bell, Texas.

Secretary of the County of Bell, Texas

APPROVED this _____ day of _____ 2020, in the presence of me, _____, Clerk of the County of Bell, Texas.

Clerk of the County of Bell, Texas

Surveyor's Field Notes for:

378 ACRES OF LAND situated in the L. D. ORELL SURVEY, ABSTRACT 644, and the L. D. ORELL SURVEY, ABSTRACT 578, being a portion of the remainder of a certain 4607 Acre tract owned by JAMES MOORE MAGILL, Page 145, Deed Records of Bell County, Texas, and being more particularly described as follows:

Block 1 of a 127 acre tract with cap amended MEA based on the east right-of-way of P.H. 3400, being the northwest corner of Lot 17, Block 1, Amended Plat for "Cedarwood Ridge Phase 1", being a portion of the L. D. ORELL SURVEY, P.H. 3400, located in Bell County, Texas, for the southeast corner of the tract described block;

THENCE in a northerly direction with the east right-of-way of P.H. 3400, the following three (3) bearings and distances:

- N. 17° 51' 40" E., 250.07 feet, "Line of Texas" N. 07° 50' 00" E., 400.00 feet, to a "T" brass TADOT monument found for an angle corner on the east line of the heretofore described tract;
- N. 17° 51' 40" E., 250.07 feet, "Line of Texas" N. 07° 50' 00" E., 200.00 feet, to a "T" brass TADOT monument found for an angle corner on the east line of the heretofore described tract;
- N. 17° 51' 40" E., 250.07 feet, "Line of Texas" N. 07° 50' 00" E., 200.00 feet, to a "T" brass TADOT monument found for an angle corner on the east line of the heretofore described tract;

N. 17° 51' 40" E., 250.07 feet, "Line of Texas" N. 07° 50' 00" E., 200.00 feet, to a "T" brass TADOT monument found for an angle corner on the east line of the heretofore described tract, from which a 127 acre tract with cap amended MEA based on the east right-of-way of P.H. 3400, being the northwest corner of Lot 17, Block 1, Amended Plat for "Cedarwood Ridge Phase 1", being a portion of the L. D. ORELL SURVEY, P.H. 3400, located in Bell County, Texas, for the southeast corner of the tract described block;

THENCE in a southerly direction with the east line of said Lot 17, Block 1, P.H. 3400, 142.22 feet to a "T" brass TADOT monument found for an angle corner on the east line of the heretofore described tract, from which a 127 acre tract with cap amended MEA based on the east right-of-way of P.H. 3400, being the northwest corner of Lot 17, Block 1, Amended Plat for "Cedarwood Ridge Phase 1", being a portion of the L. D. ORELL SURVEY, P.H. 3400, located in Bell County, Texas, for the southeast corner of the tract described block;

THENCE in a southerly direction with the east line of said Lot 17, Block 1, P.H. 3400, 142.22 feet to a "T" brass TADOT monument found for an angle corner on the east line of the heretofore described tract, from which a 127 acre tract with cap amended MEA based on the east right-of-way of P.H. 3400, being the northwest corner of Lot 17, Block 1, Amended Plat for "Cedarwood Ridge Phase 1", being a portion of the L. D. ORELL SURVEY, P.H. 3400, located in Bell County, Texas, for the southeast corner of the tract described block;

THENCE in a northerly direction with the north line of said Block 1, P.H. 3400, 142.22 feet to a "T" brass TADOT monument found for an angle corner on the north line of the heretofore described tract, from which a 127 acre tract with cap amended MEA based on the east right-of-way of P.H. 3400, being the northwest corner of Lot 17, Block 1, Amended Plat for "Cedarwood Ridge Phase 1", being a portion of the L. D. ORELL SURVEY, P.H. 3400, located in Bell County, Texas, for the southeast corner of the tract described block;

STATE OF TEXAS
 COUNTY OF BELL

APPROVED this _____ day of _____ 2020, in the presence of me, _____, Secretary of the County of Bell, Texas.

Secretary of the County of Bell, Texas

APPROVED this _____ day of _____ 2020, in the presence of me, _____, Clerk of the County of Bell, Texas.

Clerk of the County of Bell, Texas

RECORDATION INFORMATION:
 FILED FOR RECORD THIS _____ DAY OF _____ 2020.
 BY _____ PLAT RECORDS OF BELL COUNTY, TEXAS
 REGISTRATION NUMBER NO. _____ OFFICIAL PUBLIC RECORDS OF BELL COUNTY, TEXAS

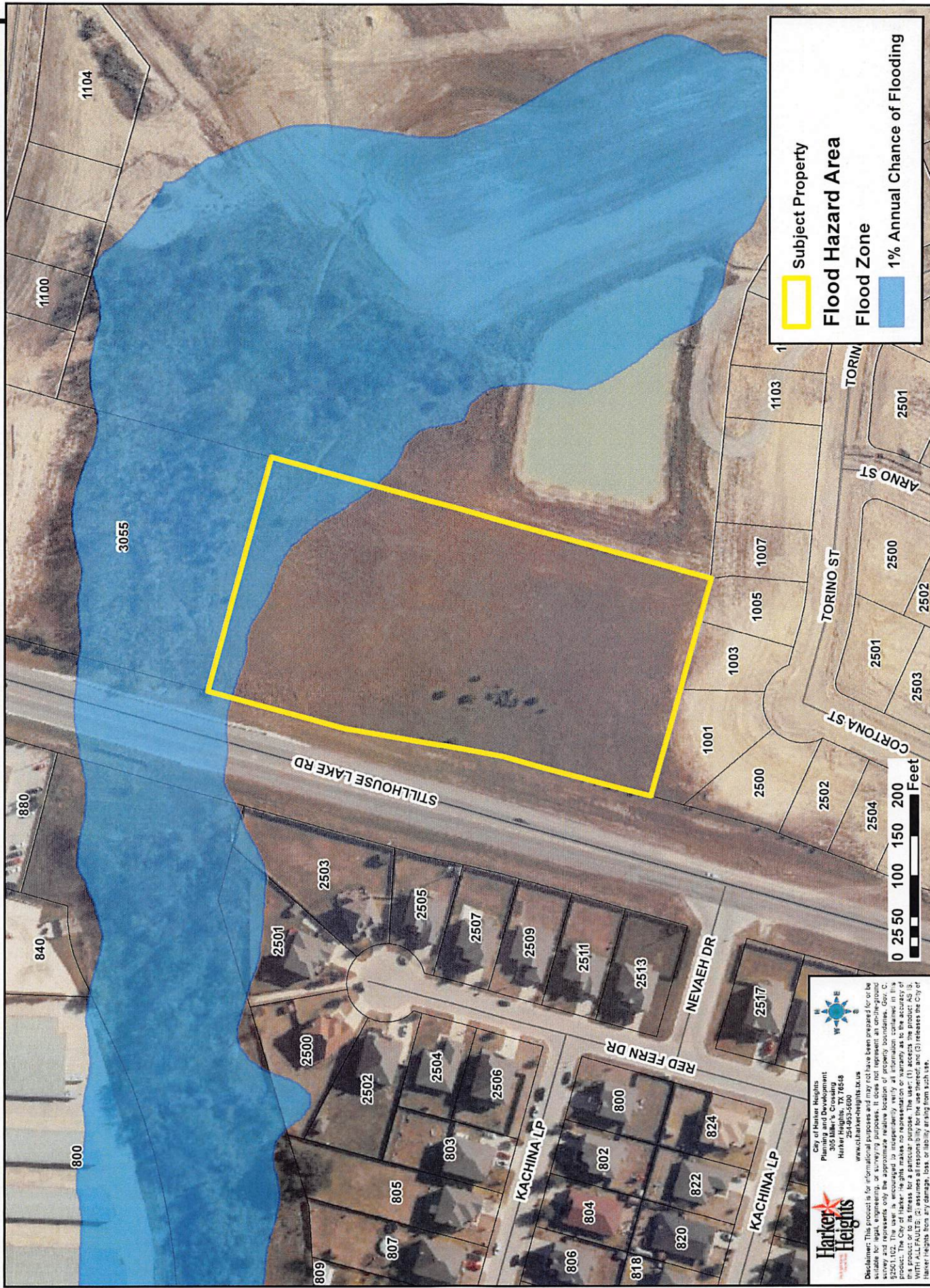




City of Harker Heights
 Planning and Development
 305 Allen's Crossing
 Harker Heights, TX 76648
 www.ci.harkeheights.tx.us
 254-953-6000


Harker Heights

Disclaimer: This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. Gov. C. 52501.102. The user is encouraged to independently verify all information contained in this product. The City of Harker Heights makes no representation or warranty as to the accuracy or completeness of this information. THE CITY OF HARKER HEIGHTS ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS, INCLUDING BUT NOT LIMITED TO, WITH ALL FAULTS. (2) assumes all responsibility for the use thereof; and (3) releases the City of Harker Heights from any damage, loss, or liability arising from such use.



Subject Property
 Flood Hazard Area
 1% Annual Chance of Flooding




 City of Harker Heights
 Planning and Development
 305 Main St, Crossing
 Harker Heights, TX 76648
 254-933-5600
 www.ci.harkerheights.tx.us

Disclaimer: This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an engineering survey and represents only the approximate relative location of property boundaries. Gov. C. §2501.102. The user is encouraged to independently verify all information contained in this product. No warranty, express or implied, is made by the City of Harker Heights for the use of this product. WITH ALL FAULTS, it assumes all responsibility for the use thereof, and (3) releases the City of Harker Heights from any damage, loss, or liability arising from such use.

MAGILL PROPERTY

P21-05 Preliminary Plat – Magill Property

Plat Distributed to HH Staff: 01/07/21
Comments Sent to Engineer/Surveyor: 01/13/21

Planning & Development

1. Please reach out to staff (254) 953-5648 to set up a Pre-Development meeting for this project. Staff may recommend a Concept Plan submission at the next available application submission date on January 27, 2021.
2. A concept plan shall be submitted to the Planning and Development Department prior to the submittal of a preliminary plat unless the Director of Planning and Development authorizes concurrent filing.
 - §154.20 (2) Submission of an application and a concept plan by the applicant for initial review by city staff, with final review and approval required by the Planning and Zoning Commission and the City Council.
 - a) Concept plan. The purpose of the concept plan is to demonstrate compatibility of the proposed development with this chapter and other applicable city ordinances, and the coordination of improvements within and among individually platted parcels, sections, or phases of a development, and the surrounding properties prior to the consideration of a preliminary plat. The concept plan is an opportunity to detect and correct design challenges before the developer prepares detailed engineering documents, but does not constitute the submittal of a plat.
 - b) Any residential development involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of any municipal facilities does not require the submittal of a concept plan.
 - c) In lieu of a concept plan, the City Manager may permit submittal of a site plan at the time of building permit application.
 - d) The concept plan shall contain or have attached thereto the following:
 1. Name of the developer, record owner, and authorized agents, proposed name of the development.
 2. A layout of the entire tract, including internal lots, and its relationship to adjacent property, existing development and recorded plats, showing the existing property lines of the land being subdivided, north indicator, and scale.
 3. Topographic contours available from the U.S. Geological Survey.
 4. Significant drainage features and structures including any regulatory one-hundred-year floodplains, the location of existing watercourses, dry creek beds, wells, sinkholes and other similar features.
 5. Specific information related to land use for the proposed development and adjoining property for a distance of 300 feet.

6. Building placement and building envelopes.
 7. Parking layout.
 8. General landscaping and buffer areas.
 9. Location of all existing and proposed water and sewer lines.
 10. All existing and/or proposed public utility easements and private easements.
 11. Location of all existing and proposed stormwater drainage easements or onsite detention plan.
 12. Location of all existing and proposed streets, sidewalks, alleys, and access points.
 13. Vehicular circulation/ connectivity plan.
 14. Location of all existing and proposed fire/emergency vehicle access lanes.
 15. Location of all existing and proposed fire hydrants.
3. KR -The applicant's application identifies this submission as a preliminary plat and the plat dedication page & engineering drawings indicate that the submission is a proposed final plat. The proposed waterline across FM 3481 and the proposed extension of the existing wastewater (sewer) infrastructure are considered extensions of public infrastructure. Therefore, per Sections 154.20(A)(1) and 154.20(A)(2)(b), the applicant must first participate in a pre-application meeting with City staff, submit a Concept Plan, and submit a Preliminary Plat prior to submitting a Final Plat. Unless the applicant has information regarding a pre-application meeting with previous city staff, the applicant is advised that the plat cannot proceed as submitted. The applicant may withdraw the preliminary plat application or request that it be submitted to the P&Z for consideration.
 4. KR-The applicant shall submit a drainage analysis per the Drainage Criteria Manual Section 1.2.9.C.2. that addresses how the proposed increase will meet FEMA guidelines and regulations.
 5. KR-Per Section 158.10(A)(3) of the city's code of ordinances, the applicant shall provide a drainage easement for the section of floodway that encroaches on the proposed Lot 2, Block 1.
 6. KR-Applicant shall identify the source of the topography utilized in the drainage analysis (Note 3 on the Drainage engineering plan sheet).
 7. KR-Per Section 154.21(C)(2)(b) of the city's code of ordinances, the applicant shall illustrate the location of proposed fire hydrants on the site layout.
 8. KR-Per Section 154.21(C)(2)(b) of the city's code of ordinances, the applicant shall provide a proposed sidewalk layout plan.
 9. KR-Per Sections 154.01 and 154.22(B)(2)(n) of the city's code of ordinances, TXDOT approvals of driveways (locations, shared access/internal passage easements, etc.) and drainage into their jurisdiction are required as part of the City's Final Plat application. The applicant is advised that all connections to TXDOT ROW must be first approved by TXDOT prior to release of any construction permits by the City.

Public Works, Mark Hyde

1. Label the plat as "Preliminary".
2. Provide a public utility easement for the proposed 6-inch sanitary sewer line. The limits of the easement should be a minimum of 7.5' wide each way from the center of the sewer line.
3. Extend the proposed sanitary sewer end of line cleanout another 5' from the proposed sanitary sewer service line.

4. Show the proposed water meters located at the property line.
5. Provide a detail of the water line bore under FM 3481. A permit from TxDOT will be required for approval of the water line bore.
6. Label Prospector Trail on the utility layout.
7. Where will the fire hydrant(s) be located?

Consulting Engineer, Otto Wiederhold

1. Water and wastewater plan and profile plans for construction are required.
2. Drainage Plan should consider detention design since this plat is location in the upper ½ of the drainage basin.

Fire Marshal, Brad Alley

1. Fire Hydrants and water for fire protection is required.
2. A concept plan would assist the FD in fully determining possible current and /or future requirements.

Building Official, Mike Beard

- No Comments.

ONCOR, Derex Spencer

Century Link, Chris McGuire

Time Warner Cable/Spectrum, Shaun Whitehead

ATMOS, Burton Jones

TXDOT, Billy Tweedle

1. TXDOT cannot approve the plat until they show how they can obtain access to the two lots that would be all Access Management Manual criteria including but not limited to spacing criteria, sight distance, the possibility of Traffic Impact Analysis that may address the need for turn lanes etc. The property is just beyond a vertical curve on the south end that could very likely create sight distance issues. Also, on the north end, there is guard rail and an existing left turn land for I think Prospector Trail that could conflict with access on the north end. It could be that there can only be single access along FM 3481 that could need its own turn lane(s). The speed limit in this area is 45 MPH. Therefore, the spacing criteria is 360' measured edge of drive to edge of drive.

2. The approval of this plat is not recommended until they can show an engineered (signed and sealed) study that meets or exceeds minimum requirements for access set forth in the Access Management Manual.



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-3

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING ONE OF THE FOUR OPTIONS, OR A HYBRID THEREOF, AS PRESENTED IN THE 2020/21 TRANSIT STUDY OF ORGANIZATIONAL STRUCTURE FOR THE HILL COUNTRY TRANSIT DISTRICT, AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

The cities and counties that comprise the Hill Country Transit District contracted with Transportation Consulting to conduct a study to determine the most efficient organizational structure for the provision of transit service in the District.

Task 1 of the study included the articulation of the goals of the participating parties for transit and transit provision and the objectives by which success would be measured. Goals were determined through meetings with each of the participating counties and cities. City of Harker Heights staff met with Ms. Nancy Edmonson of Transportation Consulting in September of 2020 to discuss the impacts of the Hill Country Transit District (also referred to as HCTD or The HOP) on our City and ETJ area.

Since September 2020, City staff have reviewed multiple technical memorandums issued by Transportation Consulting, and participated in multiple virtual meetings with the counties, cities, and Transportation Consulting. This presentation is a summary of the options developed from those meetings and the consultant's analysis.

On February 2, 2021, the Council received a workshop presentation by Nancy Edmonson of Transportation Consulting. The Consultant had a total of four (4) recommended transit options. These options were provided to each City/County participating in the study. A recommendation from each entity is needed on what option they would like the consultant to prepare a detailed implementation plan for.

ACTION BY THE CITY COUNCIL:

1. Motion to Approve Option _____ for the City of Harker Heights on the Hill Country Transit District Study.
2. Any other action desired.

ATTACHMENTS:

1. Transit Options

OPTION ONE: STRONGER TOGETHER

Structure: One joint urban and rural transit district



Governance: One independent board comprised of urban and rural representatives

Advantages

- Facilitates regional transit connections
- Existing structure is the simplest and has no associated transition costs
- Rural service is relatively well-liked and cost-efficient

Disadvantages

- Urban areas have different needs than rural areas, and the current structure has not responded well to them
- No one area has control over its service
- Urban service could be more cost-efficient

OPTION TWO: SEPARATE WAYS

Structure: One urban transit district and one rural transit district



Governance: Two independent boards, one for each transit district

Advantages

- Urban and rural service could be more responsive to changing needs
- Increases local control
- Potentially more cost-efficient, based on data from peer review

Disadvantages

- Regional connections could be more difficult to coordinate and develop
- Limits opportunities for shared overhead costs, either between agencies or with cities
- Splitting into two entities would incur transition costs

OPTION THREE: DIFFERENT PEOPLE, DIFFERENT NEEDS

Structure: One urban transit district and two rural transit districts (Rural Bell County and the remaining eight counties)



Governance: Three independent boards, one for each transit district

Advantages

- Urban and rural areas could be more responsive to changing needs
- Rural Bell County could capture more funding and have more comprehensive service
- Demonstrated model in Waco area

Disadvantages

- Regional connections could be more difficult to coordinate and develop
- Significantly more complex than Option One or Two to implement
- Eight-county rural transit district could end up with less funding

OPTION FOUR: DIFFERENT CITIES, DIFFERENT GOALS

Structure: Two municipal departments (serving the Killeen and Temple UZAs) and one rural transit district



Governance: Two city councils or independent boards and one independent rural transit district board

Advantages

- Cities in the Killeen and Temple UZAs can independently decide how best to serve their residents
- The cities of Killeen and Temple could cover some city overhead costs with federal transit grants
- Uses existing resources of cities

Disadvantages

- Travel between cities could be more difficult
- Distribution of assets between cities could be complex, since there is only one urban operating facility as of now
- Risks fragmenting the region and reducing possible funding partners



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-4

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING AN APPLICATION FOR A GRANT THROUGH THE GENERAL VICTIMS ASSISTANCE DIRECT SERVICES PROGRAM IN THE AMOUNT OF \$18,452.20 TO FUND IMPROVEMENTS TO THE HARKER HEIGHTS POLICE DEPARTMENT'S HEALTHY HOMES PROGRAM; AUTHORIZE THE CITY MANAGER TO ACT AND SIGN ON BEHALF OF THE CITY, AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

The Harker Heights Police Department has prepared the application for a grant through the General Victims Assistance Direct Services Program to fund certain improvements and additional services for the HHPD Healthy Homes Program. The Program handles over 350 referrals per year. These funds will be used for travel and training monies for the Healthy Homes Coordinator and volunteers, additional office amenities and supplies, some professional mental health services, emergency transportation, clothing and food, or housing costs for crime victims.

The Grant would provide a total of \$14,761.76, with an in-kind match of \$3,690.44, representing personnel cost contributions for the coordinator and volunteers, for a total grant of \$18,452.20, which equates to no cash match to the City. The deadline for grant submission is February 11, 2021. The grant packet has not been submitted to the Office of the Governor.

RECOMMENDATION:

Staff recommends approval.

ACTION BY COUNCIL:

1. Motion to Approve/Disapprove a Resolution authorizing an application for a grant through the General Victims Assistance Direct Services Program in the amount of \$18,452.20, including in-kind match and no cash match, and Authorize the City Manager to act and sign on behalf of the City.
2. Any other actions desired by the Council

ATTACHMENTS:

1. Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING THE CITY'S PARTICIPATION IN THE GENERAL VICTIM ASSISTANCE DIRECT SERVICES PROGRAM GRANT IN THE AMOUNT OF \$18,452.00 FOR FUNDING OF THE HEALTHY HOMES PROGRAM

WHEREAS, the Harker Heights Police Department has prepared an application for Grant #3540604 from the General Victim Assistance Direct Services Program for funding to continue and expand the Rapid Intervention Response ("Healthy Homes") Program; and

WHEREAS, the City Council of the City of Harker Heights finds and determines that: Healthy Homes is an innovative social work program embedded into the Harker Heights Police Department (HHPD) to provide solutions for the barriers victims encounter after victimization, such as domestic violence, sexual assault and human trafficking; HHPD faces special challenges unique to communities of this size due to the City's proximity to Fort Hood, the Mexican border and multiple major highways; the Grant will fund direct services for victims and families in need, indirect services required for daily operations, and prevention strategies to generate awareness of victim services.

WHEREAS, the Grant would provide a total of \$14,761.76 with an in-kind match of \$3,690.44 for a total grant of \$18,452.20, which equates to no cash match to the city; and

WHEREAS, the City Council finds that it is in the public interest that the City participate in the Grant according to the terms and conditions thereof, and by means hereof the Council expresses its support for such participation; and

WHEREAS, the meeting at which this resolution was passed was open to the public, and notice of the time, place and purpose of said meeting was given as required by law, all in strict accordance with the requirements of the Texas Open Meetings Act;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harker Heights, Texas:

1. The facts and recitations set forth above are hereby found and declared to be true and correct.
2. The submission of the application for the Grant is hereby approved.
3. The City Manager, David Mitchell, is hereby designated as the City's authorized official. He is authorized and empowered to act in the name and on behalf of the City to apply for, accept, reject, alter, or terminate the City's participation in the Grant, and to execute and deliver such agreements (and any changes therein and additions thereto as he shall determine to be necessary or advisable, such determination to be conclusively evidenced by the execution and delivery thereof), and any related consents, notices, certificates, acknowledgments, purchase orders, and other instruments, and to act as the representative of the City in any lawful way

to perform or cause to be performed such other and further acts as may be reasonably necessary and appropriate to accomplish the purposes of these resolutions.

4. All actions taken or performed prior to the date hereof by the City Manager in respect to the matters referred to and approved in this Resolution be and hereby are ratified and confirmed in all respects.
5. The City Council agrees that in the event of loss or misuse of Grant funds, such funds will be returned to the issuing administrator, department or agency in full.
6. Any person, corporation, partnership, limited partnership, association, joint venture or other business entity may presume upon the validity of the acts of any person authorized herein to act, without further recourse to the governing documents, minutes or other proceedings of the City, and without joinder of any other officer or employee of the City.

PASSED AND APPROVED on February 9, 2021, by the Harker Heights City Council.

CITY OF HARKER HEIGHTS, TEXAS:

Spencer H. Smith, Mayor

ATTEST:

Julie Helsham, City Secretary



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-5

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING THE CITY'S GRANT APPLICATION IN THE GENERAL VICTIM ASSISTANCE DIRECT SERVICES PROGRAM THROUGH THE JUVENILE JUSTICE AND TRUANCY PREVENTION GRANT PROGRAM FOR FUNDING IN THE AMOUNT OF \$10,000 TOWARD IMPROVEMENTS TO THE HARKER HEIGHTS POLICE DEPARTMENT'S HEALTHY HOMES PROGRAM; AUTHORIZE THE CITY MANAGER TO ACT AND SIGN ON BEHALF OF THE CITY, AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

The Harker Heights Police Department has prepared the application for a grant through the Juvenile Justice and Truancy Prevention Grant Program to fund certain improvements and additional services for the HHPD Healthy Homes Program. The Program handles over 350 referrals per year. These funds will be used for funding to expand the services offered to clients who are receiving assistance through Youth Services within Healthy Homes.

The Grant would provide a total of \$10,000 with no in-kind match or no cash match. The deadline for grant submission is February 11, 2021. The grant packet has not been submitted to the Office of the Governor.

RECOMMENDATION:

Staff recommends approval.

ACTION BY COUNCIL:

1. Motion to Approve/Disapprove a Resolution authorizing the City's application in the General Victim Assistance Direct Services Program through the Juvenile Justice and Truancy Prevention Grant Program for funding in the amount of \$10,000 including in-kind match and no cash match toward improvements to the Harker Heights Police Department's Healthy Homes Program; And authorize the City Manager to act and sign on behalf of the City.
2. Any other actions desired by the Council

ATTACHMENTS:

1. Resolution.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING THE CITY'S PARTICIPATION IN THE GENERAL VICTIM ASSISTANCE DIRECT SERVICES PROGRAM THROUGH THE JUVENILE JUSTICE AND TRUANCY PREVENTION GRANT PROGRAM FOR FUNDING OF \$10,000 TOWARD IMPROVEMENTS TO THE HARKER HEIGHTS POLICE DEPARTMENT'S HEALTHY HOMES PROGRAM.

WHEREAS, the Harker Heights Police Department has prepared an application for Grant #4207801 from the Juvenile Justice and Truancy Prevention Grant Program for funding to expand the services offered to clients who are receiving assistance through Youth Services in Healthy Homes.

WHEREAS, the City Council of the City of Harker Heights finds and determines that: Healthy Homes is an innovative social work program embedded into the Harker Heights Police Department (HHPD) to provide assistance in preventing violence in the schools and the community. Healthy Homes will be able to assist with enhancing the juvenile justice system. Healthy Homes advocated for at risk juveniles needing mental health services, truancy prevention, intervention through community based and school programs, difficulties being a juvenile, and or substance abuse. These funds will enhance our capabilities to provide mental health assessment services, non-substance abuse related case management, outpatient treatment services, hygiene kits, clothing, undergarments, and shoes as needed.

WHEREAS, the Grant would provide a total of \$10,000 with no in-kind match and no cash match to the city; and

WHEREAS, the City Council finds that it is in the public interest that the City participate in the Grant according to the terms and conditions thereof, and by means hereof the Council expresses its support for such participation; and

WHEREAS, the meeting at which this resolution was passed was open to the public, and notice of the time, place and purpose of said meeting was given as required by law, all in strict accordance with the requirements of the Texas Open Meetings Act;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harker Heights, Texas:

1. The facts and recitations set forth above are hereby found and declared to be true and correct.
2. The submission of the application for the Grant is hereby approved.
3. The City Manager, David Mitchell, is hereby designated as the City's authorized official. He is authorized and empowered to act in the name and on behalf of the City to apply for, accept, reject, alter, or terminate the City's participation in the Grant, and to execute and deliver such agreements (and any changes therein and

additions thereto as he shall determine to be necessary or advisable, such determination to be conclusively evidenced by the execution and delivery thereof), and any related consents, notices, certificates, acknowledgments, purchase orders, and other instruments, and to act as the representative of the City in any lawful way to perform or cause to be performed such other and further acts as may be reasonably necessary and appropriate to accomplish the purposes of these resolutions.

4. All actions taken or performed prior to the date hereof by the City Manager in respect to the matters referred to and approved in this Resolution be and hereby are ratified and confirmed in all respects.
5. The City Council agrees that in the event of loss or misuse of Grant funds, such funds will be returned to the issuing administrator, department or agency in full.
6. Any person, corporation, partnership, limited partnership, association, joint venture or other business entity may presume upon the validity of the acts of any person authorized herein to act, without further recourse to the governing documents, minutes or other proceedings of the City, and without joinder of any other officer or employee of the City.

PASSED AND APPROVED on February 9, 2021, by the Harker Heights City Council.

CITY OF HARKER HEIGHTS, TEXAS:

Spencer H. Smith, Mayor

ATTEST:

Julie Helsham, City Secretary



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-6

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING THE CITY'S PARTICIPATION IN THE HOMELAND SECURITY GRANT PROGRAM FOR FUNDING OF \$40,239.00 TOWARDS THE PURCHASE OF TACTICAL MEDICAL KITS FOR THE SPECIAL WEAPONS AND TACTICS (SWAT) TEAM AND MASS CASUALTY FIRST AID KITS; AUTHORIZE THE CITY MANAGER TO ACT AND SIGN ON BEHALF OF THE CITY, AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

The current Special Weapons and Tactics (SWAT) Medical Kit consists of one backpack style aid bag which is approximately ten (10) years old. The funding provided in this grant would provide for three (3) bags which we will be able to better stock for the tactical zone in which they are used. The hot zone tactical medical kit will be used in the hot zone such as the inside of a building or residence when someone has a traumatic injury. The contents are intended to stabilize the injured until they can be evacuated to the warm zone. The warm zone kit would be used in the area which is secure but not safe enough for an ambulance to take the injured. The cold zone is a more advanced medical kit intended for the tactical medics to further stabilize the injured as they are transported to an ambulance or a medical facility. The three kits will greatly enhance the tactical medical capability for the Harker Heights SWAT Team.

The Harker Heights Police Department will apply for a Homeland Security Grant for three (3) SWAT Medical Kits which will expand our current tactical medical capability. We will also apply for three (3) Mass Casualty First Aid Kits.

The three (3) Mass Casualty Medical Kits each consist of ten (10) Individual First Aid Kits (IFAKS). The individually packaged IFAK kits will consist of tourniquets, chest seal, combat gauze, compression bandage, and instructions on self-aid. They are designed for officers to pass these out as they move through an active mass casualty incidents. This will allow for the injured to conduct self-aid or buddy-aid (SABA) until the scene is secure enough for Medical personnel to begin triage and treatment.

The Grant would provide a total of \$40,239.00, with no requirement for a cash or in-kind match.

RECOMMENDATION:

Staff recommends approval.

ACTION BY CITY COUNCIL:

1. Motion to Approve/Disapprove a Resolution authorizing the City's participation in the Homeland Security Grant Program for funding of \$40,239.00 toward the purchase of Tactical Medical Kits for the SWAT team and Mass Casualty First Aid Kits, with no cash or in-kind match; And authorize the City Manager to act and sign on behalf of the City.

2. Any other action desired.

ATTACHMENTS:

1. Resolution.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING THE CITY'S PARTICIPATION IN THE HOMELAND SECURITY GRANT PROGRAM FOR FUNDING \$40,239.00 TOWARD THE PURCHASE OF TACTICAL MEDICAL KITS FOR THE SPECIAL WEAPONS AND TACTICS (SWAT) TEAM AND MASS CASUALTY FIRST AID KITS.

WHEREAS, the Harker Heights Police Department has prepared an application for a Homeland Security Grant ("*Grant*") # 4249501 to equip its Special Weapons and Tactic (SWAT) Officers with updated medical kits and mass casualty kits; and

WHEREAS, the City Council finds and determines: early treatment of traumatic injuries leads to a higher survival rate of victims. This is especially important where the injuries involved a non-secure scene in which EMS personnel by not be able to enter. This is especially important for responders at critical incident scenes; and

WHEREAS, the Grant would provide a total of \$40,239.00, with no requirement for a cash or in-kind match; and

WHEREAS, the City Council finds it is in the public interest that the City participate in the Grant according to the terms and conditions thereof, and by means hereof the Council expresses its support for such participation; and

WHEREAS, the meeting at which this resolution was passed was open to the public, and notice of the time, place and purpose of said meeting was given as required by law, all in strict accordance with the requirements of the Texas Open Meetings Act;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harker Heights, Texas:

1. The facts and recitations set forth above are hereby found and declared to be true and correct.
2. The submission of the application for the Grant is hereby approved.
3. The City Manager, David Mitchell, is hereby designated as the City's authorized official. He is authorized and empowered to act in the name and on behalf of the City to apply for, accept, reject, alter, or terminate the City's participation in the Grant, and to execute and deliver such agreements (and any changes therein and additions thereto as he shall determine to be necessary or advisable, such determination to be conclusively evidenced by the execution and delivery thereof), and any related consents, notices, certificates, acknowledgments, and other instruments, and to act as the representative of the City in any lawful way to perform or cause to be performed such other and further acts as may be reasonably necessary and appropriate to accomplish the purposes of these resolutions.

- 4. All actions taken or performed prior to the date hereof by the City Manager in respect to the matters referred to and approved in this Resolution be and hereby are ratified and confirmed in all respects.
- 5. The City Council agrees that in the event of loss or misuse of Grant funds, such funds will be returned to the Texas Office of the Governor in full.
- 6. Any person, corporation, partnership, limited partnership, association, joint venture or other business entity may presume upon the validity of the acts of any person authorized herein to act, without further recourse to the governing documents, minutes or other proceedings of the City, and without joinder of any other officer or employee of the City.

PASSED AND APPROVED on February 9, 2021, by the Harker Heights City Council.

CITY OF HARKER HEIGHTS, TEXAS:

Spencer H. Smith, Mayor

ATTEST:

Julie Helsham, City Secretary



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-7

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING THE CITY'S PARTICIPATION IN THE GRANT PROGRAM ADMINISTERED BY THE CENTRAL TEXAS COUNCIL OF GOVERNMENTS THROUGH THE OFFICE OF THE GOVERNOR OF TEXAS, FOR FUNDING OF \$23,774.96 TOWARDS THE PURCHASE OF EIGHT (8) HARRIS XL-185P P-25 COMPLIANT POLICE COMMUNICATION HANDHELD RADIOS AND ACCESSORIES; AUTHORIZE THE CITY MANAGER TO ACT AND SIGN ON BEHALF OF THE CITY, AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

The Harker Heights Police Department will apply for a State funded grant through the Central Texas Council of Governments thru the Office of the Governor of Texas to fund eight (8) new Harris XL-185P Police handheld radios that are P-25 compliant to federal and state regulations.

Project 25 (P25 or APCO-25) is a suite of standards for interoperable digital two-way radio products. P25 was developed by public safety professionals in North America and has gained acceptance for public safety, security, public service, and commercial applications worldwide. P25 radios are a direct replacement for analog UHF (typically FM) radios, but add the ability to transfer data as well as voice, allowing for more natural implementations of encryption and text messaging. P25 radios are commonly implemented by dispatch organizations, such as police, fire, ambulance and emergency rescue service, using vehicle-mounted radios combined with handheld walkie-talkie use.

The Harker Heights Police Department currently is authorized 55 sworn officers; however the department only owns 47 P-25 compliant police handheld radios. State and Federal regulations are requiring emergency response entities to become P-25 compliant. Harker Heights Police Department uses the emergency radio system through the Bell County Communications Center who is nearing full compliance. This grant purchase would bridge the gap and provide every sworn officer to have a P-25 compliant radio and all related accessories needed for daily usage in the community.

This grant request is under the Justice Assistance Grant (JAG) which focuses on funding for law enforcement equipment such as critical communication infrastructure, and officer safety equipment.

The funding amount requested and allowed to the City of Harker Heights through the grant is \$23,774.96. The grant does not require a match from the City of Harker Heights.

RECOMMENDATION:

Staff recommends approval.

ACTION BY CITY COUNCIL:

1. Motion to Approve/Disapprove a Resolution authorizing the City's participation in the Grant program administered Central Texas Council of Governments / Officer of the Governor for funding of \$23,774.96 towards the purchase of eight (8) new Harris XL-185P P-25 compliant police handheld communication radio systems and accessories, with no requirement for cash or in-kind match; And authorize the City Manager to act and sign on behalf of the City.
2. Any other action desired.

ATTACHMENTS:

1. Resolution.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING THE CITY'S PARTICIPATION IN THE CRIMINAL JUSTICE GRANT PROGRAM FOR FUNDING OF \$23,774.96 TOWARDS THE PURCHASE OF EIGHT (8) HARRIS XL-185P P-25 COMPLIANT POLICE COMMUNICATION HANDHELD RADIOS AND ACCESSORIES.

WHEREAS, the Harker Heights Police Department has prepared an application for a Criminal Justice Division Grant ("**Grant**") # 4243701 to equip the Department Patrol Officers with 8 Harris XL-185P P-25 Compliant portable police radios and accessories which will provide emergency communication capabilities for daily police activities; and

WHEREAS, the City Council finds and determines: police emergency communication equipment is essential in modern-day police work, the additional police radio equipment is compliant with the current federal and state communication regulations (P25); and

WHEREAS, the Grant would provide a total of \$23,774.96, with no requirement for a cash or in-kind match; and

WHEREAS, the City Council finds it is in the public interest that the City participate in the Grant according to the terms and conditions thereof, and by means hereof the Council expresses its support for such participation; and

WHEREAS, the meeting at which this resolution was passed was open to the public, and notice of the time, place and purpose of said meeting was given as required by law, all in strict accordance with the requirements of the Texas Open Meetings Act;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harker Heights, Texas:

1. The facts and recitations set forth above are hereby found and declared to be true and correct.
2. The submission of the application for the Grant is hereby approved.
3. The City Manager, David Mitchell, is hereby designated as the City's authorized official. He is authorized and empowered to act in the name and on behalf of the City to apply for, accept, reject, alter, or terminate the City's participation in the Grant, and to execute and deliver such agreements (and any changes therein and additions thereto as he shall determine to be necessary or advisable, such determination to be conclusively evidenced by the execution and delivery thereof), and any related consents, notices, certificates, acknowledgments, and other instruments, and to act as the representative of the City in any lawful way to perform or cause to be performed such other and further acts as may be reasonably necessary and appropriate to accomplish the purposes of these resolutions.

4. All actions taken or performed prior to the date hereof by the City Manager in respect to the matters referred to and approved in this Resolution be and hereby are ratified and confirmed in all respects.
5. The City Council agrees that in the event of loss or misuse of Grant funds, such funds will be returned to the Texas Office of the Governor in full.
6. Any person, corporation, partnership, limited partnership, association, joint venture or other business entity may presume upon the validity of the acts of any person authorized herein to act, without further recourse to the governing documents, minutes or other proceedings of the City, and without joinder of any other officer or employee of the City.

PASSED AND APPROVED on February 9, 2021, by the Harker Heights City Council.

CITY OF HARKER HEIGHTS, TEXAS:

Spencer H. Smith, Mayor

ATTEST:

Julie Helsham, City Secretary



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-8

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING THE CITY'S PARTICIPATION IN THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM ADMINISTERED BY THE OFFICE OF THE GOVERNOR FOR FUNDING OF \$16,650.00 FOR THE PURCHASE OF VEHICLE TRAUMA FIRST AID KITS AND INDIVIDUAL FIRST AID KITS; AUTHORIZE THE CITY MANAGER TO ACT AND SIGN ON BEHALF OF THE CITY, AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

The Harker Heights Police Department will apply for an Edward Byrne Memorial Justice Assistance Grant to purchase 40 Vehicle Trauma First Aid Kits and 15 Individual Trauma First Aid Kits.

Rapid first aid for a traumatic injury greatly increases the survivability rate of the injured. Harker Heights Police Department officers are usually at the scene before EMS arrives. These trauma first aid kits will greatly increase patrol and tactical officer's ability to treat the seriously wounded.

The current medical equipment in patrol cars is a first aid kit which has Band-Aids, liquid Band-Aids and a small amount of gauze which is usually stored in a storage box in the trunk or rear of the patrol vehicle. Patrol officers are also provided with a tourniquet which is usually carried on their duty belt. The Vehicle Trauma First Aid Kits will have two (2) tourniquets, combat gauze, a chest seal, and compression bandages. The kit will be stored behind the passenger seat head rest. This will standardize the location of the kit which will allow for any officer to access it easily.

The Individual First Aid Kits requested in this grant would equip the tactical team with trauma first aid equipment. Currently each tactical officer carries a tourniquet on their duty belt. These kits would give the tactical officer two (2) tourniquets, a chest seal, combat gauze, and compression bandages.

The Grant would provide a total of \$16,650.00, with no requirement for a cash or in-kind match.

RECOMMENDATION:

Staff recommends approval.

ACTION BY CITY COUNCIL:

1. Motion to Approve/Disapprove a Resolution authorizing the City's participation in the Edward Byrne Memorial Justice Assistance Grant Program administered by the Officer of the Governor, for funding of \$16,650.00 for the purchase of Vehicle Trauma First Aid Kits and Individual First Aid Kits with no cash or in-kind match, and authorize the City Manager to act and sign on behalf of the City.

2. Any other action desired.

ATTACHMENTS:

1. Resolution.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING THE CITY'S PARTICIPATION IN THE CRIMINAL JUSTICE GRANT PROGRAM FUNDING OF \$16,650.00 FOR THE PURCHASE OF VEHICLE TRAUMA FIRST AID KITS AND INDIVIDUAL FIRST AID KITS.

WHEREAS, the Harker Heights Police Department has prepared an application for a Criminal Justice Assistance Grant ("*Grant*") # 4234501 to equip the Department Patrol Officers with enhanced medical equipment kits to better serve the Harker Heights Police Department and citizens; and

WHEREAS, the City Council finds and determines: having access to traumatic first aid equipment quickly increases the probability of survival for the victim or officer. This trauma first aid kit can be used for not only gunshots but also vehicle accident victims; and

WHEREAS, the Grant would provide a total of \$16,650.00, with no requirement for a cash or in-kind match; and

WHEREAS, the City Council finds it is in the public interest that the City participate in the Grant according to the terms and conditions thereof, and by means hereof the Council expresses its support for such participation; and

WHEREAS, the meeting at which this resolution was passed was open to the public, and notice of the time, place and purpose of said meeting was given as required by law, all in strict accordance with the requirements of the Texas Open Meetings Act;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harker Heights, Texas:

1. The facts and recitations set forth above are hereby found and declared to be true and correct.
2. The submission of the application for the Grant is hereby approved.
3. The City Manager, David Mitchell, is hereby designated as the City's authorized official. He is authorized and empowered to act in the name and on behalf of the City to apply for, accept, reject, alter, or terminate the City's participation in the Grant, and to execute and deliver such agreements (and any changes therein and additions thereto as he shall determine to be necessary or advisable, such determination to be conclusively evidenced by the execution and delivery thereof), and any related consents, notices, certificates, acknowledgments, and other instruments, and to act as the representative of the City in any lawful way to perform or cause to be performed such other and further acts as may be reasonably necessary and appropriate to accomplish the purposes of these resolutions.

- 4. All actions taken or performed prior to the date hereof by the City Manager in respect to the matters referred to and approved in this Resolution be and hereby are ratified and confirmed in all respects.
- 5. The City Council agrees that in the event of loss or misuse of Grant funds, such funds will be returned to the Texas Office of the Governor in full.
- 6. Any person, corporation, partnership, limited partnership, association, joint venture or other business entity may presume upon the validity of the acts of any person authorized herein to act, without further recourse to the governing documents, minutes or other proceedings of the City, and without joinder of any other officer or employee of the City.

PASSED AND APPROVED on February 9, 2021, by the Harker Heights City Council.

CITY OF HARKER HEIGHTS, TEXAS:

Spencer H. Smith, Mayor

ATTEST:

Julie Helsham, City Secretary



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-9

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING THE CITY'S PARTICIPATION IN THE STATE HOMELAND SECURITY GRANT PROGRAM ADMINISTERED BY THE CENTRAL TEXAS COUNCIL OF GOVERNMENTS FOR FUNDING OF \$61,210.00 TOWARDS THE PURCHASE OF DIGITAL LICENSE PLATE READERS; AUTHORIZE THE CITY MANAGER TO SIGN AND ACT ON BEHALF OF THE CITY; AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

The Harker Heights Police Department will apply for a State Homeland Security Program Grant to fund the purchase of multiple Digital License Plate Reader Systems which would be deployed in a mobile manner within the City of Harker Heights, Texas. Three license plate cameras would be purchased and installed on a marked Harker Heights' patrol vehicle enabling a patrol officer to patrol all streets and areas within the city with the equipment and detect vehicles that have been identified in criminal case work or currently listed as stolen in the National and Texas Crime Information Systems. Two additional license plate cameras would be purchased with this grant and would be included with a speed traffic survey trailer. The trailer would have capabilities of conducting speed surveys with an interactive display for motorists to observe and gain voluntary compliance, and collect vehicular data intelligence with the two on-board license plate cameras.

This grant request is under the State Homeland Security Program which focuses on funding for law enforcement equipment used to combat criminal activity including terrorism. This grant does not require any match or contribution. The Department would merely have to document training, physical usage, and networking capabilities with other agencies.

The funding amount requested and allowed to the City of Harker Heights through the grant is \$61,210.00.

RECOMMENDATION:

Staff recommends approval.

ACTION BY CITY COUNCIL:

1. Motion to Approve/Disapprove a Resolution authorizing the City's participation in the State Homeland Security Grant Program for funding of \$61,210.00 toward the purchase of Digital License Plate Readers with no cash or in-kind match; And authorize the City Manager to act and sign on behalf of the City.

2. Any other action desired.

ATTACHMENTS:

1. Resolution.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, AUTHORIZING THE CITY'S PARTICIPATION IN THE STATE HOMELAND SECURITY PROGRAM GRANT FOR FUNDING OF \$61,210.00 TOWARD THE PURCHASE OF DIGITAL LICENSE PLATE READERS.

WHEREAS, the Harker Heights Police Department has prepared an application for a State Homeland Security Program Grant ("*Grant*") # 4242901 to equip the City of Harker Heights Police Department with Digital License Plate Readers and software to manage and maintain vehicular data as vehicles travel through the community. The Digital License Plate Reader equipment would enable law enforcement to collect and use vehicular data during on-going investigations for local crimes as well as aide in terrorism prevention and investigation combined with other law enforcement agencies; and

WHEREAS, the City Council finds and determines: Digital License Plate Reader equipment is essential in modern-day police work and would provide valuable intelligence information to our local law enforcement agency during criminal investigations; and

WHEREAS, the Grant would provide a total of \$61,210.00, with no requirement for a cash or in-kind match; and

WHEREAS, the City Council finds it is in the public interest that the City participate in the Grant according to the terms and conditions thereof, and by means hereof the Council expresses its support for such participation; and

WHEREAS, the meeting at which this resolution was passed was open to the public, and notice of the time, place and purpose of said meeting was given as required by law, all in strict accordance with the requirements of the Texas Open Meetings Act;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Harker Heights, Texas:

1. The facts and recitations set forth above are hereby found and declared to be true and correct.
2. The submission of the application for the Grant is hereby approved.
3. The City Manager, David Mitchell, is hereby designated as the City's authorized official. He is authorized and empowered to act in the name and on behalf of the City to apply for, accept, reject, alter, or terminate the City's participation in the Grant, and to execute and deliver such agreements (and any changes therein and additions thereto as he shall determine to be necessary or advisable, such determination to be conclusively evidenced by the execution and delivery thereof), and any related consents, notices, certificates, acknowledgments, and other instruments, and to act as the representative of the City in any lawful way to perform

or cause to be performed such other and further acts as may be reasonably necessary and appropriate to accomplish the purposes of these resolutions.

- 4. All actions taken or performed prior to the date hereof by the City Manager in respect to the matters referred to and approved in this Resolution be and hereby are ratified and confirmed in all respects.
- 5. The City Council agrees that in the event of loss or misuse of Grant funds, such funds will be returned to the Texas Office of the Governor in full.
- 6. Any person, corporation, partnership, limited partnership, association, joint venture or other business entity may presume upon the validity of the acts of any person authorized herein to act, without further recourse to the governing documents, minutes or other proceedings of the City, and without joinder of any other officer or employee of the City.

PASSED AND APPROVED on February 9, 2021, by the Harker Heights City Council.

CITY OF HARKER HEIGHTS, TEXAS:

Spencer H. Smith, Mayor

ATTEST:

Julie Helsham, City Secretary



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-10

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING A REQUEST FROM RIDGE JORDAN FOR A FACILITY RENTAL AT THE CARL LEVIN PARK PAVILION FOR AN EVENT IN EXCESS OF TEN (10) PEOPLE ON FRIDAY, MARCH 5, 2021, AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

On July 2, 2020, Governor Greg Abbott issued a proclamation giving Mayors and County Judges the ability to impose restrictions on some outdoor gatherings over ten (10) people. Outdoor gatherings in excess of ten (10) people that is not specifically granted by the Governor, is prohibited unless the Mayor of the City in which the gathering is held, (or the County Judge in the case of a gathering in an unincorporated area) approves the gathering, and such approval can be made subject to certain conditions or restrictions.

In accordance with this directive, Ridge Jordan is seeking approval for a request to rent the Carl Levin Park Pavilion on Friday, March 5, 2021, from 8:00 a.m. to 3:00 p.m. for a group of approximately 175 people.

The renter was provided a written notification update on gatherings of more than ten (10) at the time the application was completed by Parks and Recreation Staff.

STAFF RECOMMENDATION:

None.

ACTION BY CITY COUNCIL:

1. Motion to Approve/Disapprove the request for an Outdoor Facility Rental at the Carl Levin Park Pavilion for an event in excess of ten (10) people on Friday, March 5, 2021.
2. Any other action desired.

ATTACHMENTS:

1. Notification Update on Gatherings More Than 10
2. Application for Facility Rental – Parks & Recreation
3. Governor's Proclamation Amending Executive Order GA-28
4. Texas Department of State Health Services Checklist for Outdoor Events



Received 7/15/2020

The City of Harker Heights
305 Miller's Crossing
Harker Heights, Texas 76548
Phone 254/953-5600
Fax 254/953-5614

Effective as of July 3, 2020

NOTIFICATION UPDATE ON GATHERINGS MORE THAN 10

Mayor
Spencer H. Smith

Mayor Protem
Michael Blomquist

City Council
Jennifer McCann
Jackeline Soriano Fountain
John Reider
Jody Nicholas

Governor Greg Abbott has issued Executive Order 29 requiring all Texans to wear a face covering over the nose and mouth in public spaces, with few exceptions, in counties with 20 or more positive COVID-19 cases.

The Governor also issued a proclamation giving mayors and county judges the ability to impose restrictions on some outdoor gatherings of over 10. An excerpt of the proclamation is below:

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby amend paragraph numbers 5 and 12 of Executive Order GA-28, effective at 12:01 p.m. on July 3, 2020, to read as follows:

5. For any outdoor gathering in excess of 10 people, other than those set forth above in paragraph numbers 1, 2, or 4, the gathering is prohibited unless the mayor of the city in which the gathering is held, or the county judge in the case of a gathering in an unincorporated area, approves of the gathering, and such approval can be made subject to certain conditions or restrictions not inconsistent with this executive order.

12. Except as provided in this executive order or in the minimum standard health protocols recommended by DSHS, found at www.dshs.texas.gov/coronavirus, people shall not be in groups larger than 10 and shall maintain six feet of social distancing from those not in their group.

All special events and rentals must be approved by the Harker Heights City Council. The requests are subject to the availability of the regular scheduled City Council meetings.

HARKER HEIGHTS PARKS & RECREATION

Application for Outdoor Facility Rental

Proposed Date of the Event: March 5, 2011 Start Time: 8:00 AM End Time: 3:00 PM
*Include set up & tear down during your time slot

Event Name & Description: Army Sporting event

Mark Requested	Facility	Amenities	Capacity	Notes	Rental Fees (per 4-hour period)	Rental Deposit
<input checked="" type="checkbox"/>	Carl Levin Park Pavilion 400 Miller's Crossing	Picnic Tables Electricity Grills (4) Water	200	N/A	Resident: \$50 Non-Resident: \$100	Resident: \$100 Non-Resident: \$200
<input type="checkbox"/>	Carl Levin Park Amphitheater 400 Miller's Crossing	Electricity	15-20 (Covered)	Patrons allowed to bring grills.	Resident: \$25 Non-Resident: \$65	\$100
<input type="checkbox"/>	Carl Levin Park Gazebo 400 Miller's Crossing	N/A	8-10	N/A	Resident: \$15 Non-Resident: \$25	N/A
<input type="checkbox"/>	Harker Heights Community Park Pavilion 1501 E FM 2410	Picnic Tables Electricity Water	150	Patrons allowed to bring grills	Resident: \$50 Non-Resident: \$100	Resident: \$100 Non-Resident: \$200
<input type="checkbox"/>	Purser Park Pavilion A (Closest to Restroom & Playground) 100 W Mountain Lion Road	Picnic Tables Electricity Grill	18-20	Limit (1) Bounce House	Resident: \$50 Non-Resident: \$100	\$100
<input type="checkbox"/>	Purser Park Pavilion B 100 W Mountain Lion Road	Picnic Tables Electricity Grill	18-20	N/A	Resident: \$50 Non-Resident: \$100	\$100

Current proof of residency required to receive resident discount

Name: Ridge Jordan Phone: 678-495-7672 Alt Phone: 903-520-7172

Address: 3043 Rain Dance Loop City: Harker Heights State: TX Zip: 76548

Deposit Return Payable To: _____
(if different than above)

Approximate Number of Attendees: 175 Approximate Number of Vehicles: 50

Inflatables or Jumping Equipment: [Yes] or [No] Water Needed: [Yes] or [No]
(Must meet with Grounds Crew (2) days prior) (If Yes, give quantity needed): _____

Amplified Sound: [Yes] or [No]
(If Yes, describe sound amplification usage and equipment such as type used, wattage, etc.): _____

Please explain and describe if you are requesting the use of any additional space aside from the structure itself:
(Examples are open grass, walking trails, parking lots, basketball court, pond, etc.)

FOR OFFICE USE ONLY

Reviewed By / Date	Total Amount Due	Deposit Amount	Walk-through Date and Time			
Approved By / Date	Date Total Paid	Date Deposit Paid	Cash	Card	Check	Rental Credit
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Last 4	Check #	AC Approval	

(All runs / walks must be approved by the Parks Director, PD, and FD)

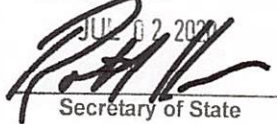
Date: _____ Amount: \$ _____ Reason: _____



GOVERNOR GREG ABBOTT

July 2, 2020

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30pm O'CLOCK

JUL 02 2020

Secretary of State

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

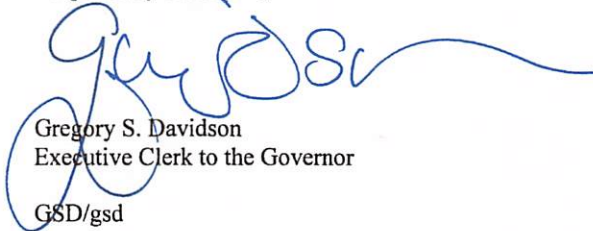
Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

A proclamation amending Executive Order GA-28 relating to mass gatherings in Texas during the disaster posed by the novel coronavirus (COVID-19).

The original proclamation is attached to this letter of transmittal.

Respectfully submitted,


Gregory S. Davidson
Executive Clerk to the Governor
GSD/gsd

Attachment

PROCLAMATION
BY THE
Governor of the State of Texas

TO ALL TO WHOM THESE PRESENTS SHALL COME:

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

WHEREAS, I issued Executive Order GA-28 on June 26, 2020, relating to the targeted response to the COVID-19 disaster as part of the reopening of Texas; and

WHEREAS, additional measures are needed to slow the spread of COVID-19 in Texas;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby amend paragraph numbers 5 and 12 of Executive Order GA-28, effective at 12:01 p.m. on July 3, 2020, to read as follows:

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12. Except as provided in this executive order or in the minimum standard health protocols recommended by DSHS, found at www.dshs.texas.gov/coronavirus, people shall not be in groups larger than 10 and shall maintain six feet of social distancing from those not in their group;

This proclamation shall remain in effect and in full force for as long as Executive Order GA-28 is in effect and in full force, unless otherwise modified, amended, rescinded, or superseded by the governor.



IN TESTIMONY WHEREOF, I have hereunto signed my name and have officially caused the Seal of State to be affixed at my office in the City of Austin, Texas, this the 2nd day of July, 2020.

A handwritten signature in black ink that reads "Greg Abbott".

GREG ABBOTT
Governor

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30pm O'CLOCK

JUL 02 2020

ATTESTED BY:



RUTH R. HUGHS
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30 PM O'CLOCK
JUL 02 2020



CHECKLIST FOR OUTDOOR EVENTS

Outdoor events, such as July 4 celebrations and other large outdoor gatherings with estimated attendance of 10 or more, are permissible to hold in Texas. The county judge or the mayor, as appropriate, in coordination with the local public health authority, must give approval to such an outdoor gathering or event prior to it being held.

All individuals must wear a face covering (over the nose and mouth) wherever it is not feasible to maintain six feet of social distancing from another individual not in the same household or, for those engaging in physical activities outdoors, wherever the individual is not able to maintain a safe physical distance from others not in the same household.

The following are the minimum recommended health protocols for all outdoor events in Texas. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for individuals:

- Individuals aged 65 or older are at a higher risk of COVID-19. To the extent possible, avoid contact within 6 feet with individuals aged 65 and older. Individuals aged 65 and older should stay at home as much as possible. Large gatherings, even those held outside, pose a significant risk to this population.
- Individuals may not be in a group larger than 10 individuals (including those within the individual’s household). Within these groups, individuals should, to the extent possible, minimize in-person contact with others not in the individual’s household. Minimizing in-person contact includes maintaining 6 feet of separation from individuals. When maintaining 6 feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as washing or sanitizing hand frequently, and avoiding sharing utensils or other common objects.
- Individuals should maintain 6 feet of separation from others outside the individual’s group. A group is defined as no more than 10 persons including the members of the household and those persons who traveled together to the event.
- Self-screen before going to an outdoor event for any of the following new or worsening signs or symptoms of possible COVID-19:

<input type="checkbox"/> Cough	<input type="checkbox"/> Sore throat
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Loss of taste or smell
<input type="checkbox"/> Chills	<input type="checkbox"/> Diarrhea
<input type="checkbox"/> Repeated shaking with chills	<input type="checkbox"/> Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
<input type="checkbox"/> Muscle pain	<input type="checkbox"/> Known close contact with a person who is lab confirmed to have COVID-19
<input type="checkbox"/> Headache	



OUTDOOR EVENTS: Page 2 of 2

- Wash or disinfect hands after any interaction with employees, other individuals, or items at the outdoor event.
- Clean and sanitize any items before and after use.

Local approval factors:

- Local approval for large outdoor gatherings (those with an estimated attendance exceeding 10 individuals) is appropriate in this instance because a statewide standard is unable to take into account the various factors needed to ensure such a gathering in varied locations is safe and will minimize the spread of COVID-19. Further, business parity is not an issue at large outdoor events.
- In evaluating large gatherings (those with an estimated attendance exceeding 10 individuals), the county judge or the mayor, as applicable, should consider the following factors:
 - The overall number of projected attendees;
 - The likelihood of individuals over the age of 65 attending;
 - The density of the forum and the ability to ensure social distancing of 6 feet between individuals; and
 - The level of transmission in the county.
- Gatherings of less than 10 individuals may proceed consistent with all the health protocols above without approval of the county judge, local health authority, or mayor, as applicable.



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-11

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING A REQUEST FROM THE CITY OF HARKER HEIGHTS ACTIVITIES CENTER TO HOST AN EVENT AT PURSER FAMILY PARK FOR IN EXCESS OF TEN (10) PEOPLE ON SATURDAY, MARCH 6, 2021, AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

On July 2, 2020, Governor Greg Abbott issued a proclamation giving Mayors and County Judges the ability to impose restrictions on some outdoor gatherings over ten (10) people. Outdoor gatherings in excess of ten (10) people that is not specifically granted by the Governor, is prohibited unless the Mayor of the City in which the gathering is held, (or the County Judge in the case of a gathering in an unincorporated area) approves the gathering, and such approval can be made subject to certain conditions or restrictions.

In accordance with this directive, the Harker Heights Activities Center is seeking approval for a request to host an event at Purser Family Park on Saturday, March 6, 2021, from 1p-5p. The event is estimated to host between 200 and 400 attendees.

The “Paws in the Park” event will target dog owners and will be come-and-go. Staff will provide additional face masks, hand washing stations, and hand sanitizer as well as the restrooms for hand washing. Social distancing will be strongly encouraged among participants. Vendor booths will be spaced apart to allow social distancing, as well.

ACTION BY CITY COUNCIL:

1. Motion to Approve/Disapprove a request from the City of Harker Heights Activities Center to host an event at Purser Family Park for in excess of ten (10) people on Saturday, March 6, 2021.
2. Any other action desired.

ATTACHMENTS:

1. Notification Update on Gatherings More Than 10
2. Application for Facility Rental – Parks & Recreation
3. Memo from Harker Heights Activities Center
4. Governor’s Proclamation Amending Executive Order GA-28
5. Texas Department of State Health Services Checklist for Outdoor Events



Received 7/15/2020

The City of Harker Heights
305 Miller's Crossing
Harker Heights, Texas 76548
Phone 254/953-5600
Fax 254/953-5614

Effective as of July 3, 2020

NOTIFICATION UPDATE ON GATHERINGS MORE THAN 10

Mayor
Spencer H. Smith

Mayor Protem
Michael Blomquist

City Council
Jennifer McCann
Jackeline Soriano Fountain
John Reider
Jody Nicholas

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HARKER HEIGHTS PARKS & RECREATION

Application for Outdoor Facility Rental

event time 1p-5p

Proposed Date of the Event: Sat. March 6, 2021 Start Time: 11am End Time: 6:30pm

*Include set up & tear down during your time slot

Event Name & Description: Paws in the Park

Mark Requested	Facility	Amenities	Capacity	Notes	Rental Fees (per 4-hour period)	Rental Deposit
_____	Carl Levin Park Pavilion 400 Miller's Crossing	Picnic Tables Electricity Grills (4) Water	200	N/A	Resident: \$50 Non-Resident: \$100	Resident: \$100 Non-Resident: \$200
_____	Carl Levin Park Amphitheater 400 Miller's Crossing	Electricity	15-20 (Covered)	Patrons allowed to bring grills.	Resident: \$25 Non-Resident: \$65	\$100
_____	Carl Levin Park Gazebo 400 Miller's Crossing	N/A	8-10	N/A	Resident: \$15 Non-Resident: \$25	N/A
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<input checked="" type="checkbox"/>	Purser Park Pavilion A (Closest to Restroom & Playground) 100 W Mountain Lion Road	Picnic Tables Electricity Grill	18-20	Limit (1) Bounce House	Resident: \$50 Non-Resident: \$100	\$100
<input checked="" type="checkbox"/>	Purser Park Pavilion B 100 W Mountain Lion Road	Picnic Tables Electricity Grill	18-20	N/A	Resident: \$50 Non-Resident: \$100	\$100

Current proof of residency required to receive resident discount

Name: Nichole Broemer Phone: 254-953-5465 Alt Phone: 254-535-4315

Address: 400 Indian Trail City: Harker Hts. State: TX Zip: 76518

Deposit Return Payable To: n/a
(if different than above)

Approximate Number of Attendees: 200-400 Approximate Number of Vehicles: 200

Inflatables or Jumping Equipment: [Yes] or [No] Water Needed: or [No]
(Must meet with Grounds Crew (2) days prior) (If Yes, give quantity needed): water for dog bowls

Amplified Sound: or [No]
(If Yes, describe sound amplification usage and equipment such as type used, wattage, etc.): small PA system for announcements

Please explain and describe if you are requesting the use of any additional space aside from the structure itself:
(Examples are open grass, walking trails, parking lots, basketball court, pond, etc.)

Grassy area around Pavilion B+A and the open field near playground

FOR OFFICE USE ONLY

Reviewed By / Date	Total Amount Due	Deposit Amount	Walk-through Date and Time			
Approved By / Date	Date Total Paid	Date Deposit Paid	Cash	Card	Check	Rental Credit
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Last 4 _____		Check # _____	AC Approval _____

(All runs / walks must be approved by the Parks Director, PD, and FD)

Date: _____ Amount: \$ _____ Reason: _____

<p align="center">PARKS AND RECREATION ORDINANCE</p> <p align="center"><u>MB</u> (Initial)</p>	<p><u>RULES AND REGULATIONS:</u> Must reference § 105.03 GENERAL RULES AND REGULATIONS. <u>HOURS:</u> Must reference § 105.04 RESTRICTED AREAS AND HOURS. <u>ALCOHOL:</u> Must reference § 105.05 ALCOHOL. <u>ANIMALS:</u> Must reference § 105.06 ANIMALS. <u>ACTIVITIES:</u> Must reference § 105.07 RECREATIONAL ACTIVITIES. <u>VEHICLES:</u> Must reference § 105.08 VEHICLES. <u>ADDITIONAL RULES:</u> Must reference § 105.09 ADDITIONAL RULES. <u>ENFORCEMENT:</u> Must reference § 105.98 ENFORCEMENT. <u>PENALTY:</u> Must reference § 105.99 PENALTY.</p>
<p align="center">FACILITY RENTAL POLICY</p> <p align="center"><u>MB</u> (Initial)</p>	<p><u>CONTACT:</u> If you require assistance during your event, you may contact the Recreation Center during business hours (254-953-5657) or call 911 for emergencies. <u>CITY FACILITY USE:</u> City events will take priority and all other events may be rescheduled or cancelled as needed. <u>OUTSIDE ORGANIZATION USE:</u> All use by outside organizations is through rental only. <u>APPROVAL:</u> All rentals are subject to approval by Harker Heights Parks and Recreation. <u>TYPES OF USE:</u> Facilities are to be used for the purpose in which they were intended unless approved by Harker Heights Parks and Recreation. <u>RENTOR RESPONSIBILITY:</u> The renter will be responsible for all persons in the group or organization utilizing the facility. <u>CROWD CONTROL:</u> The responsibility for crowd control or discipline is assumed by the permit holder and all proceedings shall be orderly. <u>200+ GROUPS:</u> Large groups must have a separate and clearly designated First Aid Station so that in the event of an injury or emergency the victim(s) will be able to be accessed by emergency personnel. <u>PARKING:</u> For large groups parking may become a problem and must reference § 105.08 VEHICLES. <u>ROADS:</u> Any request to block off roads must be authorized by Harker Heights Police Department which can be reached at 254-953-5400, and it is the responsibility of the renter to obtain approval from the Harker Heights Police Department. <u>SOLID WASTE, TRASH, GARBAGE:</u> Must reference Chapter 51 with all solid waste, trash, garbage must be disposed of properly at the conclusion of each rental period and placed in provided trash cans. <u>AMPLIFIED NOISE:</u> Must reference Chapter 95 and have approval for use of amplified noise. <u>INFLATABLES:</u> Inflatables may be set up for parties or event with approval.</p>
<p align="center">RESERVATIONS AND REFUNDS</p> <p align="center"><u>MB</u> (Initial)</p>	<p><u>RESERVATION:</u> A rental application must be completed for each new facility rental not already paid for. <u>PROCESSING:</u> The City has 2 business days to notify the patron if there are any perceived conflicts with the event scheduled. <u>CANCELLATION:</u> A written request shall be emailed or brought in person 24 hours prior to the rental to receive a refund. <u>RESPONSIBLE PARTY:</u> The permit holder and the responsible party (person, 21 years of age or older, who officially rented the facility) must be on-site when the facility is being used. <u>PAYMENT:</u> No rental is considered booked until payment has been completed or arranged with Harker Heights Parks and Recreation. <u>REFUNDS:</u> All refunds, including deposits, take 2-3 weeks for processing and will be returned in check form to the address listed on this form. <u>INCLEMENT WEATHER:</u> Renter must cancel event prior to the event start time to receive a refund for rain or other inclement weather. <u>NO SHOW:</u> Reservations that do not complete payment or no show without notification will lose deposit and may not be allowed to future rentals as determined by Harker Heights Parks and Recreation.</p>
<p align="center">CONDITIONS OF PERMIT</p> <p align="center"><u>MB</u> (Initial)</p>	<p><u>CITY PROPERTY:</u> Use is subject to all pertinent State Laws, City Ordinances, Health Department Regulations, and Facility Rules. <u>DEPOSIT:</u> The holder of this permit will be held responsible for inappropriate use, violation of rules, or damage to City property resulting from use herein as determined by Harker Heights Parks and Recreation. <u>INDEMNITY:</u> The permit holder shall indemnify and hold harmless the City of Harker Heights, officers, employees, and agents and assigns from any and all claims for injury and / or damages to persons or property, including wrongful death, resulting from the use of this permit.</p>

I have read, understand, and initialed the Harker Heights Parks and Recreation Facility Rental Policies and will adhere to these rules and regulations. Failure to adhere to these rules and regulations could result in forfeiture of deposit and revocation of future reservation privileges.

2/3/2021

Nicholas Broemer

Date

Signature



TO: Jeff Achee, Parks & Recreation Director
FROM: Nichole Broemer, Activities Center & Events Manager MB
DATE: February 3, 2021
REF: Special Event Approval Request – Paws in the Park

The Harker Heights Activities Center is requesting consideration for approval to hold an outdoors Paws in the Park event on Saturday, March 6, 2021 for a group up to 400 people.

Considering factors:

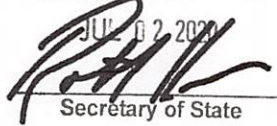
- The overall number of projected attendees – up to 400.
- The likelihood of individuals over the age of 65 attending is unknown as the event is free and open to the public.
- Staff will provide additional face masks, hand washing stations, and hand sanitizers as well as the restrooms for hand washing. Encourage social distancing among participants.
- Staff will display signage stating masks required and social distancing.
- Vendor booths will be spaced apart to allow social distancing.
- Staff will promote self-screening of attendees prior to the event.



GOVERNOR GREG ABBOTT

July 2, 2020

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30pm O'CLOCK

JUL 02 2020

Secretary of State

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

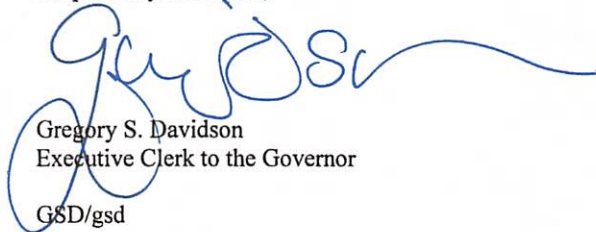
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The original proclamation is attached to this letter of transmittal.

Respectfully submitted,


Gregory S. Davidson
Executive Clerk to the Governor
GSD/gsd

Attachment

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BY THE
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This proclamation shall remain in effect and in full force for as long as Executive Order GA-28 is in effect and in full force, unless otherwise modified, amended, rescinded, or superseded by the governor.



IN TESTIMONY WHEREOF, I have hereunto signed my name and have officially caused the Seal of State to be affixed at my office in the City of Austin, Texas, this the 2nd day of July, 2020.

A handwritten signature in cursive script that reads "Greg Abbott".

GREG ABBOTT
Governor

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30pm O'CLOCK

JUL 02 2020

ATTESTED BY:



RUTH R. HUGHS
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30 PM O'CLOCK

JUL 02 2020



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All individuals must wear a face covering (over the nose and mouth) wherever it is not feasible to maintain six feet of social distancing from another individual not in the same household or, for those engaging in physical activities outdoors, wherever the individual is not able to maintain a safe physical distance from others not in the same household.

The following are the minimum recommended health protocols for all outdoor events in Texas. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all Texans.

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Please note, public health guidance cannot anticipate every unique situation. Individuals should stay informed and take actions based on common sense and wise judgment that will protect health and support economic revitalization.

Health protocols for individuals:

- Individuals aged 65 or older are at a higher risk of COVID-19. To the extent possible, avoid contact within 6 feet with individuals aged 65 and older. Individuals aged 65 and older should stay at home as much as possible. Large gatherings, even those held outside, pose a significant risk to this population.**
- Individuals may not be in a group larger than 10 individuals (including those within the individual’s household). Within these groups, individuals should, to the extent possible, minimize in-person contact with others not in the individual’s household. Minimizing in-person contact includes maintaining 6 feet of separation from individuals. When maintaining 6 feet of separation is not feasible, other methods should be utilized to slow the spread of COVID-19, such as washing or sanitizing hand frequently, and avoiding sharing utensils or other common objects.
- Individuals should maintain 6 feet of separation from others outside the individual’s group. A group is defined as no more than 10 persons including the members of the household and those persons who traveled together to the event.**
- Self-screen before going to an outdoor event for any of the following new or worsening signs or symptoms of possible COVID-19:

<input type="checkbox"/> Cough	<input type="checkbox"/> Sore throat
<input type="checkbox"/> Shortness of breath or difficulty breathing	<input type="checkbox"/> Loss of taste or smell
<input type="checkbox"/> Chills	<input type="checkbox"/> Diarrhea
<input type="checkbox"/> Repeated shaking with chills	<input type="checkbox"/> Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
<input type="checkbox"/> Muscle pain	<input type="checkbox"/> Known close contact with a person who is lab confirmed to have COVID-19
<input type="checkbox"/> Headache	



OUTDOOR EVENTS: Page 2 of 2

- Wash or disinfect hands after any interaction with employees, other individuals, or items at the outdoor event.
- Clean and sanitize any items before and after use.

Local approval factors:

- Local approval for large outdoor gatherings (those with an estimated attendance exceeding 10 individuals) is appropriate in this instance because a statewide standard is unable to take into account the various factors needed to ensure such a gathering in varied locations is safe and will minimize the spread of COVID-19. Further, business parity is not an issue at large outdoor events.
- In evaluating large gatherings (those with an estimated attendance exceeding 10 individuals), the county judge or the mayor, as applicable, should consider the following factors:
 - The overall number of projected attendees;
 - The likelihood of individuals over the age of 65 attending;
 - The density of the forum and the ability to ensure social distancing of 6 feet between individuals; and
 - The level of transmission in the county.
- Gatherings of less than 10 individuals may proceed consistent with all the health protocols above without approval of the county judge, local health authority, or mayor, as applicable.



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-12

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER APPROVING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, TO ORDER A MUNICIPAL ELECTION TO BE HELD ON MAY 01, 2021, FOR THE PURPOSE OF ELECTING COUNCILMEMBER, PLACE 2, AND COUNCILMEMBER, PLACE 5 TO THE HARKER HEIGHTS CITY COUNCIL FOR A FULL THREE-YEAR TERM (2021-2024); DESIGNATING THE POLLING PLACE; AUTHORIZING THE APPOINTMENT OF ELECTION OFFICIALS; AUTHORIZING AN ELECTION SERVICES CONTRACT WITH THE ELECTION OFFICE OF BELL COUNTY, TEXAS, FOR THE COORDINATION AND USE OF VOTING MACHINES AND EQUIPMENT; AUTHORIZING THE CITY MANAGER TO SIGN THE ELECTION SERVICES CONTRACT ON BEHALF OF THE CITY; AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

This year's election will be held on Saturday, May 01, 2021, from 7:00 a.m. – 7:00 p.m. at the Harker Heights Recreation Center, 307 Miller's Crossing, Harker Heights, Texas.

Early voting by personal appearance shall be held on each workday at the Harker Heights Municipal Building, 305 Miller's Crossing, Harker Heights, Texas, on Monday, April 19, 2021, through Tuesday, April 27, 2021, during the hours listed below:

Monday, April 19, 2021 – 8:00 a.m. to 5:00 p.m.
Tuesday, April 20, 2021 – 8:00 a.m. to 5:00 p.m.
Wednesday, April 21, 2021 – 8:00 a.m. to 5:00 p.m.
Thursday, April 22, 2021 – 7:00 a.m. to 7:00 p.m.
Friday, April 23, 2021 – 8:00 a.m. to 5:00 p.m.
Monday, April 26, 2021 – 7:00 a.m. to 7:00 p.m.
Tuesday, April 27, 2021 – 8:00 a.m. to 5:00 p.m.

ACTION BY COUNCIL:

Motion to Approve/Disapprove an Order for a Municipal Election for the City of Harker Heights to be held on Saturday, May 01, 2021; and Approve an Election Services Contract with the Election Office of Bell County, Texas, for the coordination and use of voting machines and equipment, and authorize the City Manager to sign the Election Services Contract on behalf of the City.

ATTACHMENTS:

1. Election Order
2. Resolution with Exhibit
3. Notice of Election

ORDER OF ELECTION FOR MUNICIPALITIES

An election is hereby ordered to be held on May 1, 2021 for the purpose of:
(date)

Council Member, Place 2 (Three Year Term)
Council Member, Place 5 (Three Year Term)

That in accordance with an order adopted by the City Council of said City, said election shall take place at the Harker Heights Recreation Center, 307 Miller's Crossing, Harker Heights, Texas 76548.

Early voting by personal appearance will be conducted each weekday at

Harker Heights City Hall , 305 Miller's Crossing, Harker Heights, Texas 76548
(location)

Recommended but not required

between the hours of 8 a.m. and 5 p.m. beginning on April 19, 2021
(date)
and ending on April 27, 2021 and between the hours of 7 a.m. and 7 p.m. on April 22, 2021 and April 26, 2021.
(date)

Applications for ballot by mail shall be mailed to:

Julie Helsham
(Name of Early Voting Clerk)

305 Miller's Crossing
(Address)

Harker Heights, Texas 76548
(City) (Zip Code)

Applications for ballots by mail must be received no later than the close of business on

April 20, 2021
(date)

Issued this the 9th day of February, 2021.

Signature of Mayor (Spencer H. Smith)

Signature of Councilperson (Lynda Nash)

Signature of Councilperson (Michael Blomquist)

Signature of Councilperson (Jackeline Soriano Fountain)

Signature of Councilperson (Jody Nicholas)

Signature of Councilperson (Jennifer McCann)

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.

ORDEN DE ELECCIÓN PARA MUNICIPALIDADES

Por el presente se ordena una elección a llevarse a cabo el 1 de mayo de 2021 con el propósito de:
(fecha)

Concejal, Posición Nro. 2 (término de tres años)
Concejal, Posición Nro. 5 (término de tres años)

Que de acuerdo con una orden adoptada por el Consejo Municipal de dicha Ciudad, dicha elección se llevará a cabo en Harker Heights Recreation Center, 307 Miller's Crossing, Harker Heights, Texas 76548.

La votación anticipada en persona se llevará a cabo cada día de semana en:

Harker Heights City Hall, 305 Miller's Crossing, Harker Heights, Texas 76548
(Ubicación)

Recomendado pero no requerido

Entre las 8 de la mañana y las 5 de la tarde comenzando el 19 de abril de 2021
(fecha)
y terminando el 27 de abril de 2021 y en el horario de 7 a.m. y 7 p.m. el 22 de abril del 2021 y el 26 de abril del 2021.
(fecha)

Las solicitudes de boletas de votación por correo deberán enviarse por correo a:

Julie Helsham
(Nombre de la Funcionaria de Votación Anticipada)

305 Miller's Crossing
(Dirección)

Harker Heights, Texas 76548
(Ciudad) (Código Postal)

de oficina del 20 de abril de 2021.
(fecha)

Emitido este día 9 de febrero, 20 21.

Firma del Alcalde (Spencer H. Smith)

Firma de la Concejal (Lynda Nash)

Firma del Concejal (Michael Blomquist)

Firma de la Concejal (Jackeline Soriano Fountain)

Firma de la Concejal (Jody Nicholas)

Firma de la Concejal (Jennifer McCann)

Nota de instrucción: Una copia de esta orden de elección debe ser entregada al Secretario del Condado/Administrador de Elecciones y al Registrador de Votantes a más tardar 60 días antes del Día de Elección.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, ORDERING A GENERAL ELECTION TO BE HELD ON SATURDAY, MAY 1, 2021, FOR THE PURPOSE OF ELECTING COUNCILMEMBER, PLACE 2, AND COUNCILMEMBER, PLACE 5, TO THE HARKER HEIGHTS CITY COUNCIL; DESIGNATING THE POLLING PLACE; AUTHORIZING THE APPOINTMENT OF ELECTION OFFICIALS; AUTHORIZING AN ELECTION SERVICES CONTRACT WITH THE ELECTION OFFICE OF BELL COUNTY, TEXAS, FOR THE COORDINATION AND USE OF VOTING MACHINES AND EQUIPMENT, AND AUTHORIZING THE CITY MANAGER TO SIGN THE AGREEMENT ON BEHALF OF THE CITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Harker Heights is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, State law has established the first Saturday in May as the date for general municipal elections; and

WHEREAS, by this resolution, it is the intention of the City Council to call the 2021 General Election, designate a polling place for the election, appoint the necessary election officers, and establish and set forth procedures for conducting the election.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, THAT:

SECTION 1: ELECTION ORDERED.

A general election shall be held in the City of Harker Heights, Texas, on May 1, 2021, at which the following officials will be elected for full 3 year terms:

Councilmember Place 2

Councilmember Place 5

SECTION 2: BALLOT ORDER

The order in which the names of the candidates are to be printed on the ballot will be determined by a drawing by the City Secretary on a form prescribed by the code.

SECTION 3: ELECTION DAY POLLING PLACE AND ELECTION HOURS.

The Election Day polling place where qualified voters shall cast ballots at such location in the City of Harker Heights, Texas, May 1, 2021, Municipal General Election shall be as follows:

Harker Heights Recreation Center – Multipurpose Room
307 Miller’s Crossing
Harker Heights, Texas 76548

Election polls shall be open from 7:00 a.m. to 7:00 p.m. on the date of the election (May 1, 2021).

SECTION 4: EARLY VOTING BY PERSONAL APPEARANCE.

Early voting by personal appearance shall be held on each workday at the Harker Heights Municipal Building, 305 Miller's Crossing, Harker Heights, Texas, on Monday, April 19, 2021, through Tuesday, April 27, 2021, during the hours listed below:

Monday, April 19, 2021 – 8:00 a.m. to 5:00 p.m.

Tuesday, April 20, 2021 – 8:00 a.m. to 5:00 p.m.

Wednesday, April 21, 2021 – 8:00 a.m. to 5:00 p.m.

Thursday, April 22, 2021 – 7:00 a.m. to 7:00 p.m.

Friday, April 23, 2021 – 8:00 a.m. to 5:00 p.m.

Monday, April 26, 2021 – 7:00 a.m. to 7:00 p.m.

Tuesday, April 27, 2021 – 8:00 a.m. to 5:00 p.m.

SECTION 5: EARLY VOTING BY MAIL.

The City Secretary of the City of Harker Heights is hereby appointed as the Early Voting Clerk. Applications for a ballot by mail shall be delivered to the early voting clerk, Julie Helsham, City Secretary, 305 Miller's Crossing, Harker Heights, Texas 76548. Applications for ballots by mail may be submitted beginning January 1, 2021, and must be received no later than the close of business on April 20, 2021.

SECTION 6: ELECTION OFFICERS.

The election officers for each polling place shall be appointed by the City Secretary and compensated for said election.

SECTION 7: METHOD OF VOTING.

Voting on the date of the Election and early voting shall be by the use of a lawfully approved voting system. The preparation of the voting equipment to be used in connection with such voting system and the official ballots for the Election shall conform to the Texas Election Code ("Code"), as amended. Said ballots shall have printed therein such provisions, markings, and language as may be required by law. The specific voting machines to be used shall be provided by the City of Harker Heights in accordance with the Contract for Elections Services with the Bell County Elections Administrator.

SECTION 8: ELECTION SERVICES CONTRACT

The City Manager is hereby authorized to execute the Contract for Election Services with the Bell County Elections Administrator, attached hereto as **Exhibit A**, for the coordination and supply of voting machines and equipment for the execution of the May 1, 2021, Municipal General Election.

SECTION 9: GOVERNING LAW

The election shall be held as set forth by the Charter and the Texas Election Code, and all resident registered voters of the City shall be eligible to vote in said Election. The Mayor and the City Secretary of the City, in consultation with the City Attorney, are hereby authorized and directed to take any and all actions necessary to comply with the provisions of the Texas Election Code and any other state or federal law in carrying out and conducting the election, whether or not expressly authorized herein.

SECTION 10. EFFECTIVE DATE.

This resolution shall take effect from and after its passage and approval.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS on this 9th day of February, 2021.

CITY OF HARKER HEIGHTS, TEXAS:

Spencer H. Smith, Mayor

ATTEST:

Julie Helsham
City Secretary

**ELECTION SERVICES
CONTRACT WITH THE COUNTY ELECTIONS OFFICER
STATE OF TEXAS, COUNTY OF BELL**

THIS CONTRACT made this _____ day of _____, 2021, by and between _____ representing _____, hereinafter
(Name of person representing political subdivision) (Name of political subdivision)
referred to as "Political Subdivision," and Matthew Dutton, Interim Election Officer of Bell County, Texas hereinafter referred to as "Contracting Officer," and by authority of Section 31.092(b), Texas Election Code, for the conduct and supervision of the _____ election to be held on _____.
(Name of political subdivision)
(date of election) **THIS AGREEMENT** is entered into in consideration of the mutual covenants and promises hereinafter set out:

DUTIES AND SERVICES OF CONTRACTING OFFICER

The Contracting Officer shall be responsible for performing the following duties and shall furnish the following services and equipment:

- (a) Procure and distribute all necessary election supplies, including:
 - 1. Ballots
 - 2. Ballot boxes and voting booths
- (b) Procure all necessary voting machines and equipment, transport machines and equipment to and from the polling places, and prepare the voting machines and equipment for use at the polling places. Equipment includes the ES&S ExpressVote BMD Terminal, and ES&S Model DS200 Digital Image Scanner. As well as VoteSafe laptop(s) and accessories. Equipment that is delivered to the polling location is not to be moved from that location except by Bell County authorized personnel.
- (c) Perform any necessary maintenance or repair on the furnished machines and equipment.
- (d) Assist in the general overall supervision of the election and provide advisory services in connection with the decisions to be made and the actions to be taken by the officers of the Political Subdivision who are responsible for holding the election.

GENERAL CONDITIONS

- (a) Nothing contained in this contract shall authorize or permit a change in the officer with whom or the place at which any document or record relating to the election is to be filed, the place at which any function is to be carried out, the officers who conduct the official canvass of the election returns, the officer to serve as custodian of the voted ballots or other election records, or any other nontransferable functions specified by section 31.096 of the Texas Election Code.
- (b) The Contracting Officer is the agent of the Political Subdivision for the purpose of contracting with third parties with respect to the election expenses within the scope of the Contracting Officer's duties, and the Contracting Officer is not liable for the failure to pay a claim.

- (c) The Contracting Officer shall file copies of this contract with the County Treasurer and the County Auditor of Bell County, Texas.
- (d) Only the actual expenses directly attributable to the Contract may be charged. (Section 31.100(b), Texas Election Code). The Contracting Officer may collect 10% above such actual expenses as administrative fee. Upon request, the Contracting Officer shall furnish the Political Subdivision with an itemized statement of such expenses and fees, and the Political Subdivision agrees to pay the statement within thirty (30) days of receipt. A 10% administrative fee will be applied.
- (e) The Political Subdivision shall have the right to terminate this contract by written notice to the Contracting Officer, and in that event the Political Subdivision shall only be liable for expenses and fees allowable under subparagraph (d) and incurred prior to the Contracting Officer's receipt of such notice of termination.
- (f) The Contracting Officer may enter into a separate elections services contract with another political subdivision for an election conducted on the same day, provided that no such contract will materially interfere with the performance of the Contracting Officer's obligations hereunder.
- (g) This contract constitutes the entire agreement of the parties concerning election services for the election described above, and there are no oral representations, warranties, agreements or promises pertaining to such services not incorporated in writing in this contract. This contract may be amended only by an instrument in writing signed by the parties. Neither party may assign this contract or its rights or duties hereunder without the written consent of the other, and any attempted or purported assignment in the absence of such consent shall be void. If a court of competent jurisdiction finds that any provision of this contract is unenforceable, the remaining provisions with remain in effect without the unenforceable parts.
- (h) The Political Subdivision shall be responsible for all contracted equipment while not in the direct possession of Bell County employees and may be held financially liable for lost or damaged equipment, including but not limited to ES&S ExpressVote BMD Terminal, ES&S Model DS200 Digital Image Scanner, and ES&S media. As well as VoteSafe laptop(s) and accessories. The Political Subdivision shall purchase offered insurance for any equipment requiring parcel or delivery service sufficient to replace the item should it be lost, stolen, damaged or otherwise rendered unusable while in the possession of the shipping agency.

WITNESS the following signatures and seal:

(Name of political subdivision)

By: _____
 (Signature of person representing political subdivision)

 Date

By: _____
 Matthew Dutton, Interim Bell County Elections Administrator

 Date

**NOTICE OF GENERAL ELECTION
(AVISO DE ELECCIÓN GENERAL)**

To the Registered Voters of the City of Harker Heights, Texas:
(*Para los votantes registrados de la Ciudad de Harker Heights, Texas*):

Notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m., on May 01, 2021, for voting in a general election, to elect Council Member, Place 2, (Three Year Term) and Council Member, Place 5, (Three Year Term).

(*Se notifica por el presente que los lugares de votación indicados abajo estarán abiertos de 7:00 a.m. a 7:00 p.m. el 1 de mayo de 2021, para votar en una elección general para elegir al Concejal, Posición Nro. 2 (término de tres años) y al Concejal, Posición Nro. 5 (término de tres años).*)

**LOCATION(S) OF POLLING PLACES
(UBICACIÓN(ES) DE LOS LUGARES DE VOTACIÓN)**

City of Harker Heights Recreation Center
307 Miller's Crossing
Harker Heights, Texas 76548

Early voting by personal appearance will be conducted each weekday at
(*La votación anticipada en persona se llevará a cabo cada día de semana en*)

City of Harker Heights:
(*Ciudad de Harker Heights*):
City Hall
305 Miller's Crossing
Harker Heights, Texas 76548

Between the hours of 8:00 a.m. and 5:00 p.m. beginning on April 19, 2021
(*En el horario de 8:00 a.m. a 5:00 p.m., comenzando el 19 de abril de 2021*)

and ending on April 27, 2021 (y terminado el 27 de Abril, 2021.)
(*y terminando el 27 de abril de 2021*)

and between the hours of 7 a.m. and 7 p.m. on April 22, 2021 and April 26, 2021.
(*y de 7 a.m. a 7 p.m. el 22 de abril de 2021 y el 26 de abril de 2021*).

Applications for ballot by mail shall be mailed to:
(*Las solicitudes de boletas de votación por correo deberán enviarse por correo postal a*):

Julie Helsham
305 Miller's Crossing
Harker Heights, Texas 76548

Applications for ballots by mail must be received no later than the close of business on April 20, 2021.

(*Las solicitudes de boletas de votación por correo deben recibirse a más tardar al cierre del horario de oficina del 20 de abril de 2021*).

Issued this the 9th day of February, 2021
(*Emitido este día 9 de febrero de 2021*)

Signature of Mayor (*Firma del Alcalde*)



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-13

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

DISCUSS AND CONSIDER AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH KILLEEN INDEPENDENT SCHOOL DISTRICT (KISD) AND CENTRAL TEXAS COLLEGE (CTC) TO CONDUCT A JOINT ELECTION FOR THE MAY 01, 2021, HARKER HEIGHTS GENERAL ELECTION WITH THE KISD TRUSTEE ELECTION AND THE CTC TRUSTEE ELECTION, AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

Elections for school board trustees must be conducted as a joint election under Texas Education Code Section 11.0581. Districts may conduct their elections jointly with a local municipality located partially or entirely in the school district. A joint election with Killeen Independent School District (KISD) and Central Texas College (CTC) will require a joint election agreement, which must be approved by the governing bodies via election order. KISD and CTC will compensate the City of Harker Heights for one-third (each) of any expenses required as a result of this agreement for the May 01, 2021, Municipal General Election.

RECOMMENDATION:

Approve Contract

ACTION BY COUNCIL:

1. Motion to Approve/Disapprove the City Manager to sign a contract for the City of Harker Heights, Texas, to conduct a Joint Election on May 01, 2021, with the Killeen Independent School District and Central Texas College.
2. Any other action desired

ATTACHMENTS:

1. Proposed Contract

THE STATE OF TEXAS §
 §
 §
COUNTY OF BELL §

**CONTRACT FOR ELECTION SERVICES FOR
EARLY AND ELECTION DAY VOTING**

THIS CONTRACT is made by and between the CITY OF HARKER HEIGHTS (“City”), the KILLEEN INDEPENDENT SCHOOL DISTRICT, (“District”) and CENTRAL TEXAS COLLEGE, (“College”).

WITNESSETH:

1. **RECITALS.** The parties have determined that it is in the public interest of the inhabitants of the City that the following contract be made and entered into for the purpose of voter convenience and public economy in connection with early voting and Election Day voting by personal appearance in the May 01, 2021, Harker Heights Municipal Election, Killeen Independent School District Trustee Election and the Central Texas College Trustee Election. The City has agreed to support the District and College in both early voting and Election Day voting, as well as any subsequent runoff election or re-count, regardless of whether the City holds an election.
2. **CONTRACTING OFFICERS.** The Contracting Officer for the District is the Board of Trustees Secretary. The Contracting Officer for the City is the City Secretary. The Contracting Officers for the College will be Rex Weaver, Chair, Board of Trustees and Brenda Coley, Secretary, Board of Trustees, such Contracting Officers being each authorized to act alone and independently of the other. The Contracting Officers shall perform or supervise the duties and obligations of their respective entities hereunder. The Contracting Officers are acting as agents of the parties and are not personally liable hereunder.
3. **DUTIES AND SERVICES OF THE PARTIES:**
 - A. Each party will prepare its own order of election and notice of election, which includes the location of early voting and Election Day voting.
 - B. Each party will supervise and conduct all early voting by mail for its own election. The District and College will maintain responsibility for timely providing the information needed for the City to order ballots and ballots strips, ballot boxes, voting booths and other materials and supplies as appropriate to support in person voting for their respective elections, and for timely providing their respective voter registration lists.
 - C. The City will be responsible for timely obtaining all other equipment, signs, materials and supplies for the set-up and operation of the polling sites for early voting and Election Day voting by personal appearance. The City will also be responsible for: (i) qualifying voters; (ii) operating the early voting polling site and the Election Day polling site for Precinct 111, 201, 202, and 209 (the “Precincts”); (iii) maintaining poll lists for all voting by personal appearance in the Precincts; (iv) maintaining signature rosters for all voting by personal appearance in the Precincts; (v) ensuring that voting equipment will be accessible as required by law; (vi) having the voting equipment and ballots programmed and tested

as required by law; (vii) recruiting, appointing and compensating all election officials and workers; (viii) securing, canvassing, tabulating or accumulating the votes as required by law; and (ix) providing copies of any documents reasonably requested by the District in connection herewith. The City Contracting Officer will be the custodian of the election records.

4. COST OF SERVICE.

A. If the City requires an election for city officers or propositions, expenses incurred by the City under this Agreement will be allocated as follows:

	Reasonable personnel expenses	Other actual costs
City	1/3	0
District	1/3	1/2
College	1/3	1/2

B. If the City does not require an election for city officers or propositions, expenses incurred by the City under this Agreement will be allocated as follows:

	Reasonable personnel expenses	Other actual costs
City	0	0
District	1/2	1/2
College	1/2	1/2

C. Within thirty days after receipt of an itemized, written invoice, the District and College shall pay all sums due to the City under this Agreement. If the District or College disputes any portion of the invoice, then before the due date the District or College will (i) notify the City of the specific basis for the dispute and (ii) pay the undisputed portion of the invoice. In the absence of a timely notice of dispute the invoice will be deemed to be correct in all respects.

D. If any party takes action which would necessitate obtaining Department of Justice preclearance authorization, that party shall pay all attorney fees and expenses necessary to obtain such authorization.

E. Each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party. In no event may any costs payable hereunder exceed the maximum costs allowed by law.

5. **TERMINATION.** In the event that the District or College cancels its election, the District or College shall promptly notify the City of that fact and shall not be responsible for any expenses hereunder except its share of fees and expenses accrued or incurred by the City prior to receipt of written notice of cancellation from the District or College.

6. **GENERAL CONDITIONS.** Nothing contained in this Agreement shall authorize or permit a change in (i) the officer with whom or the place at which any document or record relating to the election is to be filed, (ii) the place at which any function of the canvass of the election return is made, or (iii) any other function prohibited by law.

7. **DISPUTE RESOLUTION.**

A. Any dispute between the parties related to this Agreement which is not resolved through informal discussion will be submitted to a mutually acceptable mediation service or provider. The parties to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

B. **JURY WAIVER.** The parties each waive the right to trial by jury of any or all issues arising in any action or proceeding between the parties hereto or their successors, under or connected with this Agreement, or any of its provisions.

C. Nothing in this Agreement shall be deemed a waiver of any party's defense of sovereign immunity or governmental immunity under the laws of the state of Texas.

8. **MISCELLANEOUS.** This Agreement constitutes the entire agreement of the parties concerning election services for the election described in the Recitals hereof, and there are no oral representations, warranties, agreements, or promises pertaining to such services not incorporated in writing in this Agreement. This Agreement may be amended only by an instrument in writing signed by the parties. No party may assign this Agreement or its rights or duties hereunder without the written consent of each other party, and any attempted or purported assignment in the absence of such consent shall be void, provided that a Contracting Officer may contract with one or more third parties to assist in the performance of its duties hereunder. If a court of competent jurisdiction finds that any provision of this Agreement is unenforceable, the unenforceable provision shall be replaced, to the extent possible, with a legal, enforceable, and valid provision that is as similar in tenor to the unenforceable provision as is legally possible, and the Agreement as so-modified shall be enforced to the greatest extent permitted by law, except when such construction would constitute a substantial deviation from the general intent and purpose of such parties as reflected in this Agreement.

EXECUTED in multiple originals on February 9, 2021.

CITY OF HARKER HEIGHTS:

By: _____
David Mitchell, City Manager

ATTEST:

Juliette Helsham, City Secretary

**KILLEEN INDEPENDENT SCHOOL
DISTRICT**

By: _____
JoAnn Purser, Board President

ATTEST:

Brett Williams, Board Secretary

CENTRAL TEXAS COLLEGE

By: _____
Rex Weaver,
Chair, Board of Trustees

ATTEST:

Brenda Coley,
Secretary, Board of Trustees



CITY COUNCIL MEMORANDUM

AGENDA ITEM # XII-1

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

RECEIVE AND DISCUSS THE FY 2020-2021 FIRST QUARTER INVESTMENT REPORT.

BACKGROUND:

Attached is the investment report for the first quarter of fiscal year 2021. The total amount invested as of December 31, 2020, was \$33,452,785.44. This is \$166,442.10 more than the \$33,286,343.34 that was invested as of December 31, 2019.

As shown in the graph below, total investments increased by \$9,749,246.28 from the fourth quarter of the 2020 fiscal year.

Description	9/30/2020	12/31/2020	Incr (Decr)
01 General Fund	13,553,385.22	18,920,500.45	5,367,115.23
02 Utility Fund	2,213,537.78	4,157,791.06	1,944,253.28
03 Drainage Fund	37,847.41	213,306.37	175,458.96
04 Sanitation Fund	147,478.79	232,908.39	85,429.60
05 Capital Improvement Fund	7,123,248.68	6,265,481.26	(857,767.42)
06 Debt Service Fund	98,611.20	3,064,902.04	2,966,290.84
11 Hotel / Motel Fund	348,649.24	370,900.10	22,250.86
12 Restricted Court Fund	180,780.84	226,995.77	46,214.93
Total / Average	23,703,539.16	33,452,785.44	9,749,246.28

Increases in the General and Debt Service Funds can be attributed to the collection of property taxes. Fire Station #2 Renovation / Remodel remains a major project as it nears completion and funding for it comes from the Capital Improvement Fund. The Utility, Drainage and Sanitation Funds show an increase due to budgeted transfers that were reversed and / or halted in the 2020 fiscal year as part of the plan to pull back on expenses due to the COVID-19 pandemic.

The Investment Portfolio by Maturity Range, page 4 of the attached Investment Report, shows that 80.68% of the City's investment portfolio has a maturity date within one month of December 31, 2020. Investments that will mature within one month include bank accounts and pool accounts; the first quarter also included a Certificate of Deposit Account Registry Service ("CDARS") investment that matured on January 7, 2021, in the amount of \$2,620,505.40. This investment was reinvested at an interest rate of 0.06% for one year. As a comparison, Treasury Bill Rates for one-year investments on January 7, 2021, was 0.11%.

RECOMMENDATION:

None.

ACTION BY COUNCIL:

1. Any other action desired.

ATTACHMENTS:

1. Investment Report – December 31, 2020.

City of Harker Heights
 Portfolio Management - Portfolio Summary
 As of 12/31/2020

Description	Yield	Face Amount/Shares	Cost Value	Market Value	Days To Maturity	% of Portfolio
CDARS Program	1.668	4,421,599.88	4,421,599.88	4,421,599.88	133	13.22
Certificate of Deposit	1.090	4,656,294.06	4,656,294.06	4,663,033.35	177	13.92
Checking Accounts	1.492	7,354,828.92	7,354,828.92	7,354,828.92	1	21.99
Pool Accounts	0.131	17,013,323.29	17,013,323.29	17,013,323.29	1	50.87
Total / Average	0.767	33,446,046.15	33,446,046.15	33,452,785.44	43	100.00

Interest Income Earned Through December 31, 2020: \$76,595.01
 Average Daily Balance Through December 31, 2020: \$28,186,642.40

This quarterly investment report has been prepared in full compliance with the City of Harker Heights' Investment Policy and the Public Funds Investment Act (Texas Government Code, Chapter 2256.023).



Ayesha Leal, Finance Director

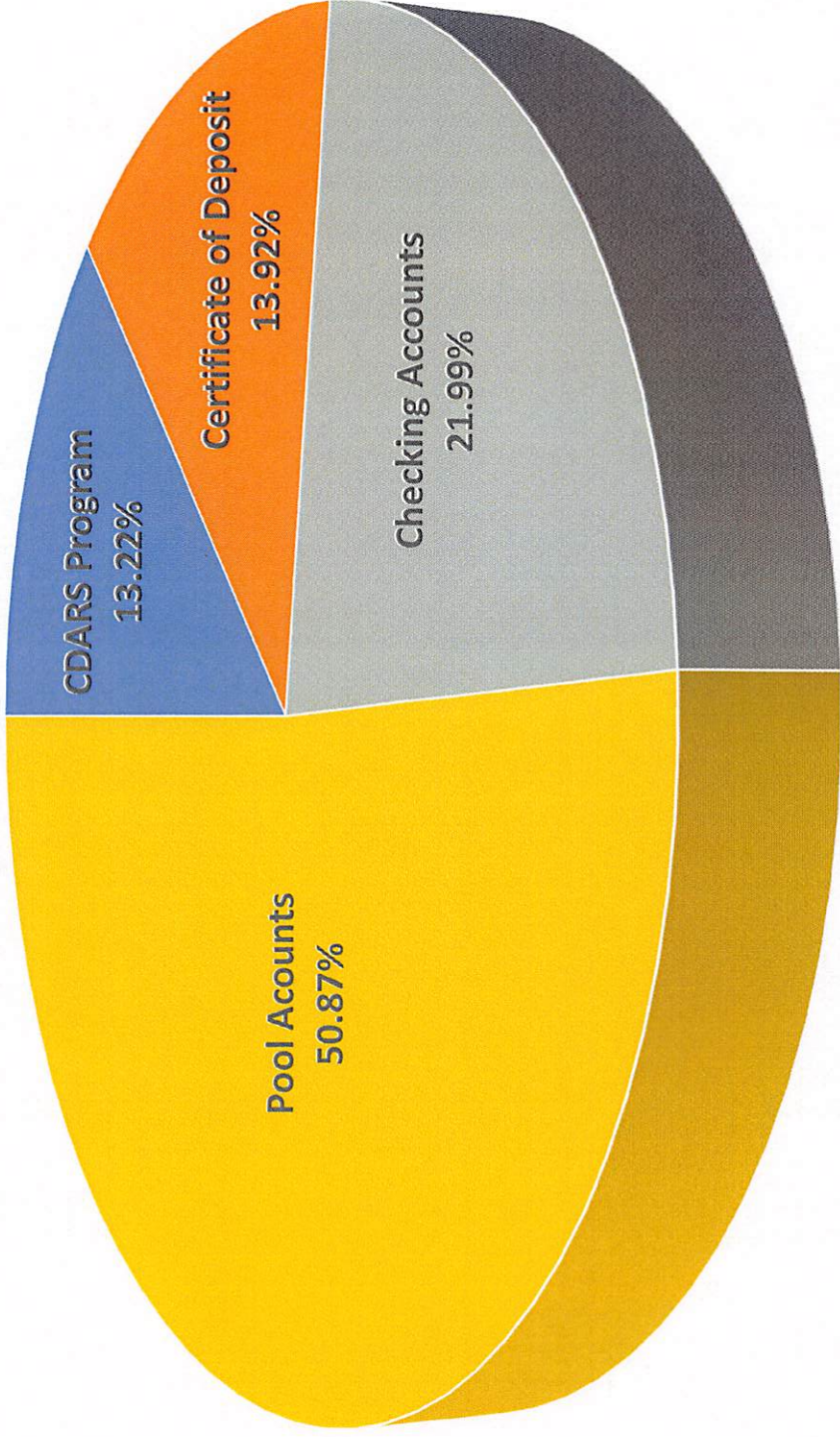
2/2/2021



David R. Mitchell, City Manager

2/2/2021

PORTFOLIO HOLDINGS DISTRIBUTION BY ASSET CLASS



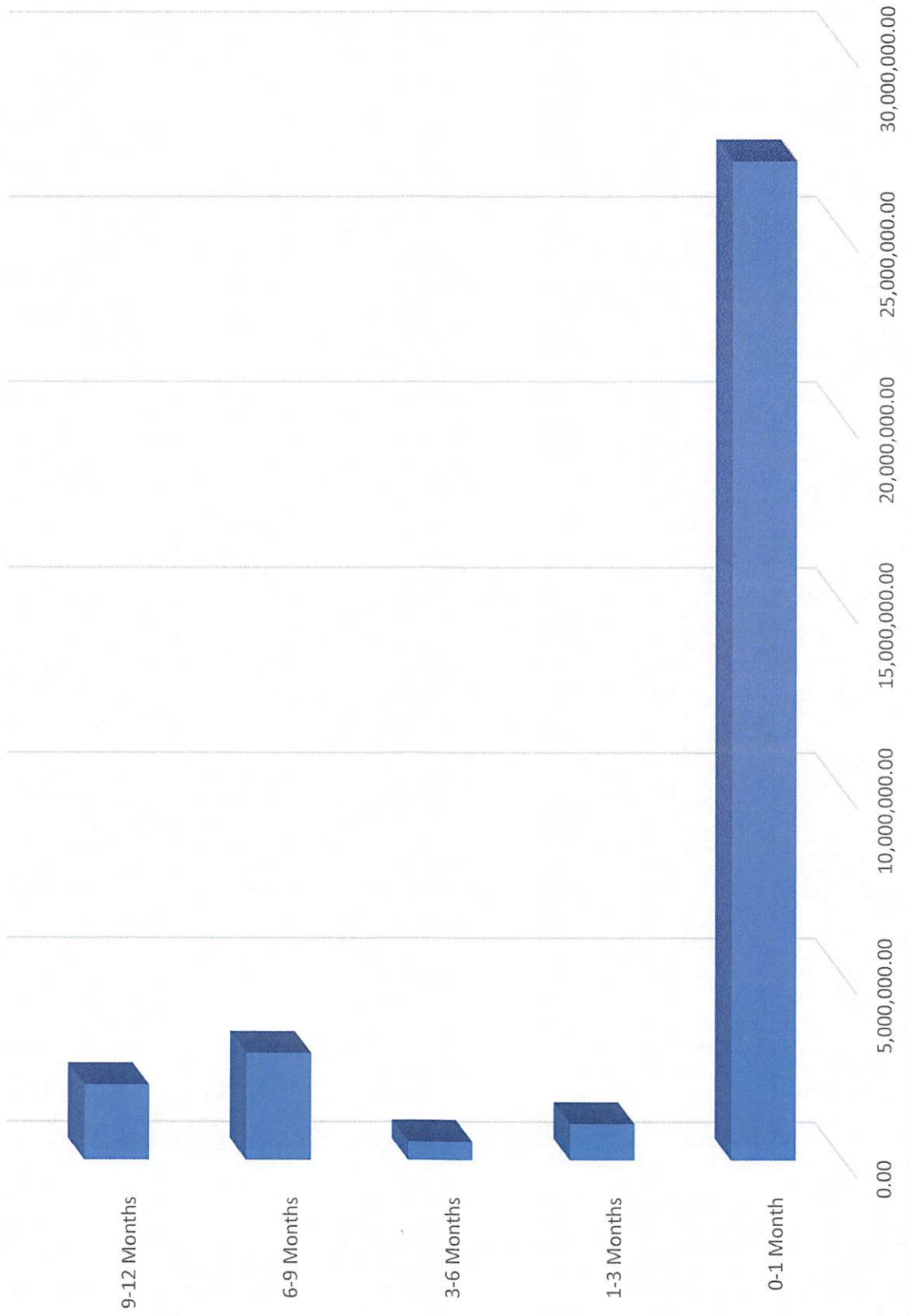
City of Harker Heights
 Quarterly Investment Report - Portfolio Detail with Accrued Interest
 Begin Date: 9/30/2020, End Date: 12/31/2020

Description	Asset Category	Beginning Market Value	Total Deposits / Purchases	Total Withdrawals / Maturities	Change in Market Value	Ending Market Value	Interest / Dividends	Accrued Interest Earned During Period	Maturity Date	Yield @ 09/30/2020	Yield @ 12/31/2020
CDARS Program											
01-100-208 CDARS General Fund Reserve [UR]		1,035,815.12	0.00	1,035,815.12	0.00	0.00	2,398.42	2,398.42	12/03/2020	1.340	1.340
05-100-231 CDARS Series 2018 Operating [R]		1,035,815.13	0.00	1,035,815.13	0.00	0.00	2,398.42	2,398.42	12/03/2020	1.340	1.340
01-100-210 CDARS General Fund [UR]		2,604,832.96	15,672.44	0.00	0.00	2,620,505.40	15,672.44	15,672.44	01/07/2021	2.380	2.380
05-100-210 CDARS Capital Projects [UR]		760,136.15	2,687.02	0.00	0.00	762,823.17	2,687.02	2,687.02	10/14/2021	1.400	1.400
01-100-208 CDARS General Fund Reserve [UR]		0.00	1,038,271.31	0.00	0.00	1,038,271.31	57.77	57.77	12/02/2021	0.070	0.070
Sub Total/Average CDARS Program		5,436,599.36	1,056,630.77	2,071,630.25	0.00	4,421,599.88	23,214.07	23,214.07		1.847	1.668
Total of Deposit											
Farmers State Bank - Waterloo, IA 1.75 10/9/2020		200,072.00	0.00	200,000.00	(72.00)	0.00	3,490.41	86.30	10/09/2020	1.750	1.750
VCC Bank - Richmond, VA 1.75 10/9/2020		200,084.00	0.00	200,000.00	(84.00)	0.00	2,688.49	86.30	10/09/2020	1.750	1.750
BBVA - Temple, TX 1.52 11/9/2020		757,638.49	944.51	758,583.00	0.00	0.00	1,921.74	1,259.18	11/09/2020	1.520	1.520
Bank of the West - San Francisco, CA 1.55 2/18/202		246,264.20	0.00	0.00	(852.60)	245,411.60	0.00	957.18	02/18/2021	1.550	1.550
First General Bank - Rowland Heights, CA 1.5 2/19/		246,225.00	0.00	0.00	(818.30)	245,406.70	916.22	926.29	02/19/2021	1.500	1.500
BBVA - Temple, TX 0.2 2/24/2021		500,084.94	249.42	0.00	(1,015.17)	500,334.36	249.42	252.16	02/24/2021	2.200	2.200
Morgan Stanley Bank - Salt Lake City, UT 1.75 4/19		249,289.69	0.00	0.00	(999.51)	250,279.86	1,055.35	1,066.95	04/19/2021	1.700	1.700
CommunityBank TX - Beaumont, TX 1.7 4/22/2021		251,273.37	0.00	0.00	(999.51)	252,431.95	5,851.92	5,918.26	07/23/2021	1.700	1.700
BBVA - Temple, TX 0.2 8/24/2021		400,067.95	199.53	0.00	0.00	400,267.48	199.53	201.72	08/24/2021	2.200	2.200
BancorpSouth Bank - Harker Heights, TX 0.5 8/28/20		1,000,000.00	1,260.27	0.00	(936.13)	1,001,260.27	1,260.27	1,260.84	08/28/2021	0.500	0.500
Goldman Sachs Bank USA - New York, NY 1.75 10/18/2		251,302.74	0.00	0.00	(936.13)	250,366.61	2,167.17	1,089.51	10/18/2021	1.750	1.750
Sub Total/Average Certificate of Deposit		5,817,882.41	8,505.65	1,158,583.00	(4,771.71)	4,663,033.35	19,547.69	14,194.19		1.191	1.090
Checking Accounts											
BancorpSouth - Checking MM		4,104,509.89	33,997,031.85	36,877,340.43	0.00	1,224,201.31	10,651.17	N/A	N/A	1.500	1.500
BancorpSouth - Checking MM		858,485.59	9,973,457.49	7,318,085.76	0.00	3,513,857.32	9,921.01	N/A	N/A	1.500	1.500
BancorpSouth - Checking MM		8,454.29	422,040.45	246,588.38	0.00	183,906.36	320.13	N/A	N/A	1.500	1.500
BancorpSouth - Checking MM		70,642.49	1,486,739.20	1,401,327.52	0.00	156,054.17	352.35	N/A	N/A	1.500	1.500
BancorpSouth - Checking MM		2,488,110.63	5,180,240.65	5,602,528.77	0.00	2,065,822.51	8,580.51	N/A	N/A	1.500	1.500
BancorpSouth - Checking MM		30,890.37	12,095.56	10,000.00	0.00	37,985.93	117.43	N/A	N/A	1.500	1.500
BancorpSouth - Checking MM		63,932.74	113,820.64	136,626.09	0.00	41,127.29	214.40	N/A	N/A	1.500	1.500
BancorpSouth - Checking MM		48,416.84	99,208.02	53,024.02	0.00	94,600.84	155.53	N/A	N/A	1.500	1.500
Subtotal BancorpSouth - Checking MM		7,673,442.84	51,284,633.86	51,645,520.97	0.00	7,312,555.73	30,312.53	N/A	N/A	1.500	1.500
First National Bank Texas - Checking MM		21,009.10	1,059,477.64	1,038,213.55	0.00	42,273.19	30.48	N/A	N/A	0.080	0.100
Sub Total/Average Checking Accounts		7,694,451.94	52,344,111.50	52,683,734.52	0.00	7,354,828.92	30,343.01	N/A	N/A	1.496	1.492
Pool Accounts											
LoneStar LGIP		529,450.89	100.30	0.00	0.00	529,551.19	100.30	N/A	N/A	0.090	0.070
LoneStar LGIP		12,759.52	25,003.73	0.00	0.00	37,763.25	3.73	N/A	N/A	0.090	0.070
LoneStar LGIP		4,784.37	0.91	0.00	0.00	4,785.28	0.91	N/A	N/A	0.090	0.070
LoneStar LGIP		284,716.50	45,056.31	0.00	0.00	329,772.81	56.31	N/A	N/A	0.090	0.070
Subtotal LoneStar LGIP		831,711.28	70,161.25	0.00	0.00	901,872.53	161.25	N/A	N/A	0.090	0.070
Texas Class LGIP		2,268,905.44	8,323,753.15	100,000.00	0.00	10,492,658.59	1,212.91	N/A	N/A	0.251	0.140
Texas Class LGIP		93,782.79	36.60	0.00	0.00	93,819.39	36.60	N/A	N/A	0.251	0.140
Texas Class LGIP		899,006.53	500,406.63	0.00	0.00	1,400,313.16	406.63	N/A	N/A	0.251	0.140
Texas Class LGIP		29,367.80	11,296,726.91	8,332,540.24	0.00	2,993,554.47	1,499.31	N/A	N/A	0.251	0.140
Subtotal Texas Class LGIP		3,291,962.56	20,120,923.29	8,432,540.24	0.00	14,980,345.61	3,155.45	N/A	N/A	0.251	0.140
TexStar LGIP		1,801.69	0.44	0.00	0.00	1,802.13	0.44	N/A	N/A	0.134	0.068
TexStar LGIP		69,794.34	16.09	0.00	0.00	69,810.43	16.09	N/A	N/A	0.134	0.068
TexStar LGIP		29,993.12	6.89	0.00	0.00	29,400.01	6.89	N/A	N/A	0.134	0.068
TexStar LGIP		76,836.30	17.92	0.00	0.00	76,854.22	17.92	N/A	N/A	0.134	0.068
TexStar LGIP		287,173.50	500,093.57	0.00	0.00	787,267.07	93.57	N/A	N/A	0.134	0.068
TexStar LGIP		33,568.66	7.70	0.00	0.00	33,576.36	7.70	N/A	N/A	0.134	0.068
TexStar LGIP		132,364.00	30.93	0.00	0.00	132,394.93	30.93	N/A	N/A	0.134	0.068
Subtotal TexStar LGIP		630,931.61	500,173.54	0.00	0.00	1,131,105.15	173.54	N/A	N/A	0.134	0.068
Sub Total/Average Pool Accounts		4,754,605.45	20,691,258.08	8,432,540.24	0.00	17,013,323.29	3,490.24	N/A	N/A	0.207	0.131
Total / Average		23,703,339.16	74,100,506.00	64,346,488.01	(4,771.71)	33,452,785.44	76,595.01	37,408.26		1.243	0.767

City of Harker Heights
Investment Portfolio - by Maturity Range (all)
As of 12/31/2020

Description	Maturity Date	Days To Maturity	Yield	Face Amount/Shares	Cost Value	Market Value	% of Portfolio
0-1 Month							
BancorpSouth - Checking MM	N/A	1	1.500	7,312,555.73	7,312,555.73	7,312,555.73	21.86
First National Bank Texas - Checking MM	N/A	1	0.100	42,273.19	42,273.19	42,273.19	0.13
First National Bank Texas - Killeen, TX 2.38 1/7/2	01/07/2021	7	2.380	2,620,505.40	2,620,505.40	2,620,505.40	7.83
LoneStar LGIP	N/A	1	0.070	901,872.53	901,872.53	901,872.53	2.70
Texas Class LGIP	N/A	1	0.140	14,980,345.61	14,980,345.61	14,980,345.61	44.78
TexStar LGIP	N/A	1	0.068	1,131,105.15	1,131,105.15	1,131,105.15	3.38
Total / Average 0-1 Month		2	0.720	26,988,657.61	26,988,657.61	26,988,657.61	80.68
1-3 Months							
Bank of the West - San Francisco, CA 1.55 2/18/202	02/18/2021	49	1.550	245,000.00	245,000.00	245,411.60	0.73
BBVA - Temple, TX 0.2 2/24/2021	02/24/2021	55	0.200	500,334.36	500,334.36	500,334.36	1.50
First General Bank - Rowland Heights, CA 1.5 2/19/	02/19/2021	50	1.500	245,000.00	245,000.00	245,406.70	0.73
Total / Average 1-3 Months		52	0.856	990,334.36	990,334.36	991,152.66	2.96
3-6 Months							
CommunityBank TX - Beaumont, TX 1.7 4/22/2021	04/22/2021	112	1.700	249,000.00	249,000.00	250,279.86	0.75
Morgan Stanley Bank - Salt Lake City, UT 1.75 4/19	04/19/2021	109	1.750	247,000.00	247,000.00	248,274.52	0.74
Total / Average 3-6 Months		111	1.725	496,000.00	496,000.00	498,554.38	1.49
6-9 Months							
BancorpSouth Bank - Harker Heights, TX 0.5 8/28/20	08/28/2021	240	0.500	1,001,260.27	1,001,260.27	1,001,260.27	2.99
BBVA - Temple, TX 0.2 8/24/2021	08/24/2021	236	0.200	400,267.48	400,267.48	400,267.48	1.20
BBVA - Temple, TX 1.55 7/23/2021	07/23/2021	204	1.550	1,521,431.95	1,521,431.95	1,521,431.95	4.55
Total / Average 6-9 Months		221	1.005	2,922,959.70	2,922,959.70	2,922,959.70	8.74
9-12 Months							
First National Bank Texas - Killeen, TX 0.07 12/2/	12/02/2021	336	0.070	1,038,271.31	1,038,271.31	1,038,271.31	3.10
First National Bank Texas - Killeen, TX 1.4 10/14/	10/14/2021	287	1.400	762,823.17	762,823.17	762,823.17	2.28
Goldman Sachs Bank USA - New York, NY 1.75 10/18/2	10/18/2021	291	1.750	247,000.00	247,000.00	250,366.61	0.75
Total / Average 9-12 Months		312	0.768	2,048,094.48	2,048,094.48	2,051,461.09	6.13
Total / Average		43	0.767	33,446,046.15	33,446,046.15	33,452,785.44	100.00

PORTFOLIO HOLDINGS BY MATURITY RANGE





CITY COUNCIL MEMORANDUM

AGENDA ITEM # XII-2

FROM: THE OFFICE OF THE CITY MANAGER

DATE: FEBRUARY 9, 2021

RECEIVE AND DISCUSS THE FY 2020-2021 FIRST QUARTER UNAUDITED FINANCIAL STATEMENT REPORT.

BACKGROUND:

Attached are the unaudited financial statements for the first quarter of fiscal year 2021 and a summary of important items. Items on the statements that are highlighted in yellow are paid on a one-time, annual basis. The following is a summary of the information you will find attached:

		<u>As of December 31, 2020</u>		
	<u>Page(s)</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Fund Balance</u>
General Fund	1-4	\$ 11,797,573	\$ 6,070,453	\$ 18,060,764
Utility Fund	5-7	2,713,134	1,381,798	3,505,088
Sanitation Fund	8-9	594,642	494,993	247,128
Drainage Fund	10-11	215,320	36,504	208,622
Debt Service Fund	12	2,527,286	8,022	2,562,181
Hotel/Motel Fund	13	27,876	5,625	383,546
Restricted Courts Fund	14	16,554	0	188,015

RECOMMENDATION:

None.

ACTION BY COUNCIL:

1. Any other action desired.

ATTACHMENTS:

1. Unaudited Financial Report – December 31, 2020.

GENERAL FUND

	FY 2019-20 Oct-Dec Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
BEGINNING FUND BALANCE		9,859,615	12,333,644	125.09%		
REVENUES						
Taxes						
Tax Receipts	8,505,823	10,143,100	8,768,427	86.45%	262,604	3.09%
Total Taxes	8,505,823	10,143,100	8,768,427	86.45%	(a) 262,604	3.09%
Other Taxes and Special Assessments						
Cable Franchise Fees	83,115	335,000	80,587	24.06%	(2,528)	-3.04%
Electricity Franchise Fees	281,784	953,000	290,710	30.50%	8,926	3.17%
Gas Franchise Fees	12,622	70,000	13,700	19.57%	1,078	8.54%
Telephone Franchise Fees	9,151	10,000	1,648	16.48%	(7,503)	-81.99%
Mixed Drink Tax	27,806	70,000	25,331	36.19%	(2,475)	-8.90%
Bingo Tax	0	20,000	8,868	44.34%	(c) 8,868	0.00%
Sales Tax	1,817,087	6,927,400	2,126,301	30.69%	(d) 309,214	17.02%
Total Other Taxes and Special Assessments	2,231,565	8,385,400	2,547,145	30.38%	315,580	14.14%
Licenses and Permits						
Platting and Rezoning	2,593	30,000	5,486	18.29%	2,893	111.57%
City Registration Fee	22,792	35,000	16,637	47.53%	(6,155)	-27.01%
Building Permits	47,735	250,000	48,938	19.58%	1,203	2.52%
Contractor's Registration	1,054	15,000	3,000	20.00%	1,946	184.63%
Fire Permit Revenue	2,165	10,000	1,480	14.80%	(685)	-31.64%
Total Licenses and Permits	76,339	340,000	75,541	22.22%	(798)	-1.05%
Fines and Fees						
Court Fines	222,132	1,000,000	192,383	19.24%	(29,749)	-13.39%
Total Fines and Fees	222,132	1,000,000	192,383	19.24%	(29,749)	-13.39%
Charges for Services						
Aquatic Activities	0	40,000	0	0.00%	0	0.00%
Recreation Programs	1,029	15,000	943	6.29%	(e) (86)	-8.36%
Youth Sports Activities	15,255	100,000	3,230	3.23%	(e) (12,025)	-78.83%
Concession Stand	5,117	5,000	152	3.04%	(e) (4,965)	-97.03%
Adult Activities	321	10,000	127	1.27%	(e) (194)	-60.44%
Park Facility Rentals	14,215	30,000	2,320	7.73%	(e) (11,895)	-83.68%
False Alarm Fees	375	0	1,016	0.00%	641	170.93%
Ambulance Collection Fees	(13,833)	(58,000)	(7,274)	12.54%	6,559	-47.42%
Ambulance Service	110,520	715,000	94,919	13.28%	(15,601)	-14.12%
Animal Services	22,125	75,000	33,910	45.21%	11,785	53.27%
Total Charges for Services	155,124	932,000	129,343	13.88%	(25,781)	-16.62%
Intergovernmental						
Grant Revenue	18,421	137,800	0	0.00%	(18,421)	-100.00%
Reimburse Bell County	0	5,000	9,693	193.86%	9,693	0.00%
Central TX Trauma Council	0	2,000	0	0.00%	0	0.00%
Reimbursement from TxDOT (PTF)	0	0	0	0.00%	0	0.00%
Total Intergovernmental	18,421	144,800	9,693	6.69%	(8,728)	-47.38%

GENERAL FUND

	FY 2019-20 Oct-Dec Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget		Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Investment Earnings							
Interest Income	81,645	250,000	39,585	15.83%	(f)	(42,060)	-51.52%
Total Investment Earnings	81,645	250,000	39,585	15.83%		(42,060)	-51.52%
Contributions and Donations							
Donations	1,980	0	5,620	0.00%		3,640	183.84%
Donations - Police	0	0	1,650	0.00%		1,650	0.00%
Donations - Healathy Homes	0	0	1,600	0.00%		1,600	0.00%
Donations - Library	0	0	10,011	0.00%	(g)	10,011	0.00%
Donations - Parks & Rec	750	0	1,250	0.00%		500	66.67%
Donations - National Night Out	0	0	0	0.00%		0	0.00%
Donations - Pet Adoption Center	6,614	15,000	6,414	42.76%		(200)	-3.02%
Donations - Activity Center	1,000	0	0	0.00%		(1,000)	0.00%
Total Contributions and Donations	10,344	15,000	26,545	176.97%		16,201	156.62%
Miscellaneous							
Credit Card Fees	(10,225)	(35,000)	(8,829)	25.23%		1,396	-13.65%
Technology Fee - MyPermitNow	2,116	10,000	2,082	20.82%		(34)	-1.61%
Cash Over (Short)	0	0	0	0.00%		0	0.00%
Miscellaneous Income	5,057	20,000	3,158	15.79%		(1,899)	-37.55%
Taxable Income	3,743	16,000	1,824	11.40%		(1,919)	-51.27%
Miscellaneous A/R Income	0	0	0	0.00%		0	0.00%
Insurance Proceeds	32,263	0	69	0.00%		(32,194)	-99.79%
Settlement of Claim	0	0	100	0.00%		100	0.00%
Public Nuisance Assmt Pmt	229	0	10,203	0.00%		9,974	4355.46%
Auction Abandoned Property	3,380	0	304	0.00%		(3,076)	-91.01%
Lease Agreement Proceeds	0	0	0	0.00%		0	0.00%
Total Miscellaneous	36,563	11,000	8,911	81.01%		(27,652)	-75.63%
Transfers In							
Transfer from Water	0	500,000	0	0.00%		0	0.00%
Transfer from Drainage	0	0	0	0.00%		0	0.00%
Transfer from Sanitation	0	200,000	0	0.00%		0	0.00%
Transfer from Restricted Court	0	83,500	0	0.00%		0	0.00%
Total Transfers In	0	783,500	0	0.00%	(h)	0	0.00%
TOTAL REVENUES	11,337,956	22,004,800	11,797,573	53.61%	(i)	459,617	4.05%
EXPENDITURES							
Personnel Services							
Salaries	3,094,607	12,329,400	3,174,786	25.75%		80,179	2.59%
Overtime	174,591	526,900	154,011	29.23%		(20,580)	-11.79%
Workers Compensation	139,169	143,900	152,814	106.19%		13,645	9.80%
Health Insurance	265,980	1,068,900	115,030	10.76%	(j)	(150,950)	-56.75%
Social Security	238,693	983,600	248,351	25.25%		9,658	4.05%
Retirement	482,309	1,896,000	490,823	25.89%		8,514	1.77%
Total Personnel Services	4,395,349	16,948,700	4,335,815	25.58%		(59,534)	-1.35%

GENERAL FUND

	FY 2019-20 Oct-Dec Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget		Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Supplies							
Office	34,607	98,400	16,565	16.83%		(18,042)	-52.13%
Vehicle	62,273	236,500	49,593	20.97%		(12,680)	-20.36%
General	47,578	124,600	48,957	39.29%		1,379	2.90%
Equipment	14,737	69,800	11,102	15.91%		(3,635)	-24.67%
Uniforms	18,605	107,300	12,120	11.30%		(6,485)	-34.86%
Recreational (Parks & Rec / Activity Ctr)	2,979	6,000	1,091	18.18%		(1,888)	-63.38%
Chemical (Parks & Recreation)	3,478	12,200	0	0.00%		(3,478)	-100.00%
Clinical (Pet Adoption Center)	10,308	20,000	12,074	60.37%	(k)	1,766	0.00%
Animal Care (Pet Adoption Center)	11,580	60,000	9,211	15.35%		(2,369)	-20.46%
Medical (Fire Operations)	13,053	60,000	14,258	23.76%		1,205	9.23%
Total Supplies	219,198	794,800	174,971	22.01%		(44,227)	-20.18%
Maintenance							
Vehicle	53,445	139,000	27,394	19.71%		(26,051)	-48.74%
Building	29,582	101,300	22,541	22.25%		(7,041)	-23.80%
Equipment	187,296	335,700	188,801	56.24%	(l)	1,505	0.80%
Ground	44,449	165,900	31,872	19.21%		(12,577)	-28.30%
Total Maintenance	314,772	741,900	270,608	36.47%		(44,164)	-14.03%
Insurance							
Property and Liability	172,502	194,000	174,808	90.11%		2,306	1.34%
Total Insurance	172,502	194,000	174,808	90.11%		2,306	1.34%
Services							
Unemployment Expense	0	0	0	0.00%		0	0.00%
Election Expense	0	30,000	10,064	33.55%	(m)	10,064	0.00%
Utilities	121,068	497,000	115,946	23.33%		(5,122)	-4.23%
Dues and Subscriptions	16,332	57,400	16,673	29.05%		341	2.09%
Travel and Training	44,556	139,700	19,004	13.60%	(n)	(25,552)	-57.35%
Impound Expense	0	500	0	0.00%		0	0.00%
Telephone	19,709	91,600	22,567	24.64%		2,858	14.50%
Equipment Rental	5,711	30,000	1,251	4.17%		(4,460)	-78.09%
Contract Labor	131,108	455,100	111,835	24.57%		(19,273)	-14.70%
Online Transaction Fees	1,223	6,800	610	8.97%		(613)	-50.12%
Adaptive Sports	824	10,000	0	0.00%		(824)	-100.00%
Tree City USA	625	10,000	960	9.60%		335	53.60%
Living Legacy	546	4,500	305	6.78%		(241)	-44.14%
Trophies and Awards	4,468	15,000	2,250	15.00%		(2,218)	-49.64%
Uniforms and Equipment (Rec)	5,503	45,000	178	0.40%		(5,325)	-96.77%
Programs (Parks & Rec / Activity Ctr)	20,865	63,800	20,101	31.51%		(764)	-3.66%
Team Travel	0	0	0	0.00%		0	0.00%
Adult Sports	0	2,000	360	18.00%		360	0.00%
Grant Expense	16,666	147,500	4,185	2.84%		(12,481)	-74.89%
LEOSE Training	2,558	7,000	0	0.00%		(2,558)	-100.00%
COVID-19 Expenses	0	5,000	336,373	0.00%	(o)	336,373	0.00%
Bank Fees	205	800	349	43.63%		144	70.24%
Audit Fees	7,500	30,000	9,500	31.67%		2,000	26.67%
Tax Appraisal Contract	26,830	108,000	25,361	23.48%		(1,469)	-5.48%

GENERAL FUND

	FY 2019-20 Oct-Dec Activitiy	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget		Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Services, continued							
Nuisance Abatements	1,270	245,000	114,572	46.76%	(p)	113,302	8921.42%
State Tax Payments	85,375	335,000	81,320	24.27%		(4,055)	-4.75%
Medical Director Contract	24,000	20,000	20,000	100.00%		(4,000)	-16.67%
Fire Prevention	0	6,000	975	16.25%		975	0.00%
Safety Training	460	900	0	0.00%		(460)	0.00%
Public Awareness	920	5,000	330	6.60%		(590)	-64.13%
Total Services	538,322	2,368,600	915,069	38.63%		376,747	69.99%
Miscellaneous							
Legal Fees	28,128	72,000	11,398	15.83%		(16,730)	-59.48%
Advertising	2,113	28,200	1,765	6.26%		(348)	-16.47%
Required Public Notices	2,608	14,900	7,590	50.94%	(q)	4,982	191.03%
Professional Fees	112,059	237,700	102,793	43.24%	(r)	(9,266)	-8.27%
Prosecutor Fees	0	58,000	3,180	5.48%		3,180	0.00%
Transportation (HOP)	0	0	0	0.00%		0	0.00%
Heart of TX Defense Alliance	17,000	17,000	17,000	100.00%		0	0.00%
Harker Heights Chamber of Commerce	10,000	50,000	12,500	25.00%		2,500	25.00%
Killeen Chamber of Commerce	3,125	0	0	0.00%		(3,125)	-100.00%
Youth Task Force	0	10,500	0	0.00%		0	0.00%
Economic Development	11,335	22,500	0	0.00%		(11,335)	-100.00%
Boys & Girls Club Contribution	0	30,000	30,000	100.00%		30,000	0.00%
Greater Killeen Community Clinic	9,500	12,000	12,000	100.00%		2,500	26.32%
Pitney Bowes Lease	873	3,500	873	24.94%		0	0.00%
Xerox Rental	2,239	15,600	3,939	25.25%	(s)	1,700	75.93%
Total Miscellaneous	198,980	571,900	203,038	35.50%		4,058	2.04%
Reserves and Transfers							
Reserve for Personnel	2,591	0	(3,856)	0.00%	(t)	(6,447)	-248.82%
Reimbursement: Seton Medical	0	0	0	0.00%		0	0.00%
Transfer to Fixed Assets	0	0	0	0.00%		0	0.00%
Transfer to Capital Projects	0	500,000	0	0.00%		0	0.00%
Transfer to Debt Service	0	0	0	0.00%		0	0.00%
Total Reserves and Transfers	2,591	500,000	(3,856)	-0.77%		(6,447)	-248.82%
TOTAL EXPENDITURES	5,841,714	22,119,900	6,070,453	27.44%	(u)	228,739	3.92%
INCREASE/DECREASE	5,496,242	(115,100)	5,727,120	-4975.78%			
ENDING FUND BALANCE		9,744,515	18,060,764	185.34%			

UTILITY FUND

	FY 2019-20 Oct-Dec Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
BEGINNING FUND BALANCE		3,257,117	2,173,752	66.74%		
REVENUES						
Sales						
Water Income	1,604,970	6,254,600	1,617,389	25.86%	12,419	0.77%
Sewer Income	994,750	3,871,900	1,035,500	26.74%	40,750	4.10%
Water Meter Tap Fees	1,857	10,000	815	8.15%	(1,042)	-56.11%
Sewer Tap Fees	1,104	10,000	0	0.00%	(1,104)	-100.00%
Connect Fees	22,275	80,000	5,775	7.22%	(16,500)	-74.07%
Water Supply Agreement	0	0	0	0.00%	0	0.00%
Total Sales	2,624,956	10,226,500	2,659,479	26.01%	34,523	1.32%
Miscellaneous						
Transfers, Turn On and Off	4,996	15,000	1,570	10.47%	(3,426)	-68.57%
Penalties	24,345	90,000	33,060	36.73%	8,715	35.80%
Credit Card Fees	(24,751)	(80,000)	(24,669)	30.84%	82	-0.33%
Online Payment Fees	19,024	75,000	20,212	26.95%	1,188	6.24%
Cash Over (Short)	(16)	0	9	0.00%	25	-156.25%
Interest Income	7,669	30,000	12,129	40.43%	4,460	58.16%
Miscellaneous Income	1,392	4,000	10,954	273.85%	9,562	686.93%
Other Income	0	0	0	0.00%	0	0.00%
Insurance Proceeds	0	0	390	0.00%	390	0.00%
Gain on Sale of Assets	0	0	0	0.00%	0	0.00%
Net Value of Investments	0	0	0	0.00%	0	0.00%
Assessment Income	0	0	0	0.00%	0	0.00%
Transfer from Debt Service Fund	0	0	0	0.00%	0	0.00%
Total Miscellaneous	32,659	134,000	53,655	40.04%	20,996	64.29%
TOTAL REVENUES	2,657,615	10,360,500	2,713,134	26.19%	55,519	2.09%
EXPENDITURES						
Personnel Services						
Salaries	266,428	1,120,700	269,237	24.02%	2,809	1.05%
Overtime	23,508	86,000	18,448	21.45%	(5,060)	-21.52%
Workers Compensation	16,190	16,500	17,514	106.15%	1,324	8.18%
Health Insurance	27,317	117,500	12,014	10.22%	(15,303)	-56.02%
Social Security	22,022	92,300	21,854	23.68%	(168)	-0.76%
Retirement	43,733	180,400	42,938	23.80%	(795)	-1.82%
OPEB Expense	0	3,000	0	0.00%	0	0.00%
Total Personnel Services	399,198	1,616,400	382,005	23.63%	(17,193)	-4.31%
Supplies						
Office	8,042	33,500	8,648	25.81%	606	7.54%
Vehicle	14,150	46,000	7,335	15.95%	(6,815)	-48.16%
General	8,262	15,100	2,454	16.25%	(5,808)	-70.30%
Equipment	4,595	4,000	0	0.00%	(4,595)	-100.00%
Belt Press	5,985	20,000	7,781	38.91%	1,796	30.01%
Lab	2,614	11,000	1,913	17.39%	(701)	-26.82%
Total Supplies	43,648	129,600	28,131	21.71%	(15,517)	-35.55%

UTILITY FUND

	FY 2019-20 Oct-Dec Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget		Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Maintenance							
Vehicle	16,211	45,000	15,880	35.29%	(e)	(331)	-2.04%
Building	235	2,000	687	34.35%		452	192.34%
Equipment	46,909	134,600	27,103	20.14%		(19,806)	-42.22%
Ground	338	2,000	407	20.35%		69	20.41%
Repair and Maintenance	37,915	160,000	30,634	19.15%		(7,281)	-19.20%
New Service Meters	16,620	100,000	15,650	15.65%		(970)	-5.84%
UV Lights	0	35,000	0	0.00%		0	0.00%
Odor Control Chemical	7,171	40,000	7,277	18.19%		106	1.48%
Total Maintenance	125,399	518,600	97,638	18.83%		(27,761)	-22.14%
Insurance							
Property and Liability	25,706	27,700	26,060	94.08%		354	1.38%
Total Insurance	25,706	27,700	26,060	94.08%		354	1.38%
Services							
Uniforms	7,518	19,000	5,812	30.59%		(1,706)	-22.69%
Unemployment Expense	0	0	0	0.00%		0	0.00%
Utilities	81,632	320,000	83,654	26.14%		2,022	2.48%
Dues and Subscriptions	1,725	3,400	900	26.47%		(825)	-47.83%
Travel and Training	2,877	18,000	1,387	7.71%		(1,490)	-51.79%
Telephone	3,070	10,700	2,169	20.27%		(901)	-29.35%
Equipment Rental	19,170	51,800	16,995	32.81%		(2,175)	-11.35%
Contract Labor	68,154	278,800	38,356	13.76%	(f)	(29,798)	-43.72%
State Fees	46,203	46,200	47,436	102.68%		1,233	2.67%
Total Services	230,349	747,900	196,709	26.30%		(33,640)	-14.60%
Bond Expense							
Principal Payments	0	1,597,700	0	0.00%		0	0.00%
Interest Expense	0	396,600	0	0.00%		0	0.00%
Issuance Cost	0	0	0	0.00%		0	0.00%
Amortization Bond Issue	0	0	0	0.00%		0	0.00%
Bond Expense	0	1,994,300	0	0.00%	(g)	0	0.00%
Intergovernmental Payments							
Water Purchases	602,173	2,805,900	626,745	22.34%	(h)	24,572	4.08%
Transfer to General Fund	0	500,000	0	0.00%		0	0.00%
Total Intergovernmental Payments	602,173	3,305,900	626,745	18.96%		24,572	4.08%
Miscellaneous							
Bad Debt	12,597	65,000	(1,241)	-1.91%	(i)	(13,838)	-109.85%
Audit Fees	7,500	27,400	7,500	27.37%		0	0.00%
Advertising	0	0	0	0.00%		0	0.00%
Required Public Notices	165	4,000	864	21.60%		699	423.64%
Professional Fees	7,900	35,000	5,400	15.43%		(2,500)	-31.65%
Amortization Adv Refunding	14,170	47,900	11,987	25.03%		(2,183)	-15.41%
Total Miscellaneous	42,332	179,300	24,510	13.67%		(17,822)	-42.10%

UTILITY FUND

	FY 2019-20 Oct-Dec Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Reserves and Transfers						
Transfer to Fixed Assets	0	500,000	0	0.00%	0	0.00%
Transfer to Debt Service	0	0	0	0.00%	0	0.00%
Transfer to Capital Projects	0	1,100,000	0	0.00%	0	0.00%
Total Reserves and Transfers	0	1,600,000	0	0.00%	0	0.00%
TOTAL EXPENDITURES	1,468,805	10,119,700	1,381,798	13.65%	(87,007)	-5.92%
INCREASE/DECREASE	1,188,810	240,800	1,331,336	552.88%		
ENDING FUND BALANCE		3,497,917	3,505,088	100.21%		

SANITATION FUND

	FY 2019-20 Oct-Dec Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
BEGINNING FUND BALANCE		229,316	147,479	64.31%		
REVENUES						
Garbage Income	532,022	2,208,000	551,645	24.98%	19,623	3.69%
Interest Income	748	2,000	370	18.50%	(378)	-50.53%
Miscellaneous Income	266	1,000	330	33.00%	64	24.06%
Garbage Franchise Fees	69,005	169,200	42,297	25.00%	(26,708)	-38.70%
TOTAL REVENUES	602,041	2,380,200	594,642	24.98%	(7,399)	-1.23%
EXPENDITURES						
Personnel Services						
Salaries	6,588	44,100	9,907	22.46%	3,319	50.38%
Overtime	1,344	6,000	500	8.33%	(844)	-62.80%
Workers Compensation	934	1,000	1,030	103.00%	96	10.28%
Health Insurance	1,773	5,200	640	12.31%	(1,133)	-63.90%
Social Security	816	3,800	786	20.68%	(30)	-3.68%
Retirement	1,794	7,500	1,553	20.71%	(241)	-13.43%
OPEB Expense	0	100	0	0.00%	0	#DIV/0!
Total Personnel Services	13,249	67,700	14,416	21.29%	1,167	8.81%
Supplies						
Vehicle	0	0	0	0.00%	0	0.00%
General	280	200	161	80.50%	(119)	-42.50%
Equipment	0	500	0	0.00%	0	0.00%
Total Supplies	280	700	161	23.00%	(119)	-42.50%
Maintenance						
Vehicle	0	0	0	0.00%	0	0.00%
Equipment	2,835	3,000	214	7.13%	(2,621)	-92.45%
Ground	0	0	0	0.00%	0	0.00%
Total Maintenance	2,835	3,000	214	7.13%	(2,621)	-92.45%
Insurance						
Property and Liability	1,155	1,300	1,172	90.15%	17	1.47%
Total Insurance	1,155	1,300	1,172	90.15%	17	1.47%
Services						
Uniforms	413	900	364	40.44%	(49)	-11.86%
Utilities	50	300	34	11.33%	(16)	-32.00%
Dues & Subscriptions	75	0	0	0.00%	(75)	-100.00%
Travel and Training	(75)	500	0	0.00%	75	-100.00%
Telephone	205	800	187	23.38%	(18)	-8.78%
Equipment Rental	249	1,100	92	8.36%	(157)	-63.05%
Roll Off Dumpster	51,713	205,000	47,384	23.11%	(4,329)	-8.37%
Garbage Contract	419,963	1,730,400	431,188	24.92%	11,225	2.67%
Total Services	472,593	1,939,000	479,249	24.72%	6,656	1.41%

SANITATION FUND

	FY 2019-20 Oct-Dec Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget		Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Miscellaneous							
Brush Grinding	9,900	25,000	0	0.00%		(9,900)	-100.00%
Mulch Hauling	0	0	0	0.00%		0	0.00%
Bad Debt	1,737	10,000	(219)	-2.19%	(d)	(1,956)	-112.61%
Advertising	542	800	0	0.00%		(542)	-100.00%
Professional Fees	0	5,500	0	0.00%		0	0.00%
Total Miscellaneous	12,179	41,300	(219)	-0.53%		(12,398)	-101.80%
Reserves and Transfers							
Transfer to Fixed Assets	0	100,000	0	0.00%		0	0.00%
Transfer to General Fund	0	225,000	0	0.00%		0	#DIV/0!
Transfer to Capital Projects	0	0	0	0.00%		0	0.00%
Total Reserves and Transfers	0	325,000	0	0.00%	(e)	0	#DIV/0!
TOTAL EXPENDITURES	502,291	2,378,000	494,993	20.82%	(f)	(7,298)	-1.45%
INCREASE/DECREASE	99,750	2,200	99,649	4529.50%			
ENDING FUND BALANCE		231,516	247,128	106.74%			

DRAINAGE FUND

	FY 2019-20 Oct-Dec Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
BEGINNING FUND BALANCE		57,547	29,806	51.79%		
REVENUES						
Drainage Fees	210,992	864,000	214,993	24.88%	4,001	1.90%
Interest Income	414	2,000	327	16.35%	(87)	-21.01%
Miscellaneous Income	0	0	0	0.00%	0	0.00%
Other Income	0	0	0	0.00%	0	0.00%
Insurance Proceeds	0	0	0	0.00%	0	0.00%
Transfer In from CIP	0	0	0	0.00%	0	0.00%
TOTAL REVENUES	211,406	866,000	215,320	24.86%	3,914	1.85%
EXPENDITURES						
Personnel Services						
Salaries	23,150	88,600	21,731	24.53%	(1,419)	-6.13%
Overtime	581	1,000	55	5.50%	(526)	-90.53%
Workers Compensation	1,557	1,600	1,717	107.31%	160	10.28%
Health Insurance	2,099	8,300	534	6.43%	(1,565)	-74.56%
Social Security	1,768	6,900	1,628	23.59%	(140)	-7.92%
Retirement	3,567	13,400	3,250	24.25%	(317)	-8.89%
OPEB Expense	0	500	0	0.00%	0	0.00%
Total Personnel Services	32,722	120,300	28,915	24.04%	(3,807)	-11.63%
Supplies						
Vehicle	909	4,000	537	13.43%	(372)	-40.92%
General	0	500	279	55.80%	279	0.00%
Equipment	0	5,000	126	2.52%	126	0.00%
Total Supplies	909	9,500	942	9.92%	33	3.63%
Maintenance						
Vehicle	694	3,000	2,143	71.43%	1,449	208.79%
Equipment	1,121	4,000	762	19.05%	(359)	-32.02%
Ground	2,221	30,000	446	1.49%	(1,775)	-79.92%
Total Maintenance	4,036	37,000	3,351	9.06%	(685)	-16.97%
Insurance						
Property and Liability	1,939	2,200	1,971	89.59%	32	1.65%
Total Insurance	1,939	2,200	1,971	89.59%	32	1.65%
Services						
Uniforms	714	2,500	620	24.80%	(94)	-13.17%
Unemployment Expense	0	0	0	0.00%	0	0.00%
Dues and Subscriptions	200	300	75	25.00%	(125)	-62.50%
Travel and Training	0	1,000	65	6.50%	65	0.00%
Equipment Rental	67	500	0	0.00%	(67)	0.00%
Contract Labor	375	4,000	500	0.00%	125	33.33%
Total Services	1,356	8,300	1,260	15.18%	(96)	-7.08%

DRAINAGE FUND

	FY 2019-20 Oct-Dec Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget		Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Bond Expense							
Principal Payments	0	238,100	0	0.00%		0	0.00%
Interest Expense	0	125,900	0	0.00%		0	0.00%
Issuance Cost	0	0	0	0.00%		0	0.00%
Amortization Bond Issue	0	(4,900)	0	0.00%		0	0.00%
Total Bond Expense	0	359,100	0	0.00%	(d)	0	0.00%
Miscellaneous							
Bad Debt	845	6,000	(102)	-1.70%	(e)	(947)	-112.07%
Advertising	0	0	0	0.00%		0	0.00%
Professional Fees	0	400	0	0.00%		0	0.00%
Required Public Notices	0	0	167	100.00%	(f)	167	0.00%
Total Miscellaneous	845	6,400	65	1.02%		(780)	-92.31%
Reserves and Transfers							
Transfer to Fixed Assets	0	200,000	0	0.00%		0	#DIV/0!
Transfer to General Fund	0	0	0	0.00%		0	0.00%
Transfer to Capital Projects	0	150,000	0	0.00%		0	#DIV/0!
Total Reserves and Transfers	0	350,000	0	0.00%	(g)	0	#DIV/0!
TOTAL EXPENDITURES	41,807	892,800	36,504	4.09%	(h)	(5,303)	-12.68%
INCREASE/DECREASE	169,599	(26,800)	178,816	-667.22%			
ENDING FUND BALANCE		30,747	208,622	678.51%			

DEBT SERVICE FUND

	FY 2019-20 Oct - Dec Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
BEGINNING FUND BALANCE		36,983	42,917	116.05%		
REVENUES						
Interest Income	3,913	7,000	485	6.93%	(3,428)	-87.61%
Net Value of Investments	0	0	0	0.00%	0	0.00%
Ad Valorem Tax	2,129,710	3,208,400	2,526,801	78.76%	397,091	18.65%
Fines & Penalties	0	0	0	0.00%	0	0.00%
Proceeds from Sale of Ref Bonds	0	0	0	0.00%	0	0.00%
Miscellaneous Income	0	0	0	0.00%	0	0.00%
Transfer from General Fund	0	0	0	0.00%	0	0.00%
Transfer from Utility Fund	0	0	0	0.00%	0	0.00%
TOTAL REVENUES	2,133,623	3,215,400	2,527,286	78.60% (a)	393,663	18.45%
EXPENSES						
BCAD Fees	8,046	32,500	8,022	24.68%	(24)	-0.30%
Bond Issuance Cost	0	0	0	0.00%	0	0.00%
Debt Service - Principal	0	2,244,200	0	0.00%	0	0.00%
Debt Service - Interest	0	917,300	0	0.00%	0	0.00%
Payment to Ref Bond Escrow Agent	0	0	0	0.00%	0	0.00%
Transfer to General Fund	0	0	0	0.00%	0	0.00%
Transfer to Utility Fund	0	0	0	0.00%	0	0.00%
TOTAL EXPENSES	8,046	3,194,000	8,022	0.25% (b)	(24)	-0.30%
INCREASE/DECREASE	2,125,577	21,400	2,519,264	11772.26%		
ENDING FUND BALANCE		58,383	2,562,181	4388.57%		

HOTEL MOTEL FUND

	FY 2019-20	FY 2020-21	FY 2020-21		Amount	Percent
	Oct - Dec	Adopted	Oct - Dec	Percent of	Variance	Variance
	Activity	Budget	Activity	Budget	(FY20/FY21)	(FY20/FY21)
BEGINNING FUND BALANCE		345,880	361,295	104.46%		
REVENUES						
Interest Income	1,116	2,500	271	10.84%	(845)	-75.72%
Net Value of Investments	0	0	0	0.00%	0	0.00%
Hotel/Motel Tax	21,441	85,000	22,485	26.45%	1,044	4.87%
HOT Distr. from Bell County	0	4,000	5,120	0.00%	5,120	0.00%
TOTAL REVENUES	22,557	91,500	27,876	30.47%	5,319	23.58%
EXPENSES						
Chamber Events	1,250	5,000	1,250	25.00%	0	0.00%
Food & Wine Festival	1,875	7,500	1,875	25.00%	0	0.00%
Miscellaneous Advertising	0	0	0	0.00%	0	0.00%
Total Advertising	3,125	12,500	3,125	25.00%	0	0.00%
Food & Wine Festival	625	2,500	625	25.00%	0	0.00%
Total Promotion of the Arts	625	2,500	625	25.00%	0	0.00%
Comanche Gap Hist Park Development	0	0	0	0.00%	0	0.00%
Total Historical Restoration/Preservation	0	0	0	0.00%	0	0.00%
Tournaments	1,875	12,500	1,875	15.00%	0	0.00%
Total Sporting Events	1,875	12,500	1,875	15.00%	0	0.00%
TOTAL EXPENSES	5,625	27,500	5,625	20.45%	0	0.00%
INCREASE/DECREASE	16,932	64,000	22,251	34.77%		
ENDING FUND BALANCE		409,880	383,546	93.58%		

RESTRICTED COURTS FUND

	FY 2019-20 Oct - Dec Activitiy	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Dec Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
BEGINNING FUND BALANCE		187,721	171,461	91.34%		
REVENUES						
Interest Income	792	1,800	186	10.33%	(606)	-76.52%
Child Safety Fund	1,537	37,000	1,334	3.61%	(203)	-13.21%
Time Payment Reimb Fund	0	7,000	2,619	0.00%	2,619	0.00%
Municipal Jury Fund	0	500	77	0.00%	77	0.00%
Building Security Fines	3,106	24,000	4,131	17.21%	1,025	33.00%
Admin of Justice Fines	675	2,000	111	5.55%	(564)	-83.56%
Court Technology Fines	4,136	25,000	3,534	14.14%	(602)	-14.56%
Local Truancy Diversion Fund	6,003	32,000	4,432	13.85%	(1,571)	-26.17%
Teen Court Program	110	300	130	43.33%	20	18.18%
TOTAL REVENUES	16,359	129,600	16,554	12.77%	195	1.19%
EXPENSES						
Court Technology Fund	0	0	0	0.00%	0	0.00%
Building Security Fund	0	0	0	0.00%	0	0.00%
Total Transfers to Fixed Asset Fund	0	0	0	0.00%	0	0.00%
Child Safety Fund	0	35,000	0	0.00%	0	0.00%
Building Security Fund	0	1,000	0	0.00%	0	0.00%
Admin of Justice Fund	0	2,500	0	0.00%	0	0.00%
Court Technology Fund	0	15,000	0	0.00%	0	0.00%
Local Truancy Diversion Fund	0	30,000	0	0.00%	0	0.00%
Total Transfers to General Fund	0	83,500	0	0.00%	0	0.00%
Court Technology Fund	0	0	0	0.00%	0	0.00%
Total Transfers to Capital Projects	0	0	0	0.00%	0	0.00%
School Safety Expenses	0	0	0	0.00%	0	0.00%
Child Safety Fund	0	0	0	0.00%	0	0.00%
TOTAL EXPENSES	0	83,500	0	0.00%	0	0.00%
INCREASE/DECREASE	16,359	46,100	16,554	35.91%		
ENDING FUND BALANCE		233,821	188,015	80.41%		

FY 2020-2021 FIRST QUARTER UNAUDITED FINANCIAL REPORT
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GENERAL FUND (pages 1-4)

The General Fund begins the 2021 fiscal year with a fund balance of \$12,333,644. The following are details of some of the fund's activity:

- (a) Property tax revenue for maintenance and operation purposes during the first quarter of the 2021 fiscal year total \$8,768,427. This is \$262,604 more than collected last fiscal year and 86.45% of the \$10,143,100 budgeted. The majority of property tax revenue is received during the first quarter.
- (b) The passing of Senate Bill 1152, which allows vendors to pay the lesser of cable and telephone franchise fees when they are required to pay both, resulted in a \$7,503 decrease in revenues between the first quarter of FY 2020 and FY 2021. The effect of this bill was not seen until the third quarter of the 2020 fiscal year.
- (c) During FY 2020, the Texas Comptroller's Lottery Commission switched from issuing bingo tax payments to having each entity pay the City directly. Due to the lag in payments, there were zero payments in the first quarter of FY 2020 versus \$8,868 in FY 2021.
- (d) Sales tax receipts total \$2,126,301 which is 30.69% of the \$6,927,400 budgeted and \$309,214 more than last fiscal year.
- (e) Parks and Recreation revenues for Recreation Programs, Youth Sports Activities, Concession Stand, Adult Activities and Park Facility Rentals total \$6,772 collectively in revenue and is \$29,165 less than the \$35,937 collected last fiscal year. This is believed to be due to the pandemic.
- (f) Interest income for the first quarter totals \$39,585 and is a decrease of \$42,060 from the first quarter last fiscal year. Interest rates remain low and the FY 2021 budget was proposed to account for that.
- (g) A donation in the amount of \$10,000 was made to the Library.
- (h) Budgeted transfers are scheduled to begin during the second quarter of the 2021 fiscal year.
- (i) Total revenues at the end of the first quarter are \$11,797,573 which is 53.61% of the \$22,004,800 budgeted.
- (j) Health insurance expenses are down by \$150,950 with \$115,030 of the \$1,068,900 budgeted spent. This is because of the change from United HealthCare to Baylor Scott and White.
- (k) Clinical Supplies for the Pet Adoption Center ("PAC") are at 60.37% of its \$20,000 budget. \$12,074 has been spent in the first quarter on various vaccinations, medications and supplies for the Spay and Neuter Clinic. PAC supplies are offset with donations received throughout the year as notated by Staff.
- (l) \$188,801 has been spent on the maintenance of City equipment to include: \$9,862 for INCODE software maintenance (various departments); \$53,000 for CRIMES software maintenance (Police Department); \$11,340 for network monitoring (IT Department); \$78,989 for Microsoft software renewals (IT Department); and \$6,568 for the Lifesize Cloud Renewal (Municipal Court Department).
- (m) Due to municipal elections being moved to November 2020, there is already expenses of \$10,064 which is 33.55% of the \$30,000 budgeted. The May 2021 election expenses will also come out of this line item.
- (n) The travel and training line item shows a decrease of \$25,552 when comparing the first quarter of the 2021 fiscal year (\$19,004) to that of the 2020 fiscal year (\$44,556). This is due to the move to virtual or the cancellation of conferences and seminars during the COVID-19 pandemic.
- (o) The City was approved for the Coronavirus Relief Fund grant during the 2020 fiscal year and the \$336,373 in expenses during the first quarter of FY 2021 reflects the last portion of expenses allowed for reimbursement. The application was submitted and is currently under review.
- (p) Nuisance abatement expenses are at \$114,572 due to the Lynn Drive project.
- (q) \$7,590 has been spent on required public notices during the first quarter or 50.94% of the \$14,900 budgeted. The first quarter saw election ads (\$1,430), street improvement bid requests (\$983) and the Lynn Drive project bid requests (\$854) published as the City begins to get back to business.

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- (r) Professional fees total \$102,793 or \$9,266 less than the \$112,059 spent during the first quarter of FY 2020. Planning and Development's subscription for aerial imagery was not renewed (\$6,177) and Administration has not had to pay for as many hiring screenings thus far (\$3,134).
- (s) Xerox rental expenses increased by \$1,700 over the prior fiscal year due to the addition of two new Xerox machines. FY 2021 first quarter expenses total \$3,939.
- (t) A credit of \$3,856 is shown in the Reserve for Personnel line item as a former employee pays back their tuition reimbursement. Funds for tuition reimbursement in the 2021 fiscal year were not budgeted.
- (u) Total expenditures at the end of the first quarter are \$6,070,453 or 27.44% of the \$22,119,900 budgeted.

The ending fund balance for the General Fund is \$18,060,764 as of December 31, 2020.

UTILITY FUND (pages 5-7)

The Utility Fund begins the 2021 fiscal year with a fund balance of \$2,173,752. The following are details of some of the fund's activity:

- (a) Total sales activity in the Utility Fund for the first quarter equals \$2,659,479 or 26.01% of the \$10,226,500 budgeted. This is also \$34,523 more than budgeted.
- (b) Interest income is \$4,460 more than the \$7,669 earned during the first quarter of the 2020 fiscal year with \$12,129 in revenue. This is because a large portion of utility "dollars" were in BancorpSouth Bank during the first quarter which had the highest interest rate at 1.50%.
- (c) \$10,954 was collected in miscellaneous revenue with \$10,354 received for sewer rehabilitation work.
- (d) Revenues total \$2,713,134 or 26.19% of the \$10,360,500 budgeted.
- (e) Vehicle maintenance expenses total \$15,880 and include an accident repair on WA-52 (\$1,390), door damage repair to WA-50 (\$1,406), an oil leak repair on WW-01 (\$3,448), a cracked tank repair on WW-65 (\$941), and various repairs to the Vactor Truck totaling \$2,608.
- (f) Contract labor expenses total \$38,356 and is \$29,798 less than the \$68,154 spent in the prior fiscal year. Part of this can be attributed to a decrease in the number of sludge hauls and water testing between the two fiscal year's first quarters.
- (g) Debt payments are made in February and August of every year.
- (h) \$626,745 has been spent during the first quarter of fiscal year 2021 on water purchases and is 22.34% of the \$2,805,900 budgeted.
- (i) The Bad Debt line item is reflective of the customers who are sent to collections for non-payment of their final water bill. Utility Administration Staff held off on doing collections at the start of the pandemic and have started the bad debt process again in the second quarter of FY 2021. The \$(1,241) shown is reflective of the payments received from those former residents who have paid on accounts already sent to bad debt. These credits are usually hidden by the debits showing those residents being sent to collections.
- (j) Budgeted transfers are scheduled to begin during the second quarter of the fiscal year.
- (k) Total expenses for the Utility Fund are \$1,381,798 at the end of the first quarter or 13.65% of the \$10,119,700 budgeted.

The ending fund balance for the Utility Fund is \$3,505,088 as of December 31, 2020.

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SANITATION FUND (pages 8-9)

The Sanitation Fund begins the 2021 fiscal year with a fund balance of \$147,479. The following are details of some of the fund's activity:

- (a) Total revenues for the first quarter are \$594,642 which is 24.98% of the \$2,380,200 budgeted.
- (b) 80.50% of the general supply budget was spent during the first quarter (\$161) on water for the Recycling Drop Center.
- (c) The Garbage Contract line item pays Waste Management of Texas for its services and is at 24.92% of the budgeted amount of \$1,730,400 with \$431,188 spent during the first quarter of the 2021 fiscal year. This is also \$11,225 more than the \$419,963 spent during the first quarter of FY 2020.
- (d) The Bad Debt line item is reflective of the customers who are sent to collections for non-payment of their final water bill. Utility Administration Staff held off on doing collections at the start of the pandemic and have started the bad debt process again in the second quarter of FY 2021. The \$(219) shown is reflective of the payments received from those former residents who have paid on accounts already sent to bad debt. These credits are usually hidden by the debits showing those residents being sent to collections.
- (e) Budgeted transfers are scheduled to begin during the second quarter of the fiscal year.
- (f) Total expenses are \$494,993 or \$7,298 less than the \$502,291 spent during the first quarter of the prior fiscal year. This is also 20.82% of the \$2,378,000 budgeted.

The ending fund balance for the Sanitation Fund is \$247,128 as of December 31, 2020.

DRAINAGE FUND (pages 10-11)

The Drainage Fund begins the 2021 fiscal year with a fund balance of \$29,806. The following are details of some of the fund's activity:

- (a) Revenues during the first quarter total \$215,320 or 24.86% of the \$866,000 budgeted.
- (b) General supply purchases are at 55.80% of the budgeted amount with \$279 of the \$500 budget spent. The bulk of this expense is anniversary pins for employees in the amount of \$265.
- (c) \$2,143 has been spent on vehicle maintenance during the first quarter or 71.43% of the \$3,000 budgeted. The repair of a cracked radiator on DR-03 (\$1,176) was the largest repair that took place.
- (d) Debt payments are made in February and August of every year.
- (e) The Bad Debt line item is reflective of the customers who are sent to collections for non-payment of their final water bill. Utility Administration Staff held off on doing collections at the start of the pandemic and have started the bad debt process again in the second quarter of FY 2021. The \$(102) shown is reflective of the payments received from those former residents who have paid on accounts already sent to bad debt. These credits are usually hidden by the debits showing those residents being sent to collections.
- (f) \$167 was spent on an ad for request for bids on drainage projects. In order to keep expenses in the appropriate fund, it was concluded that this ad should be charged to the Drainage Fund instead of the General Fund although there was originally no budget in place. Adjustments will be made at mid-year.
- (g) Budgeted transfers are scheduled to begin during the second quarter of the fiscal year.
- (h) Total expenses are \$36,504 for the first quarter of the fiscal year or 4.09% of the \$892,800 budgeted.

The ending fund balance for the Drainage Fund is \$208,622 as of December 31, 2020.

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DEBT SERVICE FUND (page 12)

The Debt Service Fund's beginning fund balance is \$42,917 for the 2021 fiscal year.

- (a) Revenues total \$2,527,286 with \$2,526,801 of the total being property taxes collected for interest and sinking purposes or debt payments. Total revenues are at 78.60% of the budgeted amount of \$3,215,400 and are \$393,663 more than the \$2,133,623 received during last fiscal year's first quarter.
- (b) Bell County Appraisal District ("BCAD") fees make up the \$8,022 total expenditures for the first quarter. The City pays BCAD quarterly for their assistance in calculating tax rates, collecting property taxes, and sending the City its portion of the property tax payments.

The ending fund balance for the Debt Service Fund as of December 31, 2020, is \$2,562,181.

HOTEL / MOTEL FUND (page 13)

The Hotel / Motel Fund's beginning fund balance is \$361,295 for the 2021 fiscal year.

- (a) During the first quarter, \$27,876 had been received in revenues. This is \$5,319 more than during the prior fiscal year because the hotel occupancy tax distribution from Bell County was not received until the second quarter in FY 2020.
- (b) Total expenditures total \$5,625 which is 20.45% of the \$27,500 budgeted and the same amount as the last fiscal year.

The ending fund balance for the Hotel / Motel Fund is \$383,546 as of December 31, 2020.

RESTRICTED COURTS FUND (page 14)

The Restricted Court Fund's beginning fund balance is \$171,461 for the 2021 fiscal year.

- (a) Total fine revenues collected by the Municipal Courts Department that are part of the Restricted Courts Fund total \$16,368. The Time Payment Reimbursement and Municipal Jury Funds were not created until January 2020, the second quarter of FY 2020. The fines collected as part of this fund have restricted uses.
- (b) Budgeted transfers are scheduled to begin during the second quarter of the fiscal year.

The ending fund balance for the Restricted Courts Fund is \$188,015 as of December 31, 2020.