



May 11, 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

Mayor

Spencer H. Smith

Mayor Protem

Michael Blomquist

City Council

Jennifer McCann

Jackeline Soriano Fountain

Lynda Nash

Jody Nicholas

Notice is hereby given that, beginning at 5:00 p.m. on Tuesday, May 11, 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:

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. General Election Business:

1. Canvass Election Returns for the May 1, 2021, General Election for the City of Harker Heights, Texas.
2. Installation of Officer:
 - (a) Swear in Councilmember, Place 2. Three Year Term 2021-2024.
3. Discuss and consider approving a Resolution of the City Council of the City of Harker Heights, Texas, Ordering a Runoff Election to be held on Saturday, June 5, 2021, for the purpose of electing a Council Member, Place 5, for a three year term (2021-2024) to the Harker Heights City Council; Designating the Polling Place; Authorizing the appointment of Election Officials; Authorizing an Election Services Contract with the Bell County Election Administrator for the coordination and use of voting machines and equipment, and authorizing the City Manager to sign the agreement on behalf of the City; Providing for an effective date; and take the appropriate action. (City Secretary)

V. Mayoral Proclamations and Presentations:

1. Present Eugene Gardner with the Outstanding Citizen Award.
2. Proclaim May 9 – 15, 2021, as “National Police Week”.
3. Proclaim May 16 – 22, 2021, as “Emergency Medical Services (EMS) Week”
4. Proclaim May 16 – 22, 2021, as “Public Works Week”.
5. Proclaim May 2021, as “Building Safety Month”.
6. Proclaim May 2021, as “National Bike Month”.
7. Proclaim May 2021, as “Older Americans Month”.

VI. Consent Items:

1. Discuss and consider approving the minutes of the meeting held on April 27, 2021, and take the appropriate action.

VII. 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.

VIII. Public Hearings:

IX. Old Business:

1. Discuss and consider approving a Resolution of the City Council of the City of Harker Heights, Texas, establishing its Policy and Procedures for Mayor and Council relations, Council and Staff relations, and Council and Media relations, and take the appropriate action. (Assistant City Manager)

X. New Business:

1. Discuss and consider approving a request for Preliminary Plat approval for the subdivision referred to as The Village at Nolan Heights, on property described as a 47.65 acre tract of land in Bell County, Texas, being part of the H.B. Littlefield Survey, Abstract No. 511, and being all of the called 47.626 acre tract of land described in a deed to Cactus Jack Development, Inc., recorded in Instrument No. 2020-064289, Deed Records of Bell County, Texas, generally located North of KISD Middle School No. 14, AKA Nolan Middle School along Warriors Path, Harker Heights, Bell County, Texas, and take the appropriate action. (Planning and Development Director)

2. Discuss and consider approving a Resolution of the City of Harker Heights, Texas, finding that Oncor Electric Delivery Company LLC's application for approval to amend its Distribution Cost Recovery Factor to Increase Distribution Rates within the City should be denied; authorizing participation with Oncor Cities Steering Committee; authorizing the hiring of Legal Counsel and Consulting Services; finding that the City's Reasonable Rate Case Expenses shall be reimbursed by the Company; finding that the Meeting at which this Resolution is passed is open to the public as required by law; requiring notice of this Resolution to the Company and Legal Counsel, and take the appropriate action. (Assistant Finance Director)
3. Discuss and consider approving a request for Alcohol Services for the Harker Heights Chamber of Commerce "Central Texas Food, Wine & Brew Festival" at 2410 Community Park on Saturday, September 11, 2021, and take the appropriate action. (Parks and Recreation Director)

XI. Reports of Advisory Boards & Commissions:

XII. Items from Council:

XIII. Staff Reports:

1. Receive and discuss an update on the 2021 Street Improvement - Winter Storm Repair Projects. (Public Works Director)
2. Receive and discuss the Fiscal Year 2020 – 2021 Second Quarter Investment Report. (Finance Director)
3. Receive and discuss the Unaudited Financial Statements for the Second Quarter of Fiscal Year 2020 – 2021. (Finance Director)
4. Receive and discuss the City Manager's Report. (City Manager)

XIV. Announcements:

XV. 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 7th day of May 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): [1 866 899 4679](tel:18668994679) and use Access Code: 439-556-453
To join the meeting from your computer, tablet, or smartphone, use the following meeting link:
<https://global.gotomeeting.com/join/439556453>**

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."



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IV-1

FROM: THE OFFICE OF THE CITY MANAGER

DATE: MAY 11, 2021

CANVASS ELECTION RETURNS FOR THE MAY 1, 2021, GENERAL ELECTION FOR THE CITY OF HARKER HEIGHTS, TEXAS.

BACKGROUND:

On May 1, 2021, the City of Harker Heights conducted a General Election to elect a Council Member for Place 2, and Place 5.

ACTION BY THE CITY COUNCIL:

1. Any action desired by Council.



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IV-3

FROM: THE OFFICE OF THE CITY MANAGER

DATE: MAY 11, 2021

DISCUSS AND CONSIDER APPROVING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, ORDERING A RUNOFF ELECTION TO BE HELD ON SATURDAY, JUNE 5, 2021, FOR THE PURPOSE OF ELECTING A COUNCIL MEMBER, PLACE 5, FOR A THREE YEAR TERM (2021-2024) TO THE HARKER HEIGHTS CITY COUNCIL; DESIGNATING THE POLLING PLACE; AUTHORIZING THE APPOINTMENT OF ELECTION OFFICIALS; AUTHORIZING AN ELECTION SERVICES CONTRACT WITH THE BELL COUNTY ELECTION ADMINISTRATOR FOR THE COORDINATION AND USE OF VOTING MACHINES AND EQUIPMENT, AND AUTHORIZING THE CITY MANAGER TO SIGN THE AGREEMENT ON BEHALF OF THE CITY; PROVIDING FOR AN EFFECTIVE DATE; AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

On May 1, 2021, the City of Harker Heights conducted a General Election to elect a Council Member for Place 2 and Place 5.

In accordance with the Harker Heights City Charter, if no candidate for a place shall receive a majority of all votes cast in an election, a runoff election shall be called for that place. The two candidates receiving the highest number of votes for a given place shall gain a place on the runoff election.

RECOMMENDATION:

Staff is recommending the Runoff Election for Place 5 on the City Council to be held on Saturday, June 5, 2021.

ACTION BY THE CITY COUNCIL:

1. Motion to Approve/Disapprove a Resolution of the City Council of the City of Harker Heights, Texas, Ordering a Runoff Election to be held on Saturday, June 5, 2021, for the purpose of electing a Council Member for 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.
2. Any action desired by Council.

ATTACHMENTS:

1. Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, ORDERING A RUNOFF ELECTION TO BE HELD ON SATURDAY, JUNE 5, 2021, FOR THE PURPOSE OF ELECTING A COUNCIL MEMBER, 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, pursuant to Section 7.05 of the City Charter of the City of Harker Heights, Texas, and Section 2.021 of the Election Code of the State of Texas, it is provided that if no candidate for a particular office receives the votes necessary to be elected in an election requiring a majority vote, a runoff election for that office is required; and

WHEREAS, a canvassing of the returns and declaring the results of the General Election held on May 1, 2021, was approved by the City Council on May 11, 2021; and

WHEREAS, the canvass determined that, in the race for Council Member Place 5, no candidate received a majority of the votes cast; and

WHEREAS, the two candidates receiving the highest number of votes for the office of Council Member, Place 5, were Sam Halabi and Stacey L. Wilson; and

WHEREAS, the Mayor has certified to the City Secretary the names of the candidates to be placed on the runoff ballot, attached hereto as **Exhibit A**; and

WHEREAS, the main business office of the City Secretary is located in the Harker Heights Municipal Building, 305 Miller's Crossing, Harker Heights, Texas; and

WHEREAS, experience has shown that the Harker Heights Municipal Building is impracticable and does not have adequate space to handle early voting by personal appearance; and

WHEREAS, the Harker Heights Recreation Center is the Election Day Polling Place and has the sufficient space available to effectively handle early voting by personal appearance; and

WHEREAS, the Harker Heights Recreation Center is as near as practicable to the main business office of the City Secretary as it is located adjacent to the Harker Heights Municipal Building and shares the same parking lot; and

WHEREAS, the Harker Heights Recreation Center is the Election Day Polling Place that has the sufficient space available to effectively handle early voting by personal appearance and will provide for a better experience for voters.

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

SECTION 1: ELECTION ORDERED.

The foregoing recitals are hereby found to be true and correct findings of the City of Harker Heights, Texas, and are fully incorporated into the body of this resolution. A Runoff Election is hereby ordered to be held on June 5, 2021, for the purpose of electing a City Council Member, Place 5, to hold office for a period of three years or until their successors are duly elected and qualified.

SECTION 2: 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, June 5, 2021, Runoff Election are as follows:

Harker Heights Recreation Center
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 (June 5, 2021).

SECTION 3: EARLY VOTING BY PERSONAL APPEARANCE.

Early voting by personal appearance shall be held on each workday at the Harker Heights Recreation Center, 307 Miller's Crossing, Harker Heights, Texas, on Monday, May 24, 2021, through Tuesday, June 1, 2021, during the hours listed below:

Monday, May 24, 2021 – 8:00 a.m. to 5:00 p.m.

Tuesday, May 25, 2021 – 8:00 a.m. to 5:00 p.m.

Wednesday, May 26, 2021 – 8:00 a.m. to 5:00 p.m.

Thursday, May 27, 2021 – 7:00 a.m. to 7:00 p.m.

Friday, May 28, 2021 – 8:00 a.m. to 5:00 p.m.

Monday, May 31, 2021 – Polls closed for Memorial Day Holiday

Tuesday, June 1, 2021 – 7:00 a.m. to 7:00 p.m.

SECTION 4: 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 must be received no later than the close of business on Tuesday, May 25, 2021.

SECTION 5: ELECTION OFFICERS.

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

SECTION 6: 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 7: 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 B**, for the coordination and supply of voting machines and equipment for the execution of the June 5, 2021, Runoff Municipal Election.

SECTION 8: 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 9. 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 11th day of May, 2021.

CITY OF HARKER HEIGHTS, TEXAS:

Spencer H. Smith, Mayor

ATTEST:

Julie Helsham, City Secretary

CERTIFICATION OF RUNOFF CANDIDATES

To the City Secretary:

I hereby certify that the office title and names of candidates to be placed on the ballot for the Municipal Runoff Election to be held on Saturday, June 5, 2021:

Council Member, Place 5

Sam Halabi

Stacey L. Wilson

Signed on this 11th day of May, 2021.

CITY OF HARKER HEIGHTS, TEXAS:

Spencer H. Smith, Mayor

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

THIS CONTRACT made this 7th day of May, 2021, by and between _____ representing the **City of Harker Heights**, hereinafter

(Name of person representing political subdivision)

referred to as "Political Subdivision," and Matthew Dutton, Interim County Election Administrator of Bell County, Texas hereinafter referred to as "Contracting Officer," and by authority of Section 31.092, Texas Election Code, for election services for the **City of Harker Heights** election to be held on **June 5, 2021**. **THIS AGREEMENT** is entered into in consideration of the mutual covenants and promise~s 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 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.
- (b) Perform any necessary maintenance or repair on the furnished machines and equipment.

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) Political Subdivision shall be responsible for directly contacting the third party proprietary vendor, ES&S, for the purpose of coding any and all media needed for election services. Political Subdivision shall be responsible for direct payment of these services to the third-party vendor at the time of invoicing as in accordance ES&S and Political Subdivision standard business practices.
- (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.

- (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 election equipment 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 equipment 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 data USB sticks. 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:

City of Harker Heights

By: _____
(Signature of person representing political subdivision)

_____ Date

By: _____
Matthew Dutton, Interim Bell County Elections Administrator

_____ Date



Proclamation

Whereas, The Congress of the United States has designated May 15th as “Police Memorial Day”, to honor our law enforcement officers, who have lost their lives in the line of duty; and

Whereas, Our law enforcement officers are guardians of life and property, defenders of the individual right to be free, warriors in the war against crime, dedicated to the preservation of life, liberty and the pursuit of happiness; and

Whereas, The City of Harker Heights honors the valor, service and dedication of all law enforcement officers, living and deceased; and

Whereas, The City of Harker Heights has lost two of its own officers in the line of duty, namely Carl I. Levin and Andrew Rameas.

Now Therefore, I, Spencer H. Smith, Mayor of the City of Harker Heights, do hereby proclaim May 9 - 15, 2021, to be

“National Police Week”

and urge our citizens to pause to remember and honor the memory of our lost officers and to emulate their dedication to duty and honor in our own lives.

In Witness Whereof, I have signed this proclamation and have affixed the seal of the City of Harker Heights, this 11th day of May 2021.

Spencer H. Smith, Mayor



This Is EMS: Caring for Our Communities

Proclamation

WHEREAS, emergency medical services (EMS) is a vital public service; and

WHEREAS, the members of the City of Harker Heights EMS team are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, EMS has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the EMS system as a whole consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of EMS teams, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of the City of Harker Heights EMS by designating Emergency Medical Services Week; now

THEREFORE, I, Spencer H. Smith, Mayor of the City of Harker Heights do hereby proclaim the week of May 16th – 22nd, 2021 as

“Emergency Services Week”

in the City of Harker Heights, Texas, and encourage the community to observe this week with appropriate programs, ceremonies and activities and to extend a hand of thanks and appreciation to those that serve in this capacity for the City of Harker Heights.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Harker Heights this 11th day of May 2021.

Spencer H. Smith, Mayor
City of Harker Heights



City of Harker Heights

Proclamation

National Public Works Week – May 16-22, 2021

WHEREAS, the City of Harker Heights' Public Works Department focuses on infrastructure, facilities and services that are of vital importance to a sustainable and resilient community and to the public health, quality of life and well-being of the residents of Harker Heights; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of our public works professionals, who are responsible for operating, maintaining, improving, and protecting our City's water distribution, wastewater collection & treatment, stormwater, transportation, solid waste, and maintenance services essential for our community; and

WHEREAS, it is in the public interest for our residents and civic leaders in the City of Harker Heights to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in our community; and

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association; and

WHEREAS, this year's theme is "Stronger Together".

Now Therefore, I, Spencer H. Smith, Mayor of the City of Harker Heights, Texas, do hereby proclaim the week of May 16 to May 22, 2021 as

"National Public Works Week"

in Harker Heights, Texas, and urge all residents and civic organizations to acquaint themselves with the work involved in providing our City's public works services and to recognize the contributions which public works professionals make everyday to our health, safety, and quality of life.

IN WITNESS WHEREOF, I have set my hand and have affixed the Seal of the City of Harker Heights, Texas, this 11th day of May, 2021.

Spencer H. Smith, Mayor
City of Harker Heights



City of Harker Heights
Proclamation
Building Safety Month – May 2021

Whereas, the City of Harker Heights is committed to recognizing that our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster; and

Whereas, our confidence in the structural integrity of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings; and

Whereas, these guardians are dedicated members of the International Code Council; and

Whereas, these modern building codes include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes; and

Whereas, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our local code officials; and

Whereas, “Prevent, Prepare, Protect. Building Codes Save,” the theme for Building Safety Month 2021, encourages all Americans to raise awareness about the importance of safe and resilient construction; fire prevention; disaster mitigation, and new technologies in the construction industry; and

Whereas, the residents of the City of Harker Heights are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property;

NOW, THEREFORE, I, Spencer H Smith, Mayor of the City of Harker Heights, Texas, do hereby proclaim the month of May 2021 as

“Building Safety Month”

in Harker Heights, Texas and urge all residents and civic organizations to acquaint themselves with the work involved in providing our City’s Building and Code Enforcement services and to recognize the contributions which these professionals make everyday to our health, safety, and quality of life.

IN WITNESS WHEREOF, I have set my hand and have affixed the Seal of the City of Harker Heights, Texas, this 11th day of May, 2021.

Spencer H. Smith, Mayor
City of Harker Heights



City of Harker Heights - Proclamation

Whereas, the bicycle is an economical, healthy, convenient, and environmentally sound form of transportation and an excellent tool for recreation and enjoyment of Harker Heights's scenic beauty; and

Whereas, throughout the month of May, the residents of Harker Heights and its visitors will experience the joys of bicycling through educational programs, community rides, or by simply getting out and going for a ride; and

Whereas, Harker Heights's road and trail system attracts bicyclists each year, providing economic health, transportation, tourism, and scenic benefits; and

Whereas, creating a bicycling-friendly community has been shown to improve citizens' health, well-being, and quality of life, growing the economy of Harker Heights, attracting tourism dollars, improving traffic safety, supporting student learning outcomes, and reducing pollution, congestion, and wear and tear on our streets and roads; and

Whereas, BikeTexas, the Killeen-Temple Metropolitan Planning Organization, the League of American Bicyclists, schools, parks and recreation departments, police departments, public health districts, hospitals, companies and civic groups will be promoting bicycling during the month of May 2021; and

Whereas, these groups are also promoting bicycle tourism year round to attract more visitors to enjoy our local restaurants, hotels, retail establishments, and cultural and scenic attractions; and

Whereas, these groups are also promoting greater public awareness of bicycle operation and safety education in an effort to reduce collisions, injuries, and fatalities and improve health and safety for everyone on the road; and

Now therefore, I, Spencer H. Smith, Mayor of Harker Heights, TX, do hereby proclaim May 2021 as

"Bike Month"

In Witness Whereof, I have set my hand and affixed the Seal of the City of Harker Height, Texas, this 11th day of May, 2021.

Spencer H. Smith, Mayor
City of Harker Heights

Proclamation



Whereas, the City of Harker Heights includes a growing number of older Americans who have built resilience and strength over their lives through successes and difficulties; and

Whereas, the City of Harker Heights benefits when people of all ages, abilities, and backgrounds are included and encouraged to share their successes and stories of resilience; and

Whereas, the City of Harker Heights recognizes our need to nurture ourselves, reinforce our strength, and continue to thrive in times of both joy and difficulty; and

Whereas, the City of Harker Heights can foster communities of strength by

- creating opportunities to share stories and learn from each other;
- engaging older adults through education, recreation, and service; and
- encouraging people of all ages to celebrate connections and resilience.

Now, therefore, I, Spencer H. Smith, Mayor of the City of Harker Heights, Texas do hereby proclaim May 2021 to be

“Older Americans Month”

in the City of Harker Heights, Texas, and urge every resident to recognize older adults and the people who support them as essential contributors to the strength of our community and every older American to take advantage of programs and services offered for them in the City of Harker Heights.

In Witness Whereof, I have set my hand and have affixed the Seal of the City of Harker Heights, Texas, this 11th Day of May 2021.

Spencer H. Smith, Mayor
City of Harker Heights

Minutes of the of the City Council meeting held at 5:00 p.m. on Tuesday, April 27, 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

Mayoral Proclamations and Presentations:

1. Proclamation declaring three Harker Heights High School Choir Students as “Bright Stars of Central Texas”.
 - a. Mayor Smith presented Elena Bryan a proclamation declaring her a “Bright Star of Central Texas” in honor of her earning All-State status in the All-State Treble Choir.
 - b. Mayor Smith presented Mattais Fragoso a proclamation declaring him a “Bright Star of Central Texas” in honor of him earning All-State status in the All-State Tenor-Bass Choir.
 - c. Mayor Smith presented Kosisochukwu Eneli a proclamation declaring her a “Bright Star of Central Texas” in honor of her earning All-State status in the All-State Treble Choir.
2. Proclamation declaring two Harker Heights High School Orchestra students as “Bright Star of Central Texas”.
 - a. Mayor Smith presented Hanah Kim a proclamation declaring her a “Bright Star of Central Texas” in honor of her earning 2021 All-State Orchestra status in the All-State Philharmonic Orchestra.
 - b. Grace Koh was unable to attend the Council meeting.
3. Mayor Smith presented Gabriel Villalpando a proclamation declaring him a “Bright Star of Central Texas” in honor of him earning a place in the 6-A All State Band and for being the first member of the Harker Heights High School Band to earn a place in the Texas Music Educators Association (TMEA) Concert All-State Band in over a decade.
4. Mayor Smith presented Paige Bridenstine a proclamation declaring her a “Bright Star of Central Texas” in honor of her being named the 2021 6-A State Powerlifting Champion in the 114-pound class.
5. Mayor Smith presented Activities Center Specialist Adam Trujillo with a proclamation declaring April 30, 2021, as Arbor Day; And recognized him for receiving the 2021 Environmental Ambassador Award for the City of Harker Heights from the Cen-Tex Sustainable Communities.
6. Mayor Smith presented a proclamation declaring the month of April 2021, as “National Distracted Driving Month”.

Consent Items:

1. Council discussed and considered approving the minutes of the meeting held on April 13, 2021, and April 20, 2021. Fountain made the motion to approve. Seconded by Nicholas. 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 COVID-19 Public Health Emergency Declaration through June 3, 2021. Blomquist made the motion to approve. Seconded by Fountain. All in favor. Motion approved 5-0.
3. Council discussed and considered approving an Ordinance of the City of Harker Heights, Texas, amending Ordinance 2021-08 of the Harker Heights Code to extend the Winter Storm State of Disaster Emergency Declaration through May 30, 2021. Blomquist made the motion to approve. Seconded by Nash. All in favor. Motion approved 5-0.
4. Council discussed and considered approving the City Council's Mission and Vision Statements. Nicholas made the motion to approve. Seconded by Fountain. All in favor. Motion approved 5-0.

In the interest of time, Mayor Smith moved to New Business Item 2.

New Business:

2. Council discussed and considered approving the Fiscal Year 2019-2020 Comprehensive Annual Financial Report. Ayesha Lealiiee, Finance Director, and Dane Legg, Lott, Vernon & Company, P.C. Audit Partner, presented the Report to Council. Blomquist made the motion to approve. Seconded by Nicholas. All in favor. Motion approved 5-0.

Public Hearings:

1. Council conducted a public hearing to discuss and consider approving an Ordinance of the City of Harker Heights, Texas amending Title XIII of the City of Harker Heights Municipal Code by establishing a new Chapter 132 "Regulation of Sex Offender Residency"; providing definitions; creating "Child Safety Zones"; prohibiting the establishment of residences and certain activities by Sex Offenders in Child Safety Zones; providing affirmative defenses; establishing other provisions relating to Mental State and Non-Assumption of Duties; providing a severability clause; providing a penalty and providing an effective date. Kristina Ramirez, Planning and Development Director, made the presentation. Nash made the motion to approve with the addition of the following definition: "V.T.C.A. Shall mean the Vernon's Texas Codes Annotated or Vernon's Texas Codes and Statutes Annotated as amended." Seconded by Fountain. All in favor. Motion approved 5-0.

New Business:

1. Council discussed and considered approving an Ordinance of the City of Harker Heights, Texas, Amending Solid Waste Ordinance Section 51.18 (F) and 51.18 (G) of the Harker Heights Code of Ordinances to modify the location of container requirements within Chapter 51 of the Harker Heights Code of Ordinances. Jerry Bark, Assistant City Manager, made the presentation. Nicholas made the motion to approve. Seconded by Fountain. All in favor. Motion approved 5-0.

Reports of Advisory Boards & Commissions:

1. Council received and discussed a presentation by Larry Robison, Planning & Zoning Commission Chair, regarding an annual update on the Planning & Zoning Commission's Activities in 2020. Larry Robinson, Planning and Zoning Commission Chair, made the presentation. No action taken.

Items from Council:

Mayor Pro-Tem Blomquist reminded everyone that the first Farmer's Market for the season is a little over a week away on Saturday, May 8th and will be held at City Hall. Blomquist stated that the City is in the midst of the Election and encouraged all citizens to come out to vote, celebrate their right to vote, and to decide who they want to be their elected officials.

Councilmember Nicholas stated that on April 22nd she attended the Central Texas Council of Governments (CTCOG) meeting and the following items were discussed:

- Area Agency on Aging
 - Bell County has 433 homebound seniors who receive food.
 - Harker Heights has 29 citizens that will hopefully be given their immunization in their homes in the month of May.
 - Killeen is hoping to open their Senior Center in April.
 - Belton and Temple do not have a Senior Center yet but hope to soon.
- Mayor of Salado joined CTCOG.
- The Legislative and House Bills were discussed.

Councilmember Fountain stated that she attended the Harker Heights Chamber of Commerce Political Forum. Fountain stated it was a really good event and was well attended. Fountain also stated that the Harker Heights U10 Soccer Bear Cats team won the U10 Winter Soccer Championship in the Central Texas Youth Soccer League. Fountain mentioned that she has seen the Water/Street crews preparing the streets for upcoming repairs and is looking forward to seeing the completed work.

Councilmember McCann congratulated the U10 Soccer team and stated that the Harker Heights Chamber of Commerce Political Forum was a really great event and that everyone did a great job.

Staff Reports:

1. Council received and discussed the City Manager's Report. Jerry Bark, Assistant City Manager, made the presentation. No action taken.

Announcements:

Mayor Smith stated that he attended the following events:

- April 15th – City of Harker Heights Community Partners “Heights Cares” meeting at Harker Heights Activity Center.
- April 20th – Harker Heights City Council Workshop and Meeting.
- April 21st – Killeen Temple Metropolitan Planning Organization Transportation Policy Planning Board virtual meeting.
- April 22nd – Central Texas Council of Governments Executive Planning Board virtual meeting.
- April 24th – Lemonade Day Judge at Stonetree Golf Club.

Adjournment:

There being no further business the City of Harker Heights City Council Meeting was adjourned at 6:42 p.m.

CITY OF HARKER HEIGHTS, TEXAS:

Spencer H. Smith, Mayor

ATTEST:

Julie Helsham, City Secretary



CITY COUNCIL MEMORANDUM

AGENDA ITEM # IX-1

FROM: THE OFFICE OF THE CITY MANAGER

DATE: MAY 11, 2021

DISCUSS AND CONSIDER APPROVING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, ESTABLISHING ITS POLICY AND PROCEDURES FOR MAYOR AND COUNCIL RELATIONS, COUNCIL AND STAFF RELATIONS, AND COUNCIL AND MEDIA RELATIONS, AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

The primary purpose of Harker Heights City Council meetings is to afford elected officials the opportunity to conduct Harker Heights business.

Local governments are ultimately responsible to the people in the communities they govern. Therefore, it is essential for governments to have accountability measures in place. Policy and procedures set up internal accountability structures for employees and citizens. Sound policies help local governments function efficiently and maintain trust with both employees and community members

The Texas Open Meetings Act, Section 551.007, allows members of the public who desire to address the City Council regarding meeting agenda items to do so. It also allows the City Council to adopt reasonable rules regarding the public's right to address the body.

It is staff's intent at future meetings to bring forth to the City Council additional policies that will incorporate governing standards and expectations of City staff and Members of the Council.

On October 27, 2020, the Council approved the establishment of a policy and procedure for public comments, rules of decorum with the public, and presentations at open meetings. The policy will address the Mayor and Council relations, Council and staff relations, and Council and media relations. This item was received and discussed during a Council workshop on the 23rd of February.

RECOMMENDATION:

Staff recommends approving a resolution establishing the City Council's policy and procedures for Mayor and Council relations, Council and staff relations, and Council and media relations.

ACTION BY THE CITY COUNCIL:

1. Motion to APPROVE/DISAPPROVE a Resolution of the City Council of the City of Harker Heights, Texas, establishing its policy and procedures for Mayor and Council relations, Council and staff relations, and Council and media relations.
2. Any other action desired.

ATTACHMENTS:

1. Exhibit B – City of Harker Heights, Texas, Policy and Procedures for Mayor and Council Relations, Council and Staff Relations, and Council and Media Relations.
2. Resolution

EXHIBIT B
CITY OF HARKER HEIGHTS, TEXAS, POLICY AND PROCEDURE FOR MAYOR AND COUNCIL RELATIONS, COUNCIL AND STAFF RELATIONS, AND COUNCIL AND MEDIA RELATIONS

I. Overview

The City Council is the governing body for the City of Harker Heights. Therefore, it must bear the initial responsibility for the integrity of governance. The City Council is responsible for its own development (both as a body and as individuals), its responsibilities, its own discipline, and its own performance. The development of this policy is designed to ensure effective and efficient governance.

This policy provides guidelines for:

- a. Mayor and City Council relations.
- b. Council and staff relations.
- c. Council and media relations.

The Council will govern the city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and democracy and a dedication to the promotion of efficient and effective governing. The following statements will serve as a guide and acknowledge the commitment being made in this service to the community.

1. The Council has, as high priorities, the continual improvement of the member's professional ability and the promotion of an atmosphere conducive to the fair exchange of ideas and policies among members.
2. In its governance role, the Council will continue to be dedicated to professional and courteous relationships with staff, other Council members and the public. Council will strive to enhance the quality and image of public service.
3. The Council will recognize its responsibility to future generations by addressing the interrelatedness of the social, cultural, and physical characteristics of the community when making policies.
4. Each Council member will make a commitment to improve the quality of life for the individual and the community and to be dedicated to the faithful stewardship of the public trust.
5. The Council will endeavor to act as one unified body, not as individuals.

II. Mayor and City Council Relations

To ensure proper discharge of duties for the improvement of democratic local government, Council members will display behavior that demonstrates independent, impartial review of all matters addressed by them and be duly responsible to the citizens of Harker Heights and to each other in their relationships.

A. Mayoral Responsibilities:

1. The Mayor will be the presiding officer at all meetings. The Mayor Pro-Tem will preside in his/her absence.
2. The Mayor will have an opportunity to have a voice in all matters before the Council takes a vote.
3. The Mayor will preserve order and decorum and will require Council members engaged in debate to limit discussion to the item and policy under consideration. The Mayor will encourage all Council members to participate in discussions and give each member an opportunity to speak before any member can speak again on the same subject.
4. The Mayor is responsible for keeping the meetings orderly by recognizing each member for discussion, limiting speaking time, encouraging healthy debate among members and keeping discussion on the agenda item being considered.
5. If a conflict arises among Council members, the Mayor will serve as mediator.

B. Council Responsibilities:

1. Each Council member is responsible for arriving at the meeting and being prepared to discuss the agenda.
2. Each Council member is encouraged to attend at least one Texas Municipal League (TML) sponsored conference each year to stay informed about the issues facing municipalities.
3. It is the responsibility of Council members to be informed about previous action taken by the Council in their absence. All agendas and meeting archives are available on the City's website. In the case of absence from a work session where information is given, the individual Council member is responsible for obtaining this information prior to the Council meeting when said item is to be voted upon.
4. When addressing an agenda item, the Council member will first be recognized by the Mayor, confine himself/herself to the question under debate and refrain from accusing the integrity or motives of any Council member or staff member in his/her argument or vote. Council members will respect other members' positions/opinions and will work together to further Council's, not individual's, goals, and objectives.
5. Council members will avoid speaking their opinion in such a manner that it may be perceived to be that of the entire Council and/or in such a manner that may appear to obligate the entire Council.
6. Council members are appointed to serve as liaison to certain boards, commissions and committees and are encouraged to attend those meetings as often as possible and report activities back to the entire Council.

III. Code of Conduct for Mayor and Council Members

1. During Council meetings, Council members will preserve order and decorum, will not interrupt or delay proceedings and will not refuse to obey the orders of the Mayor or the rules of the Council. Council members will demonstrate respect and courtesy to each other, to city staff members and to members of the public appearing before the Council. Council members will refrain from rude and derogatory remarks and will not belittle other Council members, staff members, or members of the public.
2. Council members will not use their position to secure special privileges and will avoid all situations that could create a perception of bias or partiality to a question before the Council.
3. Members of the Council will not condone any unethical or illegal activity. All members of the Council agree to uphold the intent of this policy and to govern their actions accordingly.
4. Before a Council member may speak, they must first be recognized by the Mayor. Upon recognition, the Council member will hold the floor and will make their point clearly and succinctly. If a Council member fails to request to speak before speaking, the Mayor will rule them 'out of order' and remind them that they do not have the floor.
5. Once recognized, a Council member will not be interrupted when speaking unless it is to call him/her to order, or other such interruption expressed below. If a Council member, while speaking, is called to order, he or she will cease speaking until the question of order is determined and if the Council member is found to be in order, he/she will be permitted to proceed speaking.
6. A Council member prevented from voting by a conflict of interest will file a conflict of interest questionnaire with the City Secretary as soon as possible after the posting of an agenda which contains a conflict, unless an applicable conflict of interest questionnaire has already been filed. A Council member prevented from voting by a conflict of interest will step down from the dais, will not vote on the matter, will not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, will not attend executive sessions regarding the matter and will otherwise comply with the state law and city ordinances concerning conflicts of interest including Chapter 171 of the Local Government Code.

IV. Code of Ethics:

The office of an elected official is one of trust and service to the citizens of Harker Heights. This position creates a special responsibility for the Council member. In response to this unique challenge, the Council is expected to govern this city in a manner associated with a commitment to the preservation of the values and integrity of representative local government and local democracy and a dedication to the promotion of efficient and effective governing.

To further these objectives, certain ethical principles will govern the conduct of every Council member, who will adhere to the following.

1. Be dedicated to the highest of ideals of honor and integrity in all public and personal relationships in order that any member may merit the respect and confidence of the citizens

of Harker Heights.

2. Recognize that the chief function of local government at all times is to serve the best interests of all the people of Harker Heights.
3. Be dedicated to public service by being cooperative and constructive and by making the best and most efficient use of available resources.
4. Refrain from any activity or action that may hinder one's ability to be objective and impartial on any matter coming before the Council.
5. Refrain from seeking and/or accepting gifts or special favors.
6. Believe that personal gain by use of confidential information or by misuse of public funds or time is dishonest.
7. Avoid the undesirable influences of family relationships or close relatives of the members of Council, the appearance of preferential treatment related to family relationships or close relatives and any interference with the proper administration of the affairs of the City of Harker Heights.
8. Recognize that public and political policy decisions, based on established values, are ultimately the responsibility of the Council.
9. Conduct business in open, well-publicized meetings to be directly accountable to the citizens of Harker Heights. It is recognized that certain exceptions are made by the State for closed sessions (executive sessions); however, any action as a result of that type of meeting will be handled later in the open session as noted on the agenda.
10. Each Council member should annually take online or attend in person ethics training as offered by staff.

V. Council – Staff Relations

No single relationship is as important as that of the Council and their City Manager in effectively governing the City of Harker Heights. It is for this reason that the Council and the City Manager must understand their respective roles in that process.

The City Manager is the primary link between the Council and the professional staff. Therefore, the Council's relationship with the staff will be through the City Manager. In this manner the citizens are assured integrity is evidenced in local governance in Harker Heights.

1. In order to ensure proper presentation of agenda items by staff, questions regarding clarification will be, whenever possible, addressed with the appropriate staff prior to the Council meeting. Concerns or problems regarding an agenda item will be, whenever possible, addressed with the City Manager or his/her designee prior to the Council meeting. This allows staff time to address the Council member's concern and provide all Council members with the additional information.

2. The City Manager will designate the appropriate staff member to address each agenda item and will see to it that each presentation is prepared and presented to inform and educate the Council on the issues which require Council action. The presentation will be professional, timely and allow for discussion of options for resolving the issue. The staff member making the presentation will either make it clear that no Council action is required, present the staff recommendation or present the specific options for Council consideration.
3. The City Manager is directly responsible for providing information to all Council members concerning any inquiries by a specific Council member. If the City Manager or his/her staff's time is being dominated or misdirected by a Council member, it is the City Manager's responsibility to inform the Mayor of the concern.
4. The City Manager will be held responsible for the professional and ethical behavior of himself/herself and the discipline of his/her staff. The City Manager is also responsible for ensuring that his/her staff receives the education or information necessary to address the issues facing municipal government.
5. Any conflicts arising between the staff and Council will be addressed between the Mayor and the City Manager.
6. All staff members will show each other, each Council member, and the public respect and courtesy always. All staff members are responsible for making objective and professional presentations to ensure public confidence in the process.
7. After an election, the City Manager will ensure staff has prepared the information needed for the orientation of new Council members. The orientation will include but is not limited to Council procedures, staff/media relations, departmental overviews, city facilities, procedures, current agenda items and municipal training programs through Texas Municipal League (TML).

VI. Council – Media Relations

Since the democratic form of government is only successful when the citizens are kept informed and educated about the issues facing their community, it is imperative that the media play an important role in the public relations. It is through an informed public that progress is ensured, and good government remains sensitive to its constituents.

These guidelines are designed to help ensure fair relationships with print, radio, and television reporters. The Council and the City Manager recognize that the news media provide an important link between the Council and the public. It is the Council's desire to establish a professional working relationship to help maintain a well-informed and educated citizenry.

1. During the conduct of official business, the news media will occupy the places designated for them or the public. The media are requested to refrain from conversing privately with other people in the audience and to conduct any interviews with the public outside the Council chambers while Council is in session.
2. Since each governmental body conducts business differently, it is requested that all reporters

new to Harker Heights City Council meetings meet with the City Manager, Mayor, or director of communications and marketing prior to covering their first meeting to be informed of policies and procedures to help foster a professional working relationship between the media reporter and the city.

3. On administrative matters, the City Manager, or his/her designee, is the spokesperson regarding staff information on the agenda.
4. On policy decisions or any Council information pertaining to issues on the agenda, the Mayor, or his/her designee, is the primary spokesperson. To ensure fair treatment of an issue, any clarifications requested by the media will be addressed after the meeting. When opposing positions have been debated, regardless of the outcome, the public is better informed when all sides have adequate coverage by the media. This lets the public know that the item was seriously debated and that options were discussed before a vote was taken.
5. In respect to each Council member and his/her constituents, his/her views as presented on an issue before the Council will provide equitable representation from all five elected officials. Even though Council members may express differing ideas, equitable representation in the media helps promote unity of purpose by allowing each member's position during his/her term of office and not only during the campaign.
6. When the City of Harker Heights is involved in litigation or a legal dispute, Councilmembers shall refrain from commenting on settlements or other issues related to the subject.
7. Media may contact the Mayor and Councilmembers directly.
8. Councilmembers may not speak to media or the public on behalf of the body. They may speak only as an individual member.

General Guidelines

1. Be transparent – Honesty will be quickly noticed in the social media environment. If your private sector work could present a conflict of interest, be the first to point it out. Be clear about why you support, or do not support, certain policies or programs.
2. Be judicious – Make sure efforts to be transparent do not violate applicable legal guidelines for external communication. Consult with legal counsel before sharing conversations that are private or internal to the city or any other public entity. What is published is widely accessible, not easily retractable, and will be around for a long time, so consider the content carefully. Also, be aware that the social media account and anything published on that social media account may be subject to the Texas Public Information Act.
3. Be knowledgeable – Write in first-person and consider including links to information sources. If you publish to a website outside of the city, consider using a clarifier such as: "These comments and opinions reflect my position as one member of Harker Heights City Council." If you have any questions about complying with brand, trademark, copyright, fair use, confidentiality, or financial disclosure laws seek an opinion from legal counsel.
4. Be perceptive – In online social networks, the lines between public and private, personal and

professional are often blurred. By identifying yourself as an elected official, you are creating perceptions about your expertise and the city. Be sure that all content associated with you is consistent with the city's values and professional standards.

5. **Be conversational** – Talk to your readers like you would talk to people in professional situations. Avoid overly “composed” language. Use your own personality and say what is on your mind. Consider content that is open-ended and invites responses. Encourage comments. Broaden the conversation by citing others who are commenting about the same topic and allow your content to be shared.
6. **Be excited** – The city is making important contributions to the community, state, and nation on a broad range of issues. Activities are focused on providing services and innovation that benefit citizens and stakeholders. Share what Harker Heights is doing and open up social media channels to learn from others.
7. **Be valuable** – There is a lot of written content in the social media environment. The best way to reach an audience is to write about things they value. Social communication from city leaders should help citizens, partners, and families. It should be thought-provoking and help build a strong community. If it helps people improve knowledge or skills, build their businesses, do their jobs, solve problems, or understand the city better, then it adds value.
8. **Be responsible** – What you write is ultimately your responsibility. Do not publish something that makes you uncomfortable. If you are unsure, check with the City Manager or legal counsel. Ultimately, what you publish is yours, as well as the responsibility and potential consequence.
9. **Mistakes happen** – If you make a mistake, admit it. Be upfront and quick with your correction. In some cases, you can modify an earlier post. Always be sure it is clear that you modified the original post

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, ESTABLISHING ITS POLICY AND PROCEDURES FOR MAYOR AND COUNCIL RELATIONS, COUNCIL AND STAFF RELATIONS, AND COUNCIL AND MEDIA RELATIONS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Harker Heights, Texas, conducts open meetings in accordance with the Texas Government Code, Chapter 551 Open Meetings; and

WHEREAS, the City Council is the governing body for the City of Harker Heights; and

WHEREAS, the City Council is responsible for its own development, both as a body and as individuals, its responsibilities, its own discipline, and its own performance; and

WHEREAS, the desire of the development of this policy is to ensure effective and efficient governance.

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

Section 1. That the foregoing recitals are hereby found to be true and correct legislative findings of the City of Harker Heights, Texas, and are fully incorporated into the body of this resolution.

Section 2. That the City Council of the City of Harker Heights, Texas, does hereby state the City of Harker Heights Policy and Procedure for Mayor and Council relations, Council and Staff relations, and Council and Media relations, a copy of which is attached hereto as Exhibit A.

Section 3. That this Resolution shall become effective from and after its passage.

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Harker Heights, Texas, that the City hereby passes this resolution establishing policy and procedures for Mayor and Council relations, Council and Staff relations, and Council and Media relations within the City limits of the City of Harker Heights.

PASSED AND APPROVED THIS 11th DAY OF MAY, 2021, AT WHICH MEETING A QUORUM WAS PRESENT AND HELD IN STRICT ACCORDANCE WITH THE PROVISIONS OF TEXAS GOVERNMENT CODE, CHAPTER 557.

Spencer H. Smith
Mayor

ATTEST:

Juliette Helsham
City Secretary



CITY COUNCIL MEMORANDUM

P21-14

AGENDA ITEM # X-1

FROM: THE OFFICE OF THE CITY MANAGER

DATE: MAY 11, 2021

DISCUSS AND CONSIDER APPROVING A REQUEST FOR PRELIMINARY PLAT APPROVAL FOR THE SUBDIVISION REFERRED TO AS THE VILLAGE AT NOLAN HEIGHTS, ON PROPERTY DESCRIBED AS A 47.65 ACRE TRACT OF LAND IN BELL COUNTY, TEXAS, BEING PART OF THE H.B. LITTLEFIELD SURVEY, ABSTRACT NO. 511, AND BEING ALL OF THE CALLED 47.626 ACRE TRACT OF LAND DESCRIBED IN A DEED TO CACTUS JACK DEVELOPMENT, INC., RECORDED IN INSTRUMENT NO. 2020-064289, DEED RECORDS OF BELL COUNTY, TEXAS, GENERALLY LOCATED NORTH OF KISD MIDDLE SCHOOL NO. 14 (NOLAN MIDDLE SCHOOL) ALONG WARRIORS PATH, HARKER HEIGHTS, BELL COUNTY, TEXAS, AND TAKE THE APPROPRIATE ACTION.

PROJECT DESCRIPTION:

The applicant has submitted an application for preliminary plat approval for approximately 47.65 acres of vacant land along Warriors Path. The development consists of 150 residential lots; 130 lots dedicated for single family homes and 20 lots dedicated for duplexes as stipulated within the development's approved Concept Plan – The Village at Nolan Heights (CP20-04). The subject property is zoned appropriately as R-1 (One Family Dwelling District) and R-2 (Two Family Dwelling District) for their respective development areas. The plat has identified three means of ingress/egress for the development, proposed connections to City water and wastewater utilities, and sidewalks throughout the subdivision.

Per the City of Harker Heights Code of Ordinances Section 154.36:

(A) Development Costs. The developer/property owner shall install, at his or her own expense, all water lines, streets, sidewalks, sewer lines, storm sewer lines, drainage facilities and structures within the subdivision, in accordance with City standards governing the same, including all engineering costs covering design, layout and construction.

(B) Development Mains. Developers shall pay the actual cost of water and sewer main extensions, water towers, and associated facilities and equipment, force mains and lift stations required to serve their development area including costs of right-of-way and easement acquisition. Required facilities shall be extended to the edge of adjacent land along street side or as determined by the City.

The City has recently conducted an engineering study for this sewer basin and identified the need for improvements to wastewater lines and a sanitary sewer lift station that service the subject area. The applicant met with staff to discuss sewer capacity in this portion of the city. The applicant subsequently requested a Development Agreement to address sewer capacity expansion and construction timelines. City staff and the City Attorney are in the preliminary review stage of the applicant's request. The applicant's request stems from the lack of adequate sewer basin capacity to service the number of proposed lots within this subdivision.

Staff has reviewed the submitted preliminary plat and engineering plans and have made comments to address safety, drainage, water and wastewater utilities and other pertinent requirements to ensure that all developmental regulations stipulated in the City of Harker Heights Code of Ordinances will be adhered to. Whether the applicant enters into a Developer Agreement with the City or installs the offsite sewer system upgrades needed to service this subdivision themselves, the submitted engineering plans for the subdivision are in accordance with the City's subdivision ordinance covering preliminary plat requirements.

RECOMMENDATION:

As of April 21, 2021, all of staff's comments had been adequately addressed. Staff therefore recommended approval to the Planning & Zoning Commission of the Preliminary Plat for the subdivision referred to as The Village at Nolan Heights, on property described as a 47.65 acre tract of land in Bell County, Texas, being part of the H.B. Littlefield Survey, Abstract No. 511, and being all of the called 47.626 acre tract of land described in a deed to Cactus Jack Development, Inc., recorded in Instrument No. 2020-064289, Deed Records of Bell County, Texas, generally located North of KISD Middle School No. 14, AKA Nolan Middle School along Warriors Path, Harker Heights, Bell County, Texas.

ACTION TAKEN BY THE PLANNING AND ZONING COMMISSION:

During the Planning & Zoning Commission meeting held on April 28, 2021, the Planning and Zoning Commission voted (8-0) to approve a Preliminary Plat request for the subdivision referred to as The Village at Nolan Heights, on property described as a 47.65 acre tract of land in Bell County, Texas, being part of the H.B. Littlefield Survey, Abstract No. 511, and being all of the called 47.626 acre tract of land described in a deed to Cactus Jack Development, Inc., recorded in Instrument No. 2020-064289, Deed Records of Bell County, Texas, generally located North of KISD Middle School No. 14, AKA Nolan Middle School along Warriors Path, Harker Heights, Bell County, Texas.

ACTION BY THE CITY COUNCIL:

1. Motion to **approve, approve with conditions, or disapprove with explanation** a request for Preliminary Plat approval for the subdivision referred to as The Village at Nolan Heights, on property described as a 47.65 acre tract of land in Bell County, Texas, being part of the H.B. Littlefield Survey, Abstract No. 511, and being all of the called 47.626 acre tract of land described in a deed to Cactus Jack Development, Inc., recorded in Instrument No. 2020-064289, Deed Records of Bell County, Texas, generally located North of KISD Middle School No. 14, AKA Nolan Middle School along Warriors Path, Harker Heights, Bell County, Texas.
2. Any other action desired.

ATTACHMENTS:

1. Application
2. The Village at Nolan Heights - Preliminary Plat
3. The Village at Nolan Heights - Preliminary Engineering Documents
4. Location Map
5. The Village at Nolan Heights Concept Plan (Approved on January 12, 2021)
6. Staff Comments with Responses (04/07/21; 04/12/21; 4/19/21; 4/20/21).



Preliminary Plat Application

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

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 \$200.00 + \$25/acre/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 Administration Assistant

Property Information:

Plat Name: The Village at Nolan Heights Date Submitted: 3-31-2021
 Existing Lot Count: 0 Proposed Lot Count: 150 Proposed Units: _____ Acreage: 47.63
 Existing Land Use: Vacant/Agriculture Proposed Land Use: Single-Family Residence

Site Address or General Location: West of Warriors Path, Approximately 0.8 miles south of Old Nolanville Rd.

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

Owner Information & Authorization:

Property Owner: Cactus Jack Development

Address: 1629 S. Fort Hood Street, Killeen, Texas 76542

Phone: _____ E-Mail: _____

Developer: Cactus Jack Development

Address: 1629 S. Fort Hood Street, Killeen, Texas 76542

Phone: _____ E-Mail: _____

Engineer/Surveyor: Republic Engineering & Development Services, Joseph Theriot P.E.

Address: P.O. Box 3123, Harker Heights, Texas 76548

Phone: _____ E-Mail: _____

CHECK ONE OF THE FOLLOWING:

I will represent the application myself.

I hereby designate _____ (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.

Dustin King

Printed Name of Owner

Signature of Owner

SWORN AND SUBSCRIBED BEFORE ME ON THIS 31
DAY OF March, 2021

Sasha Marie Frogge
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

MY COMMISSION EXPIRES: 05/15/2021



Sasha Marie Frogge
Notary Public, State of Texas
Notary ID# 13112866-1
My Commission Expires
May 15, 2021

STAFF ONLY - DO NOT FILL OUT

Date Submitted: 3/31/21

Received By: Wendy Barrett

Receipt #: 01678382

LEGEND

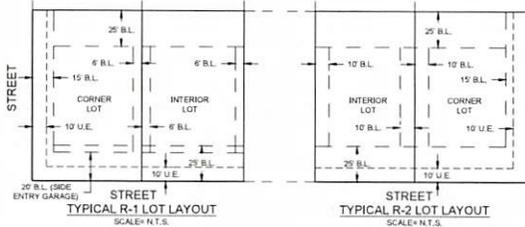
- PROPERTY BOUNDARY
- LOT LINES
- EASEMENT LINES
- - - DRAINAGE EASEMENT LINES
- - - ADJOINING TRACT PROPERTY LINES
- - - OFFSITE EASEMENTS
- 12" IRON ROD FOUND
- 1/2" IRON ROD SET W/ CAP
- STAMPED "QUINTERO 10114110"
- 1" IRON PIPE FOUND
- 600 NAIL FOUND
- UNLESS OTHERWISE NOTED

NOTES

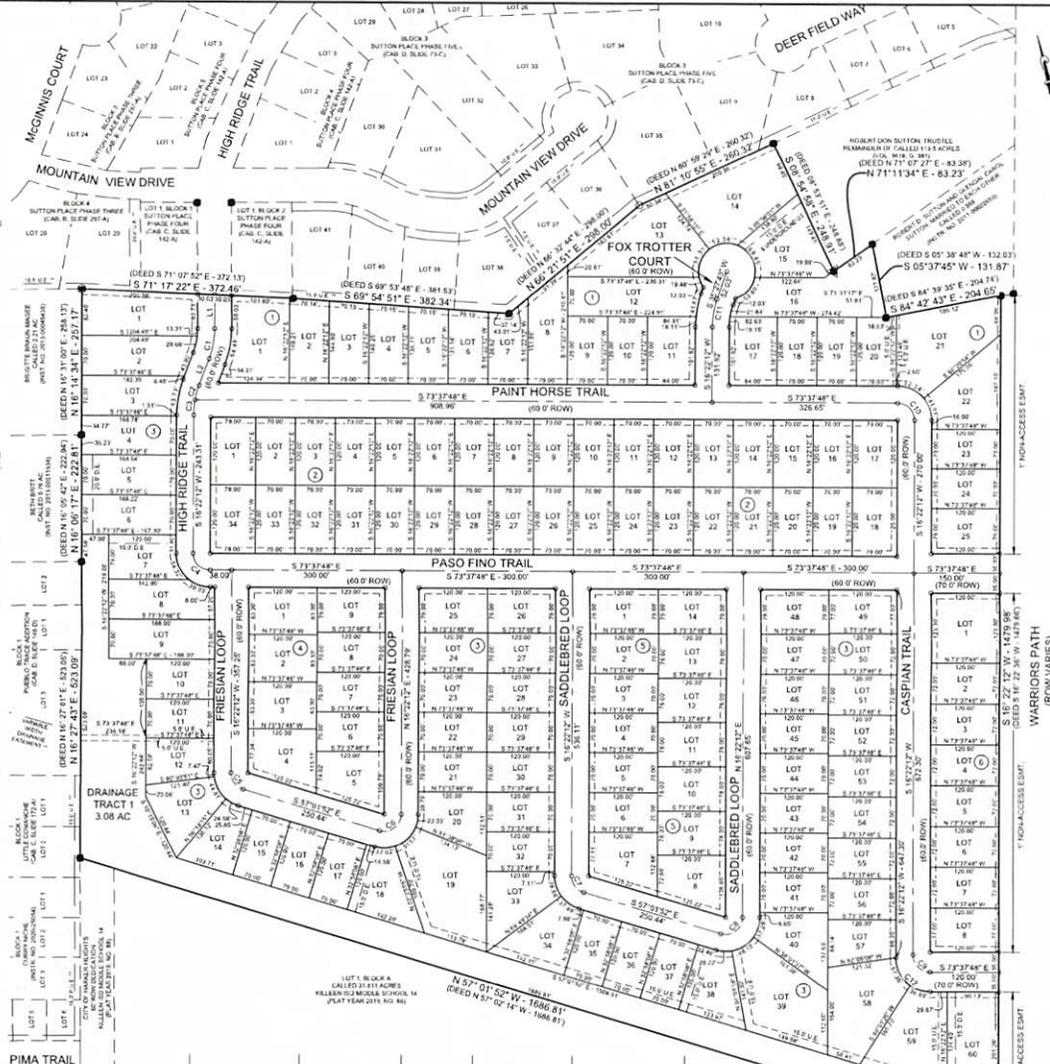
1. THE BUILDING SETBACK LINES SHALL BE DETERMINED AS REQUIRED BY APPLICABLE ZONING SECTION OF THE CITY CODE OF ORDINANCE AS RELATED TO THIS DEVELOPMENT UNLESS SHOWN HEREON.
 2. THE BEARINGS AND DISTANCES SHOWN HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM CENTRAL ZONE, NAD 83. PER LEICA SMART NET GPS OBSERVATION.
 3. THIS PROPERTY LIES WITHIN FEMA "ZONE X, OTHER AREAS" AS SHOWN ON THE FLOOD INSURANCE RATE MAP, FEMA MAP 4802Z02E AND ANTI-CYCLONE, WHICH BEARS AN EFFECTIVE DATE OF SEPTEMBER 26, 2008.
 4. "FEMA "ZONE X, OTHER AREAS" IS DEFINED AS AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN"
 4. ALL UTILITY EASEMENTS SHALL BE 10.0' WIDE, UNLESS OTHERWISE NOTED.
 5. FINISHED FLOOR ELEVATIONS SHALL BE A MINIMUM OF 1 FOOT ABOVE THE AVERAGE TOP OF CURB ELEVATION FRONTING THE LOT.
 6. FOR EACH DWELLING UNIT, 2 OFF-STREET PARKING SPACES MUST BE PROVIDED.
 7. HOMES BUILT ON LOTS THAT FRONT TWO STREETS SHALL BE BUILT WITH THE FRONT OF THE HOUSE FACING THE STREET UPON WHICH THE LOT HAS SMALLER LINEAR FRONTAGE FOR THE EXCEPTION OF LOT 1, BLOCK 1, LOT 1, BLOCK 6 SHALL FRONT CASPIAN TRAIL.
 8. PERMANENT CORNERS, EXTERIOR OR INTERIOR, SHALL BE 1/2" IRON ROD WITH A CAP MARKED "QUINTERO 10114110" AFTER COMPLETED CONSTRUCTION AS AUTHORIZED BY THE DEVELOPER.
 9. NO ACCESS TO WARRIORS PATH SHALL BE ALLOWED FOR LOTS 1-4, BLOCK 6, LOT 60, BLOCK 3 AND LOTS 21-25, BLOCK 1.
 10. BUILDING SETBACKS SHALL BE AS FOLLOWS UNLESS OTHERWISE NOTED OR SHOWN HEREON.
- SINGLE FAMILY (R-1) LOTS**
ALL LOTS IN BLOCK 1, BLOCK 2, LOTS 1-48, BLOCK 3, ALL LOTS IN BLOCK 4, AND BLOCK 5.
- FRONT - 25' (20' FOR SIDE ENTRY GARAGES)
 - REAR - 20'
 - INTERIOR SIDE - 6'
 - STREET SIDE - 15'
- DUPLEX (R-2) LOTS**
LOTS 49-60, BLOCK 3 AND ALL LOTS IN BLOCK 6.
- FRONT - 22'
 - REAR - 20'
 - INTERIOR SIDE - 10'
 - STREET SIDE - 15'



LOCATION MAP
SCALE: NTS



GRAPHIC HORIZONTAL SCALE



KNOW ALL MEN BY THESE PRESENTS, THAT CACTUS JACK DEVELOPMENT, INC. BEING THE SOLE OWNER OF THAT CERTAIN 47.85 ACRE TRACT OF LAND IN THE CITY OF HARKER HEIGHTS, BELL COUNTY, TEXAS, SITUATED IN THE H.B. LITTLEFIELD SURVEY, ABSTRACT NO. 511, BEING ALL OF THE CALLED 47.828 ACRE TRACT OF LAND DESCRIBED IN A DEED TO CACTUS JACK DEVELOPMENT, INC., RECORDED IN INSTRUMENT NO. 2020-044289, DEED RECORDS OF BELL COUNTY, TEXAS, WHICH IS MORE FULLY DESCRIBED IN THE DECLARATION OF THE VILLAGE AT NOLAN HEIGHTS, AS SHOWN BY THE PLAT HEREOF, ATTACHED HERETO, AND MADE A PART HEREOF, AND APPROVED BY THE CITY OF HARKER HEIGHTS, BELL COUNTY, TEXAS, AND THE VILLAGE AT NOLAN HEIGHTS, DOES HEREBY DEDICATE TO SAID CITY ALL STREETS, AVENUES, DRIVES, ALLEYS AND DRAINAGE TRACTS SHOWN ON SAID PLAT, THE SAME TO BE USED AS PUBLIC THROUGHPATHS AND FOR THE INSTALLATION AND MAINTENANCE OF PUBLIC UTILITIES WHEN AND AS AUTHORIZED BY THE CITY OF HARKER HEIGHTS.

THE DRAINAGE TRACTS, DRAINAGE AND UTILITY EASEMENTS SHOWN ON SAID PLAT ARE DEDICATED TO SAID CITY OF HARKER HEIGHTS FOR INSTALLATION AND MAINTENANCE OF ANY AND ALL PUBLIC UTILITIES, WHICH THE CITY MAY ELECT TO INSTALL AND MAINTAIN OR PERMIT TO BE INSTALLED OR MAINTAINED.

WITNESS THE EXECUTION HEREOF, ON THIS 20 DAY OF 202

FOR: CACTUS JACK DEVELOPMENT, INC.

BY:
DUSTIN KING
PRESIDENT

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY, PERSONALLY APPEARED DUSTIN KING KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT, IT HAS BEEN KNOWN TO ME THAT HE EXECUTED THE FOREGOING INSTRUMENT AS THE OWNERS OF THE PROPERTY DESCRIBED HEREON.

NOTARY PUBLIC STATE OF TEXAS
MY COMMISSION EXPIRES _____

PLANNING
APPROVED THIS _____ DAY OF _____, 20____ A.D. BY THE DIRECTOR OF PLANNING AND DEVELOPMENT OF THE CITY OF HARKER HEIGHTS, BELL COUNTY, TEXAS.

DIRECTOR OF PLANNING AND DEVELOPMENT _____ ATTEST: CITY SECRETARY _____
PLANNING AND ZONING COMMISSION

APPROVED THIS _____ DAY OF _____, 20____ A.D. BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF HARKER HEIGHTS, TEXAS.

CHAIRPERSON PLANNING AND ZONING COMMISSION _____ SECRETARY PLANNING AND ZONING COMMISSION _____

SURVEYORS CERTIFICATE
I, BRADLEY W. SARGENT, DO HEREBY CERTIFY THAT AN ACTUAL AND ACCURATE SURVEY WAS MADE ON THE GROUND OF THE PLATTED LAND AND THAT THE CORNER MONUMENTS SHOWN ON THE FOREGOING PLAT WERE FOUND OR PLACED IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF THE CITY OF HARKER HEIGHTS, TEXAS.

BRADLEY W. SARGENT
R. P. L. NO. 5827
1501 W. STAN SCHLUETER LP.
KILLEEN, TX 76541



SURVEY	H.B. LITTLEFIELD SURVEY	OWNER	CACTUS JACK DEVELOPMENT, INC.
NUMBER OF BLOCKS	5	ABSTRACT NO.	511
NUMBER OF LOTS	156	SURVEYOR	QUINTERO ENGINEERING, LLC
TOTAL ACREAGE	47.85 AC	1501 W. STAN SCHLUETER LP.	KILLEEN, TEXAS 76541
DATE	JANUARY 2021	PHONE	(254) 493-8962

NUMBER	CENTERLINE			
	BEARING OR CHORD DIRECTION	LENGTH OR ARC LENGTH	RADIUS	CHORD LENGTH
C1	N28° 23' 40"E	53.73	150.00	53.44
C2	S31° 38' 13"W	26.28	150.00	26.25
C3	S21° 29' 37"W	26.83	150.00	26.79
C4	S28° 37' 48"E	47.12	30.00	42.43
C5	S20° 19' 50"E	34.43	35.00	35.86
C6	N69° 40' 10"E	55.82	30.00	48.11
C7	S20° 19' 50"E	34.43	35.00	35.86
C8	N69° 40' 10"E	55.82	30.00	48.11
C9	S28° 37' 48"E	47.12	30.00	42.43
C10	N29° 37' 48"W	47.12	30.00	42.43
C11	S25° 54' 57"W	49.98	150.00	49.75
C12	S28° 37' 48"E	94.25	60.00	84.85
L1	S16° 07' 58"W	59.38		
L2	S36° 39' 23"W	50.39		



PRELIMINARY PLAT FOR:
THE VILLAGE AT NOLAN HEIGHTS
CITY OF HARKER HEIGHTS, BELL COUNTY, TEXAS

THE VILLAGE AT NOLAN HEIGHTS, IS A PLAT OF ALL OF THE CALLED 47.828 ACRES SITUATED IN THE H.B. LITTLEFIELD SURVEY, ABSTRACT NO. 511, BEING OWNED BY CACTUS JACK DEVELOPMENT, INC. IN INSTRUMENT NO. 2020-044289, DEED RECORDS OF BELL COUNTY, TEXAS.

PROJECT NO.: 045-29
DRAWING NO.: 101

ENGINEERING DRAWINGS FOR THE VILLAGE AT NOLAN HEIGHTS HARKER HEIGHTS, BELL COUNTY, TEXAS

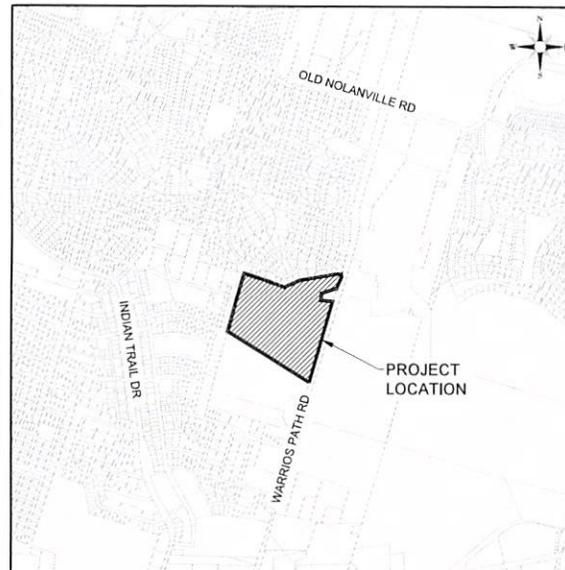
20-010-001

OWNER:
CACTUS JACK DEVELOPMENT INC.
1629 S FORT HOOD ST.
KILLEEN, TX 76542

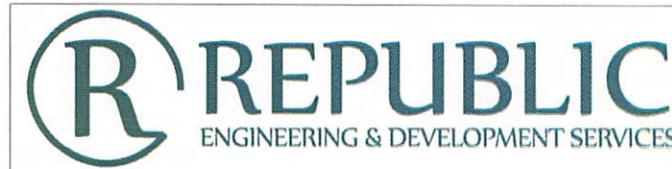
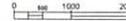
DEVELOPER:
CACTUS JACK DEVELOPMENT INC.
1629 S FORT HOOD ST.
KILLEEN, TX 76542

SURVEYOR:
QUINTERO ENGINEERING, LLC
P.O. BOX 4386
KILLEEN, TX 76540

ENGINEER:
REPUBLIC ENGINEERING &
DEVELOPMENT SERVICES, LLC
P.O. BOX 3123
HARKER HEIGHTS, TX 76548



VICINITY MAP

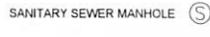
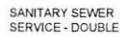
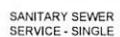
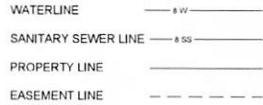


T.B.P.E.L.S. FIRM NO.: 21633

THIS DOCUMENT IS RELEASED FOR THE PURPOSE
OF REVIEW UNDER THE AUTHORITY OF JOSEPH
THERIOT, P.E. 120299 ON 4/12/2021. IT IS NOT TO BE
USED FOR CONSTRUCTION, BIDDING, OR PERMIT
PURPOSES.

ENGINEERING DRAWINGS FOR THE VILLAGE AT NOLAN HEIGHTS

LEGEND



ABBREVIATIONS

AE	ACCESS EASEMENT	S	SOUTH
BFE	BASE FLOOD ELEVATION	SF	SQUARE FOOT
BL	BACK TO BACK	SQ	SQUARE
BL	BUILDING LINE	STA	STATION
BM	BENCHMARK	STD	STANDARD
BOC	BACK OF CURB	STRM	STORM
C-C	CENTER TO CENTER	SW	SIDEWALK
CFS	CUBIC FEET PER SECOND	SY	SQUARE YARD
CIP	CAST IN PLACE	TEL	TELEPHONE
CL	CENTERLINE	TEMP	TEMPORARY
CM	CORRUGATED METAL PIPE	TB	TOP OF BANK
CO	CLEANOUT	TP	TOP OF PAVEMENT
CY	CUBIC YARD	TOB	TOP OF BOX
DA	DRAINAGE AREA	TOC	TOP OF CURB
DE	DRAINAGE EASEMENT	TYP	TYPICAL
DIA	DIAMETER	UE	UTILITY EASEMENT
DI	DUCTILE IRON	UTIL	UTILITY
DIP	DUCTILE IRON PIPE	V	VELOCITY
E	EAST	VC	VERTICAL CURVE
E-E	EDGE TO EDGE	W	WEST
EACH	EACH	WL	WATERLINE
E-E	ELECTRIC	W/	WITH
ELEC	ELEVATION	W/O	WITHOUT
ENGR	ENGINEER	WSEL	WATER SURFACE ELEVATION
EQ	EQUAL	WT	WEIGHT
ESMT	EASEMENT	WW	WASTEWATER
EOP	EDGE OF PAVEMENT		
EX	EXISTING		
F-F	FACE TO FACE		
FFE	FINISHED FLOOR ELEVATION		
FH	FIRE HYDRANT		
FL	FLOWLINE		
FM	FORCE MAIN		
FOC	FACE OF CURB		
FT	FEET		
GV	GATE VALVE		
HP	HIGH POINT		
HDPE	HIGH DENSITY POLYETHYLENE		
HGL	HYDRAULIC GRADE LINE		
HW	HEAD WATER		
HMAC	HOT MIXES ASPHALTIC CONCRETE		
ID	INSIDE DIAMETER		
IN	INCH		
INV	INVERT		
JB	JUNCTION BOX		
L	LENGTH		
LP	LOW POINT		
LF	LINEAR FEET		
LONG.	LONGITUDINAL		
LT	LEFT TOP OF CURB		
LTOC	LEFT TOP OF CURB		
MAX	MAXIMUM		
MH	MANHOLE		
MIN	MINIMUM		
MISC	MISCELLANEOUS		
N	NORTH		
NG	NATURAL GROUND		
NTS	NOT TO SCALE		
OC	ON CENTER		
OCEW	ON CENTER EACH WAY		
OD	OUTSIDE DIAMETER		
OHE	OVERHEAD ELECTRIC		
OPP	OPPOSITE		
PCP	POINT OF CURVATURE		
PI	POINT OF INTERSECTION		
PL	PROPERTY LINE		
POB	POINT OF BEGINNING		
PP	POWER POLE		
PRC	POINT OF REVERSE CURVATURE		
PSI	POUNDS PER SQUARE INCH		
PTE	POINT OF TANGENCY		
PUB	PUBLIC UTILITY EASEMENT		
PVC	POLYVINYL CHLORIDE OR POINT OF VERTICAL CURVATURE		
PVI	POINT OF VERTICAL INFLECTION		
PVMT	PAVEMENT		
PVT	POINT OF VERTICAL TANGENCY		
PCC	POINT OF COMPOUND CURVATURE		
Q	FLOW RATE		
R	RADIUS		
ROW	RIGHT OF WAY		
RCP	REINFORCED CONCRETE PIPE		
REQD	REQUIRED		
RT	RIGHT		
RTOC	RIGHT TOP OF CURB		

GENERAL NOTES

- ALL MATERIALS, CONSTRUCTION AND TESTING SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE LOCAL GOVERNING ENTITY OR ENTITIES.
- CONTRACTOR TO OBTAIN ALL DEVELOPMENT AND CONSTRUCTION PERMITS REQUIRED BY THE LOCAL GOVERNING ENTITY OR ENTITIES AT THEIR EXPENSE PRIOR TO COMMENCEMENT OF WORK.
- CONTRACTOR SHALL GIVE NOTICE TO ALL AUTHORIZED INSPECTORS, SUPERINTENDENTS, OR PERSONS IN CHARGE OF PRIVATE AND PUBLIC UTILITIES OR RAILROADS AFFECTED BY THEIR OPERATIONS 48 HOURS PRIOR TO COMMENCEMENT OF WORK IN STREET RIGHT-OF-WAYS OR EASEMENTS.
- CONTRACTOR SHALL GIVE NOTICE TO THE LOCAL GOVERNING ENTITY, OR ENTITIES, DEPARTMENT OF PUBLIC WORKS AND ENGINEERING 48 HOURS PRIOR TO COMMENCEMENT OF WORK IN STREET RIGHT-OF-WAYS OR EASEMENTS.
- ALL EXISTING UNDERGROUND UTILITIES ARE NOT GUARANTEED TO BE COMPLETED OR DEFINITE, BUT WERE OBTAINED FROM THE BEST INFORMATION REASONABLY AVAILABLE. CONTRACTOR HAS SOLE RESPONSIBILITY FOR FIELD VERIFICATION OF ALL EXISTING FACILITIES SHOWN ON DRAWINGS. CONTRACTOR SHALL COORDINATE ALL CONFLICTS WITH THE APPROPRIATE GOVERNING AGENCY. THE LOCATION OF ALL UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL REQUEST THE EXACT LOCATION OF THESE FACILITIES BY CALLING THE UTILITY COMPANIES AT LEAST 48 HOURS BEFORE COMMENCING WORK. THE CONTRACTOR IS FULLY RESPONSIBLE FOR ANY AND ALL DAMAGE WHICH OCCURS DUE TO HIS FAILURE TO REQUEST THE LOCATION AND PRESERVATION OF CONSTRUCTION OF THE UNDERGROUND FACILITIES. ANY DAMAGE TO EXISTING FACILITIES INCURRED AS A RESULT OF CONSTRUCTION OPERATIONS WILL BE REPAIRED BY THE CONTRACTOR AT HIS OWN EXPENSE.
- TEXAS LAW ARTICLE 1436c PROHIBITS ALL ACTIVITIES IN WHICH PERSONS OR EQUIPMENT MAY COME WITHIN 6 FEET OF ENERGIZED OVERHEAD POWER LINES AND FEDERAL REGULATION, TITLE 29, PART 1910.1301(a) AND PART 1926.440 (A) (15) REQUIRE A MINIMUM CLEARANCE OF 10 FEET FROM THESE FACILITIES. THE ABOVE LAWS CARRY BOTH CRIMINAL AND CIVIL LIABILITIES. WITH CONTRACTORS AND OWNERS BEING LEGALLY RESPONSIBLE FOR THE SAFETY OF WORKERS UNDER THESE LAWS, IF YOU OR YOUR COMPANY MUST WORK NEAR ENERGIZED OVERHEAD POWER LINES, CALL THE POWER COMPANY FOR THE LINES TO BE DE-ENERGIZED AND/OR MOVED AT YOUR EXPENSE.
- CONSTRUCTION SHALL COMPLY WITH THE LATEST REVISIONS OF OSHA REGULATIONS AND STATE OF TEXAS LAW CONCERNING TRENCHING AND SHORING. CONTRACTOR SHALL PROVIDE A TRENCH SAFETY SYSTEM TO MEET AS A MINIMUM, THE REQUIREMENTS OF OSHA SAFETY AND HEALTH REGULATION, PART 1926, SUBPART P, AS PUBLISHED IN THE FEDERAL REGISTER, VOLUME 54, NO. 299, DATED OCTOBER 31, 1989 AND LATEST REVISIONS. COST FOR ANY TRENCH SAFETY SYSTEM THAT REQUIRE AN ENGINEER'S SEAL SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE PERFORMED AT NO ADDITIONAL COST TO THE PROJECT.
- DETAILS WITHIN PLAN SET DO NOT EXTEND TO OR INCLUDE DESIGN OR SYSTEMS PERTAINING TO THE SAFETY OF THE CONTRACTOR OR ITS EMPLOYEES, AGENTS, OR REPRESENTATIVES IN THE PERFORMANCE OF THE WORK. THE CONTRACTOR CONTRACTOR SHALL PREPARE OR OBTAIN THE APPROPRIATE SAFETY SYSTEMS, INCLUDING THE PLANS AND SPECIFICATIONS REQUIRED BY CHAPTER 756 SUBCHAPTER 756.001 OF THE TEXAS HEALTH AND SAFETY CODE.
- CONTRACTOR SHALL COVER OPEN EXCAVATIONS WITH ANCHORED STEEL PLATES DURING NON-WORKING HOURS, ALONG EXISTING ROADWAYS AND TRAFFIC AREAS.
- ADEQUATE DRAINAGE SHALL BE MAINTAINED AT ALL TIMES DURING CONSTRUCTION AND ANY DRAINAGE DITCH OR STRUCTURE DISTURBED DURING CONSTRUCTION SHALL BE RESTORED TO THE SATISFACTION OF THE GOVERNING AGENCY'S ENGINEER. ALL CONSTRUCTION MUDGIF SHALL COMPLY WITH STORM WATER MANAGEMENT FOR CONSTRUCTION ACTIVITIES AND THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) REQUIREMENTS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ADEQUATE FLAGMEN, SIGNING, STRIPPING AND WARNING DEVICES, ETC., DURING CONSTRUCTION IN ACCORDANCE WITH THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES.
- EXISTING PAVEMENTS, CURBS, SIDEWALKS AND DRIVEWAYS DAMAGED OR REMOVED DURING CONSTRUCTION SHALL BE REPLACED TO LOCAL STANDARDS. ALL ASPHALT AND CONCRETE DRIVEWAYS EXCAVATED DURING CONSTRUCTION SHALL BE BACKFILLED WITH STABILIZED MATERIAL, AND RETURNED TO EXISTING CONDITIONS. ALL STATE AND COUNTY HIGHWAY PAVEMENT AND RAILROAD RIGHT-OF-WAYS TO BE BORED ACCORDING TO THE RULES, REGULATIONS, AND REQUIREMENTS FOR APPROVAL AND ACCEPTANCE BY SAID AGENCIES.
- EXISTING SIGNS AND/OR RIGHT-OF-WAYS DISTURBED DURING CONSTRUCTION SHALL BE AS GOOD OR BETTER THAN THE CONDITION PRIOR TO STARTING THE WORK. UPON COMPLETION OF THE PROJECT.
- INCLUDE PRICE OF ALL BEDDING AND BACKFILL OF TYPE REQUIRED IN PRICE BID PER LINEAR FOOT OF PIPE.
- CONTRACTOR TO REMOVE EXISTING PIPES AND CONNECT TO EXISTING UTILITY LINES AS INDICATED ON PLANS.
- UNLESS OTHERWISE NOTED ON PLANS, WHERE MANHOLES ARE LOCATED WITHIN UTILITY EASEMENTS, THE CONTRACTOR SHALL SET RIM ELEVATIONS TWO INCHES ABOVE FINISHED GROUND ELEVATIONS.
- REVISIONS TO THESE ENGINEERING PLANS MUST BE AUTHORIZED BY REPUBLIC ENGINEERING & DEVELOPMENT SERVICES PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL NOTIFY REPUBLIC ENGINEERING & DEVELOPMENT SERVICES AND LOCAL GOVERNING AGENCIES A MINIMUM OF 48 HOURS PRIOR TO COMMENCEMENT OF WORK.
- THE CONTRACTOR SHALL NOTIFY ALL APPROPRIATE UTILITY COMPANIES A MINIMUM OF 48 HOURS PRIOR TO COMMENCEMENT OF WORK.
- THE CONTRACTOR SHALL NOTIFY REPUBLIC ENGINEERING & DEVELOPMENT SERVICES AND LOCAL GOVERNING AGENCIES OF ALL DESIRED FIELD CHANGES. THE ENGINEER'S APPROVAL MAY BE REQUIRED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE SECURITY AND SAFETY PROVISIONS REQUIRED TO PROTECT INDIVIDUALS' EQUIPMENT, MATERIALS AND PROPERTY NECESSARY FOR THIS PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE STORAGE OF MATERIALS IN SAFE AND WORKMANLIKE MANNER TO PREVENT INJURIES DURING AND AFTER WORKING HOURS UNTIL THE PROJECT IS COMPLETE.
- ACCURATE RECORDS SHOWING THE INSTALLED LOCATIONS OF ALL IMPROVEMENTS SHALL BE MAINTAINED DURING CONSTRUCTION AND PROVIDED TO THE ENGINEER AS PART OF THE PROJECT COMPLETION.
- THE CONTRACTOR SHALL PROTECT EXISTING MONUMENTS, YARDS, PRIVATE UTILITIES, DRIVES, CURBS, MAIL BOXES, SIGNS, IMPROVEMENTS, CURB CUTS, AND ALL OTHER OWNERS' FACILITIES FROM DAMAGE DURING CONSTRUCTION. DAMAGE DONE TO THESE ITEMS SHALL BE REPAIRED AT CONTRACTOR'S EXPENSE. THE CONTRACTOR SHALL MOVE AND REPLACE SUCH MOVABLE ITEMS AS MAIL BOXES, TRAFFIC CONTROL, BUSINESS SIGNS, AND STREET SIGNS AS NECESSARY FOR CONSTRUCTION. FENCES OR STRUCTURES WHICH REQUIRE DISMANTLING OR REMOVAL SHALL BE RECONSTRUCTED OR REPLACED TO EQUAL OR BETTER THAN ORIGINAL CONDITION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR CLEANING THE MUD AND/OR DIRT DEPOSITED ON EXISTING PAVEMENT DUE TO HIS CONSTRUCTION ACTIVITY DAILY. ALL EQUIPMENT AND DEBRIS FROM CONSTRUCTION TO BE REMOVED FROM THE SITE AT END OF PROJECT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE AND PROTECTION OF CONSTRUCTION ACTIVITIES DURING THE CONTRACT PERIOD. THIS SHALL INCLUDE AND EROSION CONTROL MEASURES AND RE-GRADING NECESSARY TO ACHIEVE THE LINES AND GRADES SET FORTH BY THESE PLANS.
- SIGNING, BARRICADE, AND LIGHTING FOR CONSTRUCTION WITHIN RIGHT-OF-WAYS SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE TEXAS MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES AND OTHER APPLICABLE STATE OR LOCAL STANDARDS. SIGNS, BARRICADES AND LIGHTS SHALL BE KEPT CLEAN, OPERATIONAL, AND PROPERLY POSITIONED TO ASSURE PROPER SAFETY PRECAUTIONS.
- ALL TESTING PROCEDURES USED ON THIS PROJECT SHALL CONFORM TO THE TCEQ, AWWA, NSF, OR OTHER APPLICABLE STANDARDS. THE TESTING EXPENSE SHALL BE BORNE BY THE CONTRACTOR UNLESS OTHERWISE SPECIFIED.
- THE CONTRACTOR SHALL UNCOVER EXISTING UTILITIES AT ALL "POINTS OF CROSSING" TO DETERMINE IF CONFLICTS EXIST BEFORE COMMENCING ANY CONSTRUCTION RIGHT OF WORK.
- THE LATEST TCEQ REGULATIONS MUST BE FOLLOWED FOR CROSSINGS OF SANITARY SEWER MAINS AND WATER MAINS. IT IS THE INTENT THAT THE MOST ECONOMICALLY ACCEPTABLE ALTERNATIVE BE ELECTED. ACCORDINGLY, FIELD VERIFICATION OF EXISTING UTILITY GRADES IS IMPERATIVE.
- FINAL COVER OF INSTALLED LINES SHALL NOT BEGIN PRIOR TO OBSERVATION AND ACCEPTANCE BY THE OWNER OR ENGINEER. THE CONTRACTOR SHALL COORDINATE WITH THE OWNER IN ADVANCE REGARDING THE SCHEDULING OF THESE MONITORING VISITS.
- CONNECTIONS TO EXISTING LINES SHALL INCLUDE ALL REQUIRED FITTINGS AND MATERIAL REQUIRED TO MAKE A SUCCESSFUL TIE IN MEETING ALL APPLICABLE STANDARDS.
- CONTRACTOR SHALL PLUG ENDS OF SANITARY SEWER LINES DURING BREAKS IN CONSTRUCTION TO PREVENT THE TRANSPORT OF DEBRIS INTO THE EXISTING SANITARY SEWER SYSTEM.
- THE LOADING AND UNLOADING OF ALL MATERIALS AND EQUIPMENT SHALL BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED PRACTICES AND SHALL AT ALL TIMES BE PERFORMED WITH CARE TO AVOID ANY DAMAGE TO THE MATERIAL. THE CONTRACTOR SHALL LOCATE AND PROVIDE THE NECESSARY STORAGE AREAS FOR MATERIALS AND EQUIPMENT.
- ALL MATERIALS AND EQUIPMENT SHALL BE BOTH FURNISHED AND INSTALLED UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL VERIFY ALL EXISTING SITE CONDITIONS, AND CONFIRM POINTS OF CONNECTIONS TO EXISTING IMPROVEMENTS INCLUDING CORRELATION OF ELEVATIONS AND GRADES OF EXISTING FACILITIES AND UTILITIES PRIOR TO STARTING ANY GRADING, PAVING, OR UTILITY INSTALLATION. VERIFICATION OF LOCATIONS AND FUNCTIONS OF EACH EXISTING STRUCTURE OR SYSTEM AND ALL EXISTING UTILITY GRADES AND INVERT ELEVATIONS IS THE CONTRACTOR'S RESPONSIBILITY. NOTIFY ENGINEER OF ANY DISCREPANCIES IMMEDIATELY. ANY CONFLICT OR ERRORS BETWEEN EXISTING FIELD CONDITIONS AND ENGINEERING PLANS MUST BE RESOLVED PRIOR TO STARTING EXCAVATION OR SETTING ANY GRAVITY SEWER (STORM AND SANITARY) AND APPURTENANCES.
- ALL UNSATISFACTORY AND/OR WASTE MATERIALS INCLUDING VEGETATION, ROOTS, CONCRETE AND DEBRIS SHALL BE HAULED OFF-SITE BY THE CONTRACTOR, INCLUDE COST OF THIS WORK, INCLUDING HOURS, IN OTHER ITEMS OF THIS PROJECT.
- CONTRACTOR SHALL CONFINE ALL WORK EFFORTS WITHIN THE DESIGNATED RIGHT-OF-WAY OR EASEMENTS UNLESS SPECIFICALLY AUTHORIZED BY THE OWNER.
- ALL ROAD WIDTHS, CURB RADI AND CURB ALIGNMENTS SHOWN INDICATE BACK OF CURB. ALL CURB ELEVATIONS PROVIDED ARE TO "TOP OF CURB" UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL KEEP EXISTING WATER MAIN AND PRIVATE SEWER LINES IN SERVICE WHILE CONSTRUCTING PROPOSED WATER SYSTEM. CONTRACTOR SHALL CONSTRUCT AS MUCH PROPOSED WATERLINE AS POSSIBLE PRIOR TO TYING INTO EXISTING MAINS AND RECONNECTING SERVICES. CONTRACTOR SHALL COORDINATE SHUT-DOWNS, TIE-INS, AND TESTING OF THE WATER MAIN WITH THE GOVERNING AUTHORITY.
- PRIOR TO FINAL ACCEPTANCE, ALL DRAINAGE STRUCTURES AND EXTENSIONS SHALL BE CLEANED BY THE CONTRACTOR.

NO.	REVISION DESCRIPTION	DATE
1	ORIGINAL ISSUE	01/01/21



THE VILLAGE AT NOLAN HEIGHTS

GENERAL NOTES

NO.	DATE	BY
1	JAT	JAT
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THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF REVIEW UNDER THE AUTHORITY OF JOSEPH THEROT, P.E. 1/20/21 ON 4/12/2021. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.

LEGEND

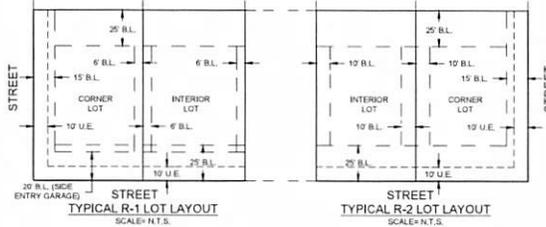
- PROPERTY BOUNDARY
- LOT LINES
- EASEMENT LINES
- DRAINAGE EASEMENT LINES
- ADJOINING TRACT PROPERTY LINES
- OFFSITE EASEMENTS
- 12" IRON ROD FOUND
- 12" IRON ROD SET W/ CAP
- STAMPED "QUINTERO 10194112"
- 1" IRON PIPE FOUND
- 600 NAIL FOUND
- UNLESS OTHERWISE NOTED

NOTES

1. THE BUILDING SETBACK LINES SHALL BE DETERMINED AS REQUIRED BY APPLICABLE ZONING SECTION OF THE CITY CODE OF ORDINANCE AS RELATED TO THIS DEVELOPMENT UNLESS SHOWN HEREON.
 2. THE BEARINGS AND DISTANCES SHOWN HEREON ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM CENTRAL ZONE, NAD 83, PER LEICA SMART NET GPS OBSERVATION.
 3. THIS PROPERTY LIES WITHIN FEMA "ZONE X" OTHER AREAS AS SHOWN ON THE FLOOD INSURANCE RATE MAP, FEMA MAP 48027C000E AND 48027C000E, WHICH BECAME AN EFFECTIVE DATE OF SEPTEMBER 20, 2008.
 4. "FEMA "ZONE X" OTHER AREAS" IS DEFINED AS AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN"
 4. ALL UTILITY EASEMENTS SHALL BE 10.0' WIDE, UNLESS OTHERWISE NOTED.
 5. FINISHED FLOOR ELEVATIONS SHALL BE A MINIMUM OF 1 FOOT ABOVE THE AVERAGE TOP OF CURB ELEVATION FRONTING THE LOT.
 6. FOR EACH DWELLING UNIT, 2 OFF-STREET PARKING SPACES MUST BE PROVIDED.
 7. HOMES BUILT ON LOTS THAT FRONT TWO STREETS SHALL BE BUILT WITH THE FRONT OF THE HOUSE FACING THE STREET UPON WHICH THE LOT HAS SMALLER LINEAR FRONTAGE FOR THE EXCEPTION OF LOT 1, BLOCK 4, LOT 1, BLOCK 6 SHALL FRONT CASPIAN TRAIL.
 8. PERMANENT CORNERS, EXTERIOR OR INTERIOR, SHALL BE 1/2" IRON ROD WITH A CAP MARKED "QUINTERO 10194112" AFTER COMPLETED CONSTRUCTION AS AUTHORIZED BY THE DEVELOPER.
 9. NO ACCESS TO WARRIORS PATH SHALL BE ALLOWED FOR LOTS 14-18, BLOCK 6, LOT 90, BLOCK 3 AND LOTS 21-25, BLOCK 1.
 10. BUILDING SETBACKS SHALL BE AS FOLLOWS UNLESS OTHERWISE NOTED OR SHOWN HEREON.
- SINGLE FAMILY (R-1) LOTS**
- FRONT - 25' (0' FOR SIDE ENTRY GARAGES)
 - REAR - 20'
 - INTERIOR SIDE - 6'
 - STREET SIDE - 15'
- DUPLEX (R-2) LOTS**
- LOTS 49-60, BLOCK 3 AND ALL LOTS IN BLOCK 6
 - FRONT - 25'
 - REAR - 20'
 - INTERIOR SIDE - 10'
 - STREET SIDE - 15'

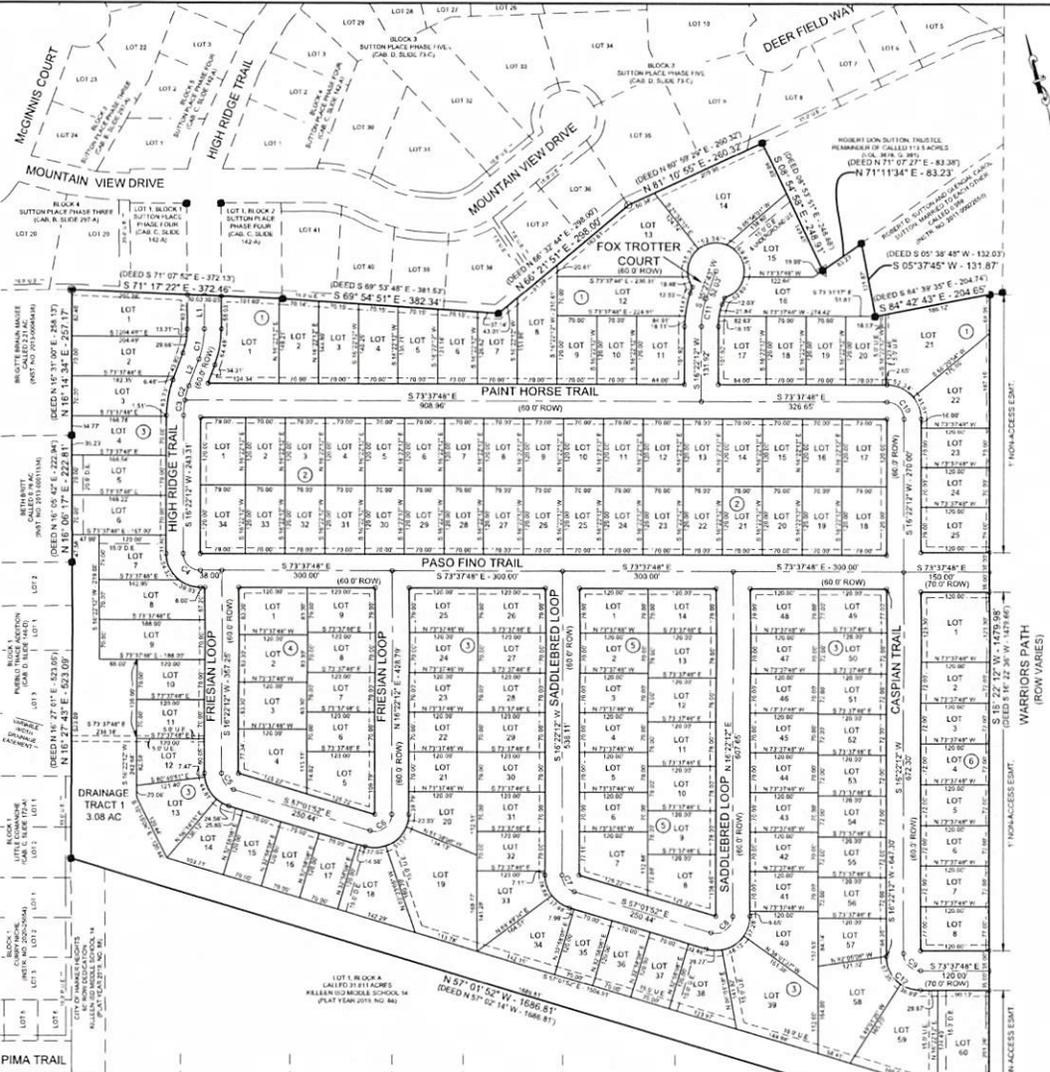


LOCATION MAP
SCALE: NTS



STREET TYPICAL R-1 LOT LAYOUT
SCALE: N.T.S.

STREET TYPICAL R-2 LOT LAYOUT
SCALE: N.T.S.



KNOW ALL MEN BY THESE PRESENTS, THAT CACTUS JACK DEVELOPMENT, INC. BEING THE SOLE OWNER OF THAT CERTAIN 47.65 ACRE TRACT OF LAND IN THE CITY OF HARKER HEIGHTS, BELL COUNTY, TEXAS, SITUATED IN THE H.B. LITTLEFIELD SURVEY, ABSTRACT NO. 911, BEING ALL OF THE CALLED 47.65 ACRE TRACT OF LAND DESCRIBED IN A DEED TO CACTUS JACK DEVELOPMENT, INC., RECORDED IN INSTRUMENT NO. 2020-044289, DEED RECORDS OF BELL COUNTY, TEXAS, WHICH IS MORE FULLY DESCRIBED IN THE SPECIFICATION OF THE VILLAGE AT NOLAN HEIGHTS, AS SHOWN BY THE PLAT HEREOF, ATTACHED HERETO, AND MADE A PART HEREON, AND APPROVED BY THE CITY OF HARKER HEIGHTS, BELL COUNTY, TEXAS AND THE VILLAGE AT NOLAN HEIGHTS, DOES HEREBY DEDICATE TO SAID CITY ALL STREETS, AVENUES, DRIVES, ALLEYS AND DRAINAGE TRACTS SHOWN ON SAID PLAT, THE SAME TO BE USED AS PUBLIC THROUGHWAYS AND FOR THE INSTALLATION AND MAINTENANCE OF PUBLIC UTILITIES WATER AND AS AUTHORIZED BY THE CITY OF HARKER HEIGHTS.

THE DRAINAGE TRACTS, DRAINAGE AND UTILITY EASEMENTS SHOWN ON SAID PLAT ARE DEDICATED TO SAID CITY OF HARKER HEIGHTS FOR INSTALLATION AND MAINTENANCE OF ANY AND ALL PUBLIC UTILITIES, WHICH THE CITY MAY ELECT TO INSTALL AND MAINTAIN OR PERMIT TO BE INSTALLED OR MAINTAINED.

WITNESS THE EXECUTION HEREOF, ON THIS _____ DAY OF _____, 202____.

FOR: CACTUS JACK DEVELOPMENT, INC.

BY: DUSTIN L KING
PRESIDENT

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY, PERSONALLY APPEARED DUSTIN L KING KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT. IT HAS BEEN ACKNOWLEDGED TO ME THAT HE EXECUTED THE FOREGOING INSTRUMENT AS THE OWNERS OF THE PROPERTY DESCRIBED HEREON.

NOTARY PUBLIC STATE OF TEXAS
MY COMMISSION EXPIRES _____

PLANNING

APPROVED THIS _____ DAY OF _____, 20____, A.D. BY THE DIRECTOR OF PLANNING AND DEVELOPMENT OF THE CITY OF HARKER HEIGHTS, BELL COUNTY, TEXAS.

DIRECTOR OF PLANNING AND DEVELOPMENT _____ ATTEST: CITY SECRETARY _____

PLANNING AND ZONING COMMISSION

APPROVED THIS _____ DAY OF _____, 20____, A.D. BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF HARKER HEIGHTS, TEXAS.

CHAIRPERSON, PLANNING AND ZONING COMMISSION _____ SECRETARY, PLANNING AND ZONING COMMISSION _____

SURVEYOR'S CERTIFICATE

I, BRADLEY W. SARGENT, DO HEREBY CERTIFY THAT AN ACTUAL AND ACCURATE SURVEY WAS MADE ON THE GROUND OF THE PLATTED LAND AND THAT THE CORNER MONUMENTS SHOWN ON THE FOREGOING PLAT WERE FOUND OR PLACED IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF THE CITY OF HARKER HEIGHTS, TEXAS.

Bradley W. Sargent 04/15/2021

BRADLEY W. SARGENT
R. P. L. S. NO. 5274
1501 W. STAN SCHLITZ L.P.
KILLEEN, TX 76549

SURVEY	H.B. LITTLEFIELD SURVEY, ABSTRACT NO. 911	OWNER	CACTUS JACK DEVELOPMENT INC. 1629 S. FORT HOOD ST. KILLEEN TEXAS 76542
NUMBER OF BLOCKS	6	SURVEYOR	QUINTERO ENGINEERING, LLC 1501 W. STAN SCHLITZ L.P. KILLEEN, TEXAS 76549 (541) 493-8962
NUMBER OF LOTS	150		
TOTAL ACREAGE	47.65 AC		
DATE	JANUARY 2021		

NUMBER	BEARING OR CHORD DIRECTION	CENTER LINE			
		LENGTH OR ARC LENGTH	RADIUS	CHORD LENGTH	DELTA
C1	N28° 23' 40"E	53.73	150.00	53.44	020.52
C2	S31° 38' 13"W	26.28	150.00	26.25	010.04
C3	S21° 29' 31"W	26.83	150.00	26.79	010.25
C4	S28° 37' 48"E	47.12	30.00	42.43	090.00
C5	S20° 19' 50"E	34.43	30.00	35.86	073.40
C6	N69° 40' 10"E	55.82	30.00	46.11	106.60
C7	S20° 19' 50"E	34.43	30.00	35.86	073.40
C8	N69° 40' 10"E	55.82	30.00	46.11	106.60
C9	S28° 37' 48"E	47.12	30.00	42.43	090.00
C10	N28° 37' 48"W	47.12	30.00	42.43	090.00
C11	S25° 54' 57"W	49.98	150.00	49.75	019.09
C12	S28° 37' 48"E	94.25	60.00	84.85	090.00
L1	S18° 07' 58"W	99.34			
L2	S38° 39' 23"W	50.39			



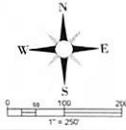
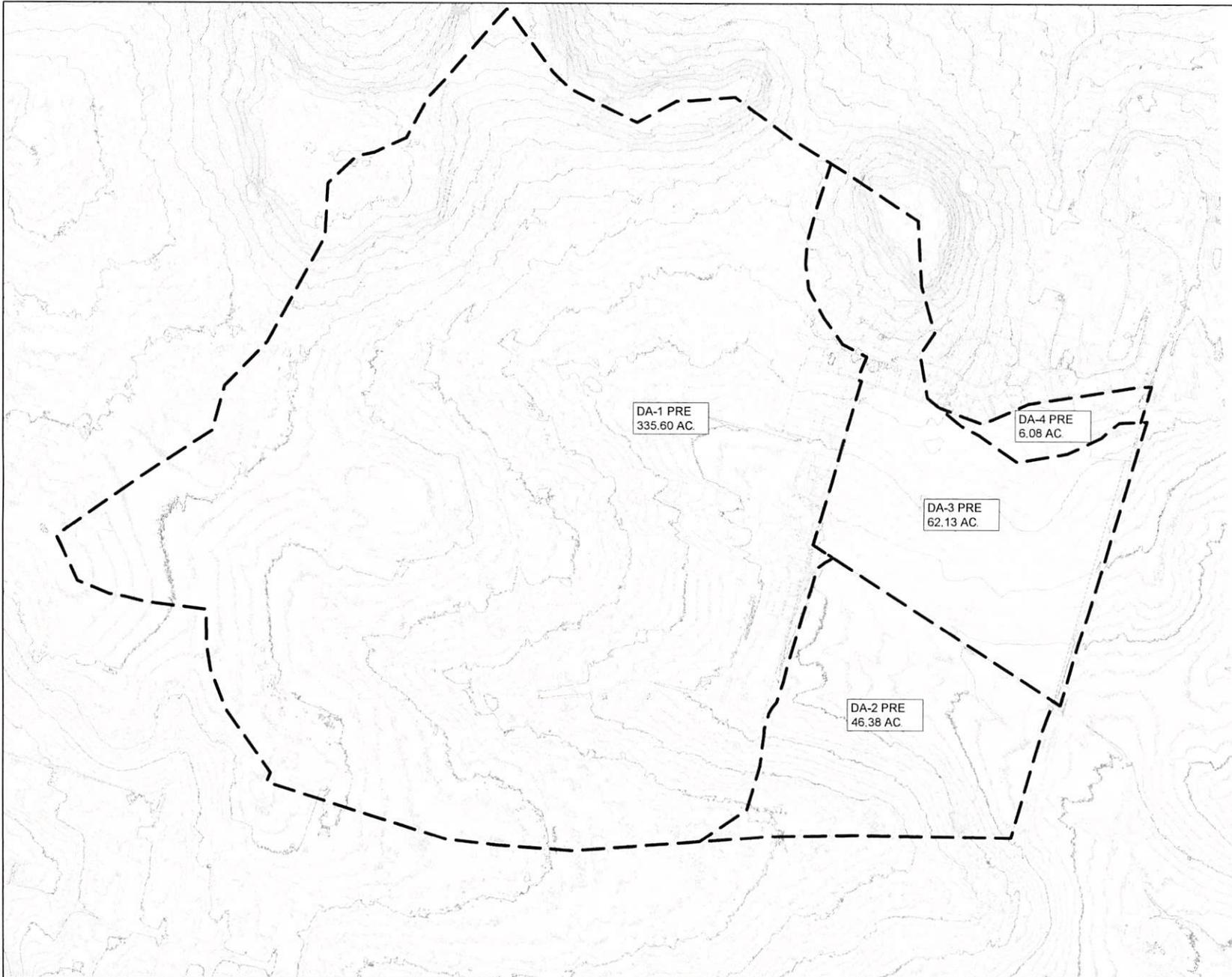
PRELIMINARY PLAT FOR:
THE VILLAGE AT NOLAN HEIGHTS
CITY OF HARKER HEIGHTS, BELL COUNTY, TEXAS

THE VILLAGE AT NOLAN HEIGHTS, IS A PLAT OF ALL OF THE CALLED 47.65 ACRES SITUATED IN THE H.B. LITTLEFIELD SURVEY, ABSTRACT NO. 911, BEING CONVEYED TO CACTUS JACK DEVELOPMENT, INC. IN INSTRUMENT NO. 2020-044289, DEED RECORDS OF BELL COUNTY, TEXAS.

1501 W. STAN SCHLITZ L.P. KILLEEN, TEXAS 76549
T.A.P.E. PERMID: 14708 T.R.P.L.S. (PRM) NO: 19719111

PHONE: (254) 493-8962
FAX: (254) 493-7678

PROJECT NO: QES-20
DRAWING NO: P1



- NOTES**
1. SEE PRELIMINARY DRAINAGE REPORT, DATED 3/26/2021, FOR DETAILED DRAINAGE ANALYSIS. ALL UPSTREAM FLOWS SHALL BE ACCEPTED ON-SITE AS THEY CURRENTLY EXIST AND SHALL NOT BE OBSTRUCTED, UNLESS OTHERWISE NOTED IN THIS PLAN SET.
 2. ENERGY DISSIPATION SHALL BE PROVIDED AT EACH OUTFALL BY THE USE OF ROCK RIPRAP OR CONCRETE RIPRAP WITH FORMED CONCRETE DISSIPATORS.
 3. ALL LOTS MUST HAVE POSITIVE DRAINAGE AWAY FROM STRUCTURE.
 4. THE DRAINAGE DESIGN PROVIDED HEREIN ILLUSTRATES OUR FINAL DESIGN INTENT FOR THE PROPOSED HYDROLOGIC AND HYDRAULIC METHODOLOGIES, PLANNING AND DESIGN ASSUMPTIONS USED TO ADDRESS THE APPLICABLE UNDERLYING DRAINAGE FACILITY PRINCIPLES AS SPECIFIED IN THE CITY OF HARKER HEIGHTS DRAINAGE CRITERIA MANUAL, DATED MAY 9, 2007.
 5. THIS PROPERTY LIES WITHIN FEMA "ZONE X" AS SHOWN ON THE FLOOD INSURANCE RATE MAPS, FEMA MAP #82202Z06 & 82020Z06, WHICH BEARS AN EFFECTIVE DATE OF NOVEMBER 28, 2008.

LEGEND

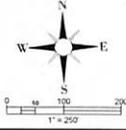
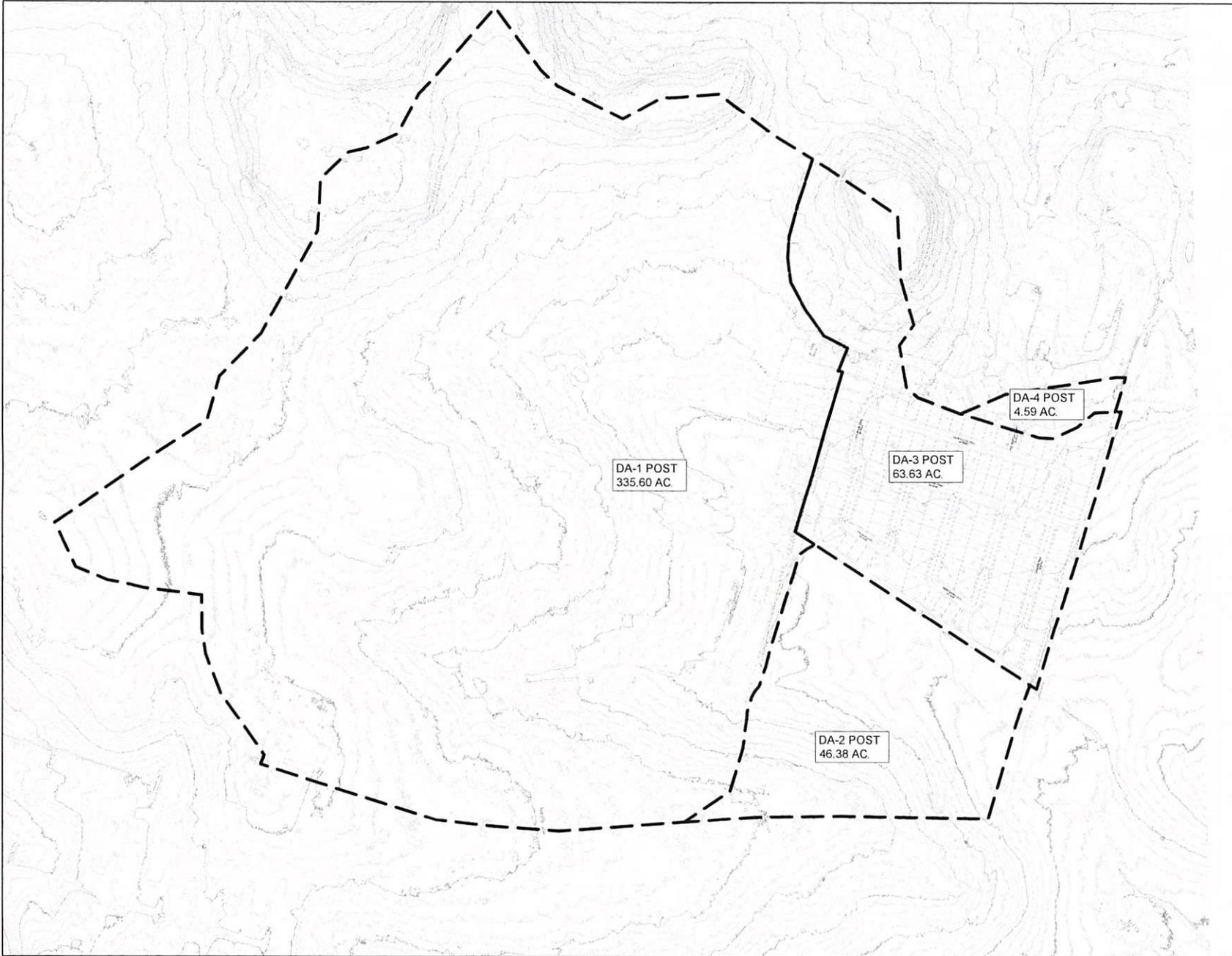
DA-XX X.XX AC	DRAINAGE AREA I.D. DRAINAGE AREA AGERAGE
---	DRAINAGE AREA BOUNDARY

NO.	DATE	DESCRIPTION
1	03/26/2021	ORIGINAL RELEASE



**THE VILLAGE AT
NOLAN HEIGHTS
DRAINAGE PRE**

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- NOTES:**
1. SEE PRELIMINARY DRAINAGE REPORT, DATED 3/26/2021, FOR DETAILED DRAINAGE ANALYSIS.
 2. ALL UPSTREAM FLOWS SHALL BE ACCEPTED ON-SITE AS THEY CURRENTLY EXIST AND SHALL NOT BE OBSTRUCTED, UNLESS OTHERWISE NOTED IN THIS PLAN SET.
 3. ENERGY DISSIPATION SHALL BE PROVIDED AT EACH OUTFALL BY THE USE OF ROCK RIPRAP OR CONCRETE RIPRAP WITH FORMED CONCRETE DISSIPATORS.
 4. ALL LOTS MUST HAVE POSITIVE DRAINAGE AWAY FROM STRUCTURE.
 5. THE DRAINAGE DESIGN PROVIDED HEREIN ILLUSTRATES OUR FINAL DESIGN INTENT FOR THE PROPOSED HYDROLOGIC AND HYDRAULIC METHODOLOGIES, PLANNING AND DESIGN ASSUMPTIONS USED TO ADDRESS THE APPLICABLE UNDERLYING DRAINAGE FACILITY PRINCIPLES AS SPECIFIED IN THE CITY OF HANKER HEIGHTS DRAINAGE CRITERIA MANUAL, DATED MAY 9, 2007.
 6. THIS PROPERTY LIES WITHIN FEMA "ZONE X" AS SHOWN ON THE FLOOD INSURANCE RATE MAPS, FEMA MAP 48027C0285E & 48027C0295E WHICH BEARS AN EFFECTIVE DATE OF NOVEMBER 26, 2008.

LEGEND

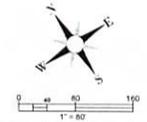
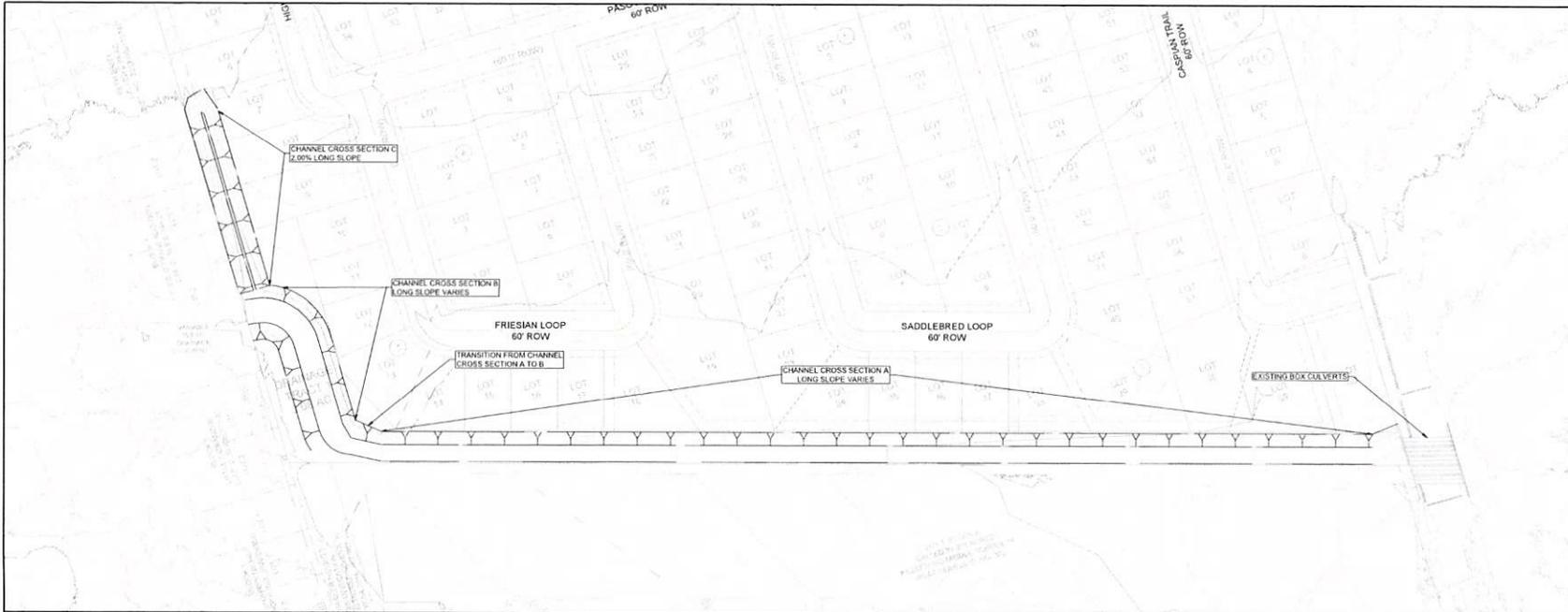
DA-XX X.XX AC	DRAINAGE AREA I.D. DRAINAGE AREA AVERAGE
---	DRAINAGE AREA BOUNDARY

NO.	REVISION	DATE	DESCRIPTION	BY	CHKD

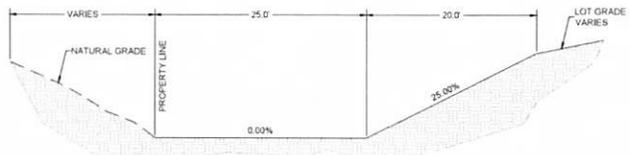


**THE VILLAGE AT
NOLAN HEIGHTS
DRAINAGE POST**

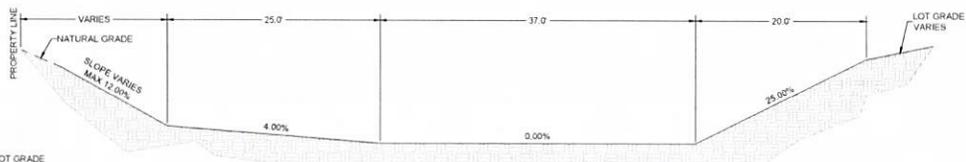
THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF REVIEW UNDER THE AUTHORITY OF JOSEPH THENOT, P.E. 1/20/20 ON 4/12/2021. IT IS NOT TO BE USED FOR CONSTRUCTION, RECORDING, OR PERMIT PURPOSES.	DATE	BY	JAT
			20-010-001
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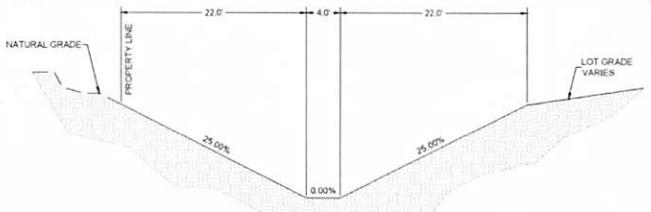
- NOTES:**
- SEE PRELIMINARY DRAINAGE REPORT, DATED 3/29/2021, FOR DETAILED DRAINAGE ANALYSIS.
 - ALL UPSTREAM FLOWS SHALL BE ACCEPTED ON-SITE AS THEY CURRENTLY EXIST AND SHALL NOT BE OBSTRUCTED, UNLESS OTHERWISE NOTED IN THIS PLAN SET.
 - ENERGY DISSIPATION SHALL BE PROVIDED AT EACH OUTFALL BY THE USE OF ROCK RIPRAP OR CONCRETE RIPRAP WITH FORMED CONCRETE DISSIPATORS.
 - ALL LOTS MUST HAVE POSITIVE DRAINAGE AWAY FROM STRUCTURE.
 - THE DRAINAGE DESIGN PROVIDED HEREIN ILLUSTRATES OUR FINAL DESIGN INTENT FOR THE PROPOSED HYDROLOGIC AND HYDRAULIC METHODOLOGIES, PLANNING AND DESIGN ASSUMPTIONS USED TO ADDRESS THE APPLICABLE UNDERLYING DRAINAGE FACILITY PRINCIPLES AS SPECIFIED IN THE CITY OF HANKER HEIGHTS DRAINAGE CRITERIA MANUAL, DATED MAY 9, 2007.
 - THIS PROPERTY LIES WITHIN FEMA "ZONE X" AS SHOWN ON THE FLOOD INSURANCE RATE MAPS, FEMA MAP 48027C02E & 48027C02E WHICH BEARS AN EFFECTIVE DATE OF NOVEMBER 28, 2018.



CHANNEL CROSS SECTION A



CHANNEL CROSS SECTION B



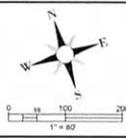
CHANNEL CROSS SECTION C

1	ORIGINAL RELEASE	3/11/2021
2	REVISION	3/11/2021
R REPUBLIC ENGINEERING & LANDSCAPE ARCHITECTURE TAPPELE PROFESSIONAL SERVICES		

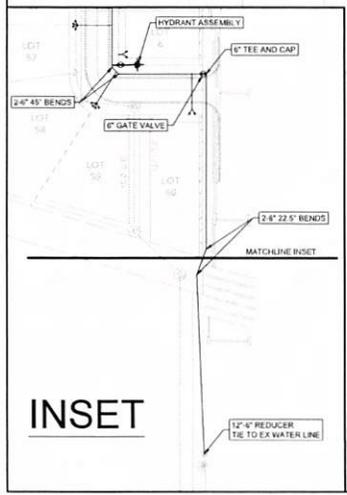
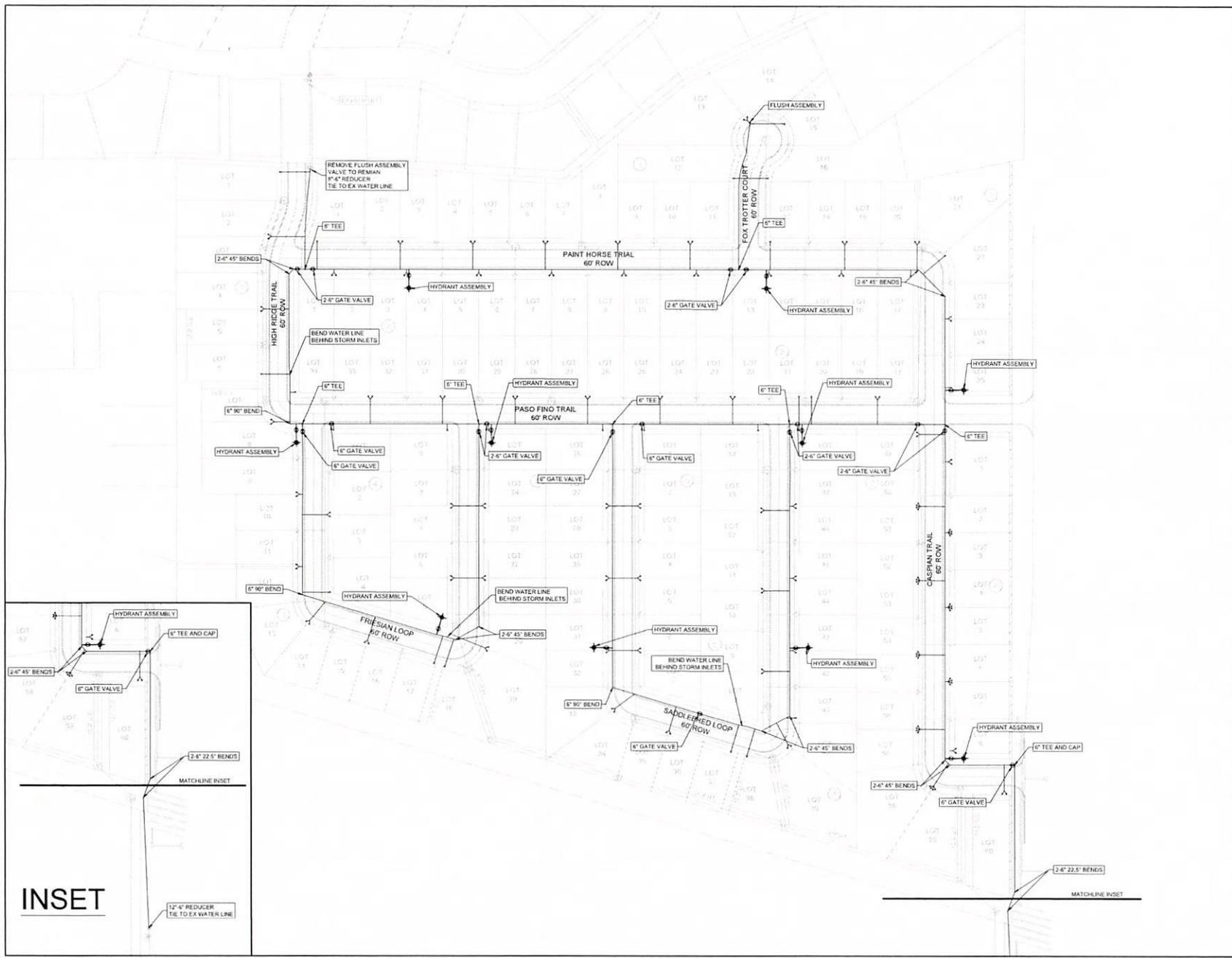
**THE VILLAGE AT NOLAN HEIGHTS
DRAINAGE CHANNEL DETAILS**

DATE	BY	APP'D
	JAT	
	20-010-001	

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF REVIEW UNDER THE AUTHORITY OF JOSEPH THEBOUT, P.E. 130296 ON 4/12/2021. IT IS NOT TO BE USED FOR CONSTRUCTION, RECORD, OR PERMIT PURPOSES.



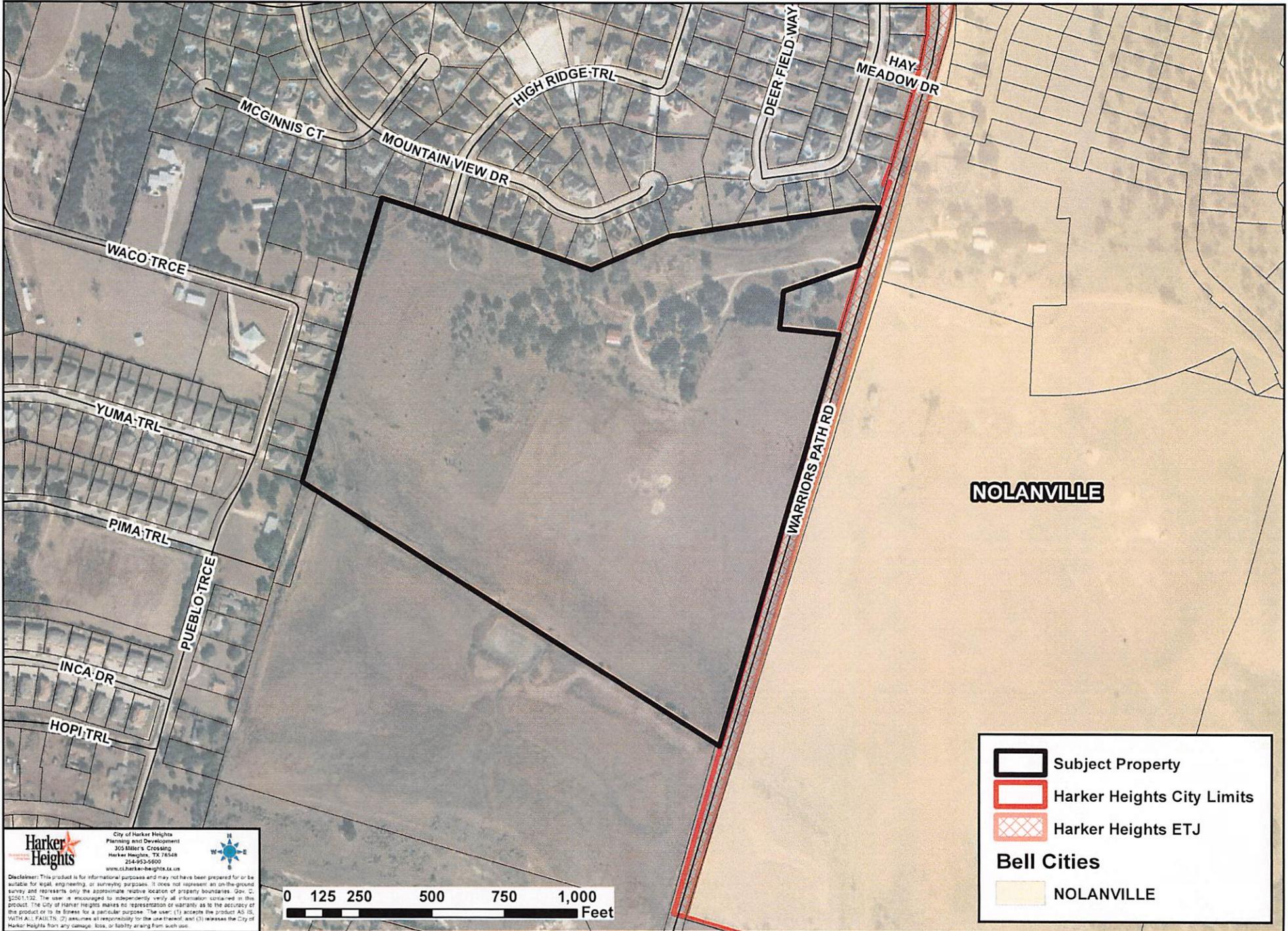
- WATER NOTES**
1. ALL WATERLINES SHALL BE AWWA C900 PIPE UNLESS OTHERWISE NOTED.
 2. ALL CONSTRUCTION SHOWN HEREIN SHALL BE PER CITY OF HARKER HEIGHTS STANDARDS AND SPECIFICATIONS.
 3. EXISTING UTILITIES SHOWN HEREIN HAVE BEEN LOCATED BY VISIBLE APURTENANCES AND RECORD DRAWINGS. CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATION AND PROTECTING ALL UTILITIES REGARDLESS OF THEIR DEPTH OR TYPE.
 4. FIRE HYDRANT SYMBOLS ARE FOR REPRESENTATION ONLY. FIRE HYDRANT ORIENTATION SHALL BE PER CITY OF HARKER HEIGHTS STANDARD DETAIL. ALL VALVES FOR HYDRANTS ARE TO BE CONNECTED DIRECTLY TO TEE AND HYDRANT IS TO BE EXTENDED TO PROPERTY LINE.
 5. ALL FIELD BENDS SHALL BE PER PIPE MANUFACTURER RECOMMENDATIONS. WATER - SEWER CROSSING SHALL MEET THE MINIMUM CURRENT REQUIREMENTS PER TCEQ AND CITY CODE.
 6. THE CONTRACTOR SHALL COORDINATE THE FINAL PLACEMENT OF PROPOSED VALVES AND OTHER APURTENANCES WITH STREET SIDEWALK AND UTILITY IMPROVEMENTS TO AVOID CONFLICTS.
 7. SEE SHEETS 45, 46 AND 47 FOR DETAILS.



NO.	DESCRIPTION	DATE
1	ORIGINAL RELEASE	3/20/2021
REPUBLIC ENGINEERING & ARCHITECTURAL SERVICES TRAFFIC PLANNING, LLC		

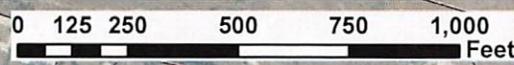
THE VILLAGE AT NOLAN HEIGHTS
WATER LAYOUT

DATE	BY	JAT
		20-010-001
THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF REVIEW UNDER THE AUTHORITY OF JOSEPH THERIOT, P.E. LICENSED ON 4/15/2021. IT IS NOT TO BE USED FOR CONSTRUCTION, BIDDING, OR PERMIT PURPOSES.		8



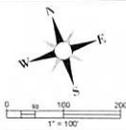
Harker Heights
 City of Harker Heights
 Planning and Development
 305 Miller's Crossing
 Harker Heights, TX 76548
 254-953-5600
www.ci.harker-heights.tx.us

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 on-the-ground survey and represents only the approximate relative location of property boundaries. Gov. C. §2051.132. 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 product or to its fitness for a particular purpose. The user: (1) accepts the product AS IS, 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.



Legend

-  Subject Property
-  Harker Heights City Limits
-  Harker Heights ETJ
- Bell Cities**
-  NOLANVILLE



- NOTES**
1. THIS PROPERTY LIES WITHIN FEMA ZONE X AS SHOWN ON THE FLOOD INSURANCE RATE MAP. FEMA MAP NUMBER(S) & EFFECTIVE DATE BEARS AN EFFECTIVE DATE OF SEPTEMBER 26, 2008.
 2. TOTAL ACRES: 4.53 ACRES
 3. PROPOSED LAND USE WILL BE SINGLE-FAMILY (R-1) FOR ALL LOTS WITH THE EXCEPTION OF LOTS 48-51, BLOCK 4 AND LOTS 1-8, BLOCK 8 WHICH WILL BE TWO-FAMILY RESIDENTIAL.
 4. 11 SINGLE-FAMILY LOTS (R-1)
 5. 20 TWO-FAMILY LOTS (R-2)
 6. ALLOWING PROPOSED LAND USE IS SINGLE-FAMILY, TWO-FAMILY & A SCHOOL.
 7. LANDSCAPING WILL BE PER CITY OF DALLAS HEIGHTS ORDINANCES.
 8. SIDEWALKS SHALL BE 8' IN WIDTH, 1' FROM THE PROPERTY LINE ON ALL LOTS ADJACENT TO A STREET ROW.
 9. THREE POINTS OF ingress and egress are provided for proper vehicular circulation and connectivity.
 10. ALL STREETS ARE TO BE 36'-00\"/>
- DEVELOPER/KONAR & DUSTRIK
 AUTHORIZED AGENT: JOSEPH THEONTO P.E., REPUBLIC US

- LEGEND**
- STREET CENTERLINE
 - - - EASEMENT
 - BUILD LINE
 - - - RIGHT-OF-WAY (ROW)
 - PROPERTY BOUNDARY
 - TWO-FAMILY (R-2)
 - PROPOSED WATER LINE
 - FIRE HYDRANT
 - PROPOSED SEWER LINE
 - PROPOSED MANHOLE
 - PROPOSED STORM SYSTEM
 - EXISTING WATER LINE
 - EXISTING FIRE HYDRANT
 - EXISTING SEWER LINE
 - EXISTING MANHOLE

NO.	DESCRIPTION	DATE
1	ISSUED FOR PERMITS	11/20/20
2	REVISED PER COMMENTS	11/20/20
3	REVISED PER COMMENTS	11/20/20
4	REVISED PER COMMENTS	11/20/20
5	REVISED PER COMMENTS	11/20/20

REPUBLIC
 ENGINEERING & CONSULTING SERVICES
 1825 W. WILSON ROAD, SUITE 100
 DALLAS, TEXAS 75207
 TEL: 972.382.1000
 FAX: 972.382.1001
 WWW.REPUBLICUS.COM

THE VILLAGE AT NOLAN HEIGHTS
CONCEPT PLAN

DATE	BY	SCALE
11/20/20	JAT	AS SHOWN

PROJECT NO: 20-010-001

DRAWING NO: **1**

VILLAGE AT NOLAN HEIGHTS

P21-14 Preliminary Plat – Village at Nolan Heights

Plat Distributed to HH Staff: April 12, 2021

Comments Returned to Republic Engineering & Development Services: April 19, 2021

Response: April 16, 2021

Planning & Development

1. Please confirm will the plat/subdivision be called “Village at Nolan Heights” or “The Village at Nolan Heights”? Various documents refer to one or the other plat name.
2. Plat – Provide a Plat Note stating which block/lots will be developed as R-1 – Single Family and those that will be developed at R-2 – Duplex.
3. Plat – Please show setbacks for lots.
 - a. R-1 – Front: 25’ (20’ for side entry garages), Side: 6’ and 15’ when adjacent to a side street, Rear: 20’
 - b. R-2 – Front: 25’, Side: 10’ or 15’ when adjacent to a side street, Rear: 20’
4. Plat – Plat Note #7 states that “homes built on lots that front two streets shall be built with the front of the house facing the street upon with the lot has smaller linear frontage”. In the case of Block 6, Lot 1 I presume this will be a duplex and would like to suggest that this dwelling not front Paso Fino Trail at the beginning of the subdivision.
5. KR- Plat Dedication Page Note 1 shall be amended to apply to all parcels within the subdivision not just a single tract.
6. KR- Please verify spelling in Note 2 in the plat dedication page.
7. KR- Plat Dedication Page Note 3 shall be amended to also include FEMA Map 48027C0295E, which effects the southeast corner of the development.
8. KR- Plat Dedication Page Note 3 shall be amended to include an exception statement for Lots 1-9 Block 6, Lot 60 Block 3, and Lots 21-25 Block 1 such that said lots shall not have access to Warrior’s Path. Per Section 154.37, applicant shall place a 1-foot non-access easement along Warrior’s Path.
9. KR- Due to changes beyond the city’s control, Note 9 be removed from the plat dedication page. The sidewalks will be required to be installed at the time of development.
10. KR- Per Section 154.42 of the code of ordinances, provide a utility easement (for sewer) near or on Lots 11 and 12, Block 3 such that it provides connectivity across Drainage Tract 1 and the existing offsite western drainage tract onto Pueblo Trace.
11. KR- Per Section 154.42 of the code of ordinances, provide a utility easement (for sewer) to the offsite parcels adjacent to the northeast corner of this subdivision.
12. KR- Per Section 154.37(D)(1) of the code of ordinances, on the plat dedication page the Caspian Trail ROW connection at Warrior’s Path shall be a width of 70 feet for a distance of 100 feet from the intersection.

13. KR- On Sheet 9 add a note that manholes within or immediately adjacent to drainage easement shall have a watertight ring and cover.
14. KR- On Sheet 10 clarify why sidewalks are not illustrated on both sides of the roadway, and add a note that the developer will be required to install the sidewalks across all drainage easement/ tract crossings within the installation of the public infrastructure.

MET (4/16/21)

Public Works, Mark Hyde

Water Layout

1. Remove the 90-degree bend from the fire hydrant assemblies. Connect the fire hydrant valve directly to the tee. Provide additional public utility easements for the perpendicular fire hydrant installation.
2. For the water line connections at High Ridge Trail and Warriors Path, indicate the existing flush assembly valve will remain in place or a new water valve will be installed.

MET (4/16/21)

Sanitary Sewer Layout

1. **At Fox Trotter Court and the entrance to Caspian Trail, relocate the sanitary sewer lines behind the curb. Move the center line of all sanitary sewer lines 5' behind the back of curb. The current alignment of the sanitary sewer lines are too close to the curb. The curb and street will be damaged during future maintenance excavation. Provide additional public utility easements for the sanitary sewer if necessary.**
2. Regarding sanitary sewer capacity for this development, the City of Harker Heights has conducted an engineering study on the remaining sanitary sewer capacity of the Evergreen-Fawn Valley Lift Station, the Trimmer Lift Station and associated lift station force mains and receiving gravity sanitary sewer mains. The sanitary sewer system serving this proposed subdivision is currently at capacity. The City of Harker Heights has engineering design underway for the sanitary sewer capacity expansion. Developers will be required to pay for the sanitary sewer expansion costs required to serve their subdivision.

Sidewalk Layout

1. Sidewalks are required on both sides of the streets within the subdivision. Please revise the layout sheet to show sidewalks on both sides of the street.

MET (4/16/21)

Consulting Engineer, Otto Wiederhold

I am in agreement with the Drainage report and the Water study/report. I will review the final construction plans when they are provided. I recommend approval subject to comments.

1. Street and Storm Drainage Plan & Profiles. Storm Drainage conduits profiles need to include the HGLs (hydraulic Grade Lines).

2. Sanitary Sewer Plan & Profiles
3. Water plans
4. Earthen Drainage Channel Plan, Profile with Water Surface Profile included.
5. The Drainage sheets indicate a detailed drainage study that was not furnished to me for review. Calculations of runoff depths within streets at points of concentration is very important in my review and comments.

MET (4/16/21)

Fire Marshal, Brad Alley

1. Hydrants will need to be relocated
 - Hydrant 2 (Block 2 lot12) needs to be across from the cul-de-sac suggest moving to Block 2 lot 13 & 14 property line or SW corner of block 1 lot 17 (Paint Horse Trail & Fox Trotter Court)
 - Hydrant 3 (block 1 lot 23) moves to SW corner of Block 1 lot 25 (Paso Fino Trail & Caspian Trail)
 - Hydrant 4 (block 6 lot 4) moves to SW corner of Block 6 lot 8 (Caspian Trail)
 - Hydrant 5 (block 3 lot 49) moves to NW corner of block 3 lot 48 (Saddlebreed Loop & Paso Fino Trail)
 - Hydrant 8 (block 3 lot 26 moves to NW corner of block 3 lot 25 (Friesian Loop & Paso Fino Trail)

MET (4/16/21)

Building Official, Mike Beard

1. No Comments.

ONCOR, Derex Spencer

Century Link, Chris McGuire

1. No Comments.

Time Warner Cable/Spectrum, Shaun Whitehead

ATMOS, Burton Jones

1. Atmos does not have any assets that are presumed to be in conflict with the proposed development w/ respect to the exhibits provided.
2. NOTE: Should this development consider going with Natural Gas, please do reach out for discussion on that matter as we do have a 3" gas main at the North West end of the property.



✉ info@RepublicEDS.com

📍 P.O. Box 3123
Harker Heights, TX 76548

☎ 979.234.0396

April 12, 2020

City of Harker Heights
305 Millers Crossing
Harker Heights, Texas 76548

Attn: Harker Heights City Staff

Harker Heights City Staff,

Below is the response to comments for The Village at Nolan Heights Preliminary Plat, received on April 7, 2021. Response to comment is in **bold**.

Planning & Development

1. Please confirm will the plat/subdivision be called "Village at Nolan Heights" or "The Village at Nolan Heights"? Various documents refer to one or the other plat name.
The plat will be called "The Village at Nolan Heights". The plat has been updated.
2. Plat – Provide a Plat Note stating which block/lots will be developed as R-1 – Single Family and those that will be developed at R-2 – Duplex.
Note has been added (note 10).
3. Plat – Please show setbacks for lots.
 - a. R-1 – Front: 25' (20' for side entry garages), Side: 6' and 15' when adjacent to a side street, Rear: 20'
 - b. R-2 – Front: 25', Side: 10' or 15' when adjacent to a side street, Rear: 20'**A typical lot layout has been added. Setback on each individual lot cluttered the plat making it almost illegible.**
4. Plat – Plat Note #7 states that "homes built on lots that front two streets shall be built with the front of the house facing the street upon with the lot has smaller linear frontage". In the case of Block 6, Lot 1 I presume this will be a duplex and would like to suggest that this dwelling not front Paso Fino Trail at the beginning of the subdivision.
Correct, the intention is for that lot's structure to face Caspian Trail. Note 7 has been revised to insure lot 1, block 6 faces Caspian Trail.

5. KR- Plat Dedication Page Note 1 shall be amended to apply to all parcels within the subdivision not just a single tract.
Note has been revised to refer to the whole development.
6. KR- Please verify spelling in Note 2 in the plat dedication page.
Note has been updated.
7. KR- Plat Dedication Page Note 3 shall be amended to also include FEMA Map 48027C0295E, which effects the southeast corner of the development.
Note has been updated.
8. KR- Plat Dedication Page Note 3 shall be amended to include an exception statement for Lots 1-9 Block 6, Lot 60 Block 3, and Lots 21-25 Block 1 such that said lots shall not have access to Warrior's Path. Per Section 154.37, applicant shall place a 1-foot non-access easement along Warrior's Path.
I believe this comment is meant for Note 7. Note 9 was revised to include the exception statement for access for lots adjoining Warriors Path and the non-access easement has been added.
9. KR- Due to changes beyond the city's control, Note 9 be removed from the plat dedication page. The sidewalks will be required to be installed at the time of development.
Note 9 has been removed. Sidewalks along Warriors Path have been added to the sidewalk layout.
10. KR- Per Section 154.42 of the code of ordinances, provide a utility easement (for sewer) near or on Lots 11 and 12, Block 3 such that it provides connectivity across Drainage Tract 1 and the existing offsite western drainage tract onto Pueblo Trace.
A 10' U.E. along the common lot line of lots 11 and 12, block 3 and the drainage tract has been added.
11. KR- Per Section 154.42 of the code of ordinances, provide a utility easement (for sewer) to the offsite parcels adjacent to the northeast corner of this subdivision.
The 15' Drainage Easement along Lot 15, Block 1 has been revised to also be an underground Utility Easement. A 10' U.E. along the common lot line of Lots 20 & 21, Block 1 has been added, please see revised plat.
12. KR- Per Section 154.37(D)(1) of the code of ordinances, on the plat dedication page the Caspian Trail ROW connection at Warrior's Path shall be a width of 70 feet for a distance of 100 feet from the intersection.
The entrance of Caspian Trail has been updated to a 70' ROW.

13. KR- On Sheet 9 add a note that manholes within or immediately adjacent to drainage easement shall have a watertight ring and cover.

Note has been added.

14. KR- On Sheet 10 clarify why sidewalks are not illustrated on both sides of the roadway, and add a note that the developer will be required to install the sidewalks across all drainage easement/tract crossings within the installation of the public infrastructure.

There was a printing error, that resulted in some of the sidewalks not showing up. This has been fixed to show sidewalks on both sides of the street. Note has been added.

Public Works, Mark Hyde

Water Layout

1. Remove the 90-degree bend from the fire hydrant assemblies. Connect the fire hydrant valve directly to the tee. Provide additional public utility easements for the perpendicular fire hydrant installation.

Hydrants have been changed to perpendicular and extended to the property line. This location will avoid all sidewalks and dry utilities while staying as close to the street as possible. The hydrants will be within the 10' U.E. that runs along the R.O.W. Note 4 has been updated to reflect these changes.

2. For the water line connections at High Ridge Trail and Warriors Path, indicate the existing flush assembly valve will remain in place or a new water valve will be installed.

Callout has been updated for valve to remain.

Sanitary Sewer Layout

1. At Fox Trotter Court and the entrance to Caspian Trail, relocate the sanitary sewer lines behind the curb. Move the center line of all sanitary sewer lines 5' behind the back of curb. The current alignment of the sanitary sewer lines are too close to the curb. The curb and street will be damaged during future maintenance excavation. Provide additional public utility easements or the sanitary sewer.

The sewer layout has been adjusted as requested.

2. Regarding sanitary sewer capacity for this development, the City of Harker Heights has conducted an engineering study on the remaining sanitary sewer capacity of the Evergreen-Fawn Valley Lift Station, the Trimmier Lift Station and associated lift station force mains and receiving gravity sanitary sewer mains. The sanitary sewer system serving this proposed subdivision is currently at capacity. The City of Harker Heights has engineering design underway for the sanitary sewer capacity expansion. Developers will be required to pay for the sanitary sewer expansion costs required to serve their subdivision.

Per previous conversations with city staff, the developer is willing to enter into a Developer Agreement to satisfy the city's concerns about the downstream sanitary sewer upgrades. The developer request that in this agreement all fees associated with the improvements be issued at a per connection basis and enforced at the time a building permit is requested for each individual lot. The developer also requests that all lots be allowed to receive building permits and 50 of those lots be able to receive certificates of occupancy prior to the downstream improvements being completed. We feel that with the timing of both this project and the downstream improvements, these 50 lots will cause minimal additional strain to the system and there is a high possibility that by the time these 50 lots are fully developed, homes constructed and occupied, the downstream improvement will be close to, if not completely, done.

Sidewalk Layout

1. Sidewalks are required on both sides of the streets within the subdivision. Please revise the layout sheet to show sidewalks on both sides of the street.

There was a printing error, that resulted in some of the sidewalks not showing up. This has been fixed to show sidewalks on both sides of the street. Sidewalk as also been added along Warriors Path per the plat note change.

Consulting Engineer, Otto Wiederhold

I am in agreement with the Drainage report and the Water study/report. I will review the final construction plans when they are provided. I recommend approval subject to comments.

1. Street and Storm Drainage Plan & Profiles. Storm Drainage conduits profiles need to include the HGLs (hydraulic Grade Lines).
Understood. All plan and profiles will be submitted with construction plans.
2. Sanitary Sewer Plan & Profile
Understood. All plan and profiles will be submitted with construction plans.
3. Water plans
Understood. All plan and profiles will be submitted with construction plans.

4. Earthen Drainage Channel Plan, Profile with Water Surface Profile included.
Understood. All plan and profiles will be submitted with construction plans.

5. The Drainage sheets indicate a detailed drainage study that was not furnished to me for review. Calculations of runoff depths within streets at points of concentration is very important in my review and comments.
A preliminary drainage report was submitted with the preliminary plat. The preliminary report only focused on the larger drainage features and a pre-post analysis. A more detailed report (including street capacities and storm drain design) will be submitted with the construction plans.

Fire Marshal, Brad Alley

1. Hydrants will need to be relocated.
 - Hydrant 2 (Block 2 lot12) needs to be across from the cul-de-sac suggest moving to Block 2 lot 13 & 14 property line or SW corner of block 1 lot 17 (Paint Horse Trail & Fox Trotter Court)
Hydrant has been moved as requested.
 - Hydrant 3 (block 1 lot 23) moves to SW corner of Block 1 lot 25 (Paso Fino Trail & Caspian Trail)
Hydrant has been moved as requested.
 - Hydrant 4 (block 6 lot 4) moves to SW corner of Block 6 lot 8 (Caspian Trail)
Hydrant has been moved as requested.
 - Hydrant 5 (block 3 lot 49) moves to NW corner of block 3 lot 48 (Saddlebreed Loop & Paso Fino Trail)
Hydrant has been moved as requested.
 - Hydrant 8 (block 3 lot 26 moves to NW corner of block 3 lot 25 (Friesian Loop & Paso Fino Trail)
Hydrant has been moved as requested.

Building Official, Mike Beard

No Comments.

ONCOR, Derex Spencer

No Comments.

Century Link, Chris McGuire

No Comments.

Time Warner Cable/Spectrum, Shaun Whitehead

No Comments.

ATMOS, Burton Jones

1. Atmos does not have any assets that are presumed to be in conflict with the proposed development w/ respect to the exhibits provided.
Understood. No changes made.
2. NOTE: Should this development consider going with Natural Gas, please do reach out for discussion on that matter as we do have a 3" gas main at the North West end of the property.
Understood. No changes made.

Sincerely,

Joseph Theriot, P.E.



✉ info@RepublicEDS.com

📍 P.O. Box 3123
Harker Heights, TX 76548

☎ 979.234.0396

April 20, 2020

City of Harker Heights
305 Millers Crossing
Harker Heights, Texas 76548

Attn: Harker Heights City Staff

Harker Heights City Staff,

Below is the response to comments for The Village at Nolan Heights Preliminary Plat, received on April 19, 2021. Response to comment is in **bold**.

Planning & Development

All comments met on 4/16/21

Public Works, Mark Hyde

Water Layout

All comments met on 4/16/21

Sanitary Sewer Layout

1. At Fox Trotter Court and the entrance to Caspian Trail, relocate the sanitary sewer lines behind the curb. Move the center line of all sanitary sewer lines 5' behind the back of curb. The current alignment of the sanitary sewer lines are too close to the curb. The curb and street will be damaged during future maintenance excavation. Provide additional public utility easements or the sanitary sewer.

The sewer layout has been adjusted as requested.

All other comments were met on 4/16/21.

Sidewalk Layout

All comments met on 4/16/21

Consulting Engineer, Otto Wiederhold

All comments met on 4/16/21

Fire Marshal, Brad Alley

All comments met on 4/16/21

Building Official, Mike Beard

No Comments.

ONCOR, Derex Spencer

No Comments.

Century Link, Chris McGuire

No Comments.

Time Warner Cable/Spectrum, Shaun Whitehead

No Comments.

ATMOS, Burton Jones

No Additional Comments.

Sincerely,

Joseph Theriot, P.E.



CITY COUNCIL MEMORANDUM

AGENDA ITEM # X-2

FROM: THE OFFICE OF THE CITY MANAGER

DATE: MAY 11, 2021

DISCUSS AND CONSIDER APPROVING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS, FINDING THAT ONCOR ELECTRIC DELIVERY COMPANY LLC'S APPLICATION FOR APPROVAL TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; AUTHORIZING THE HIRING OF LEGAL COUSEL AND CONSULTING SERVICES; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTIN TO THE COMPANY AND LEGAL COUNSEL AND TAKE THE APPROPRIATE ACTION.

BACKGROUND:

On April 8, 2021, Oncor Electric Delivery Company LL (Oncor) filed an Application for Approval to Amend its Distribution Cost Recovery Factor (DCRF) to Increase Distribution Rates with each of the cities in their service area. In the filing, Oncor is seeking an increase in total distribution revenue requirements by approximately \$97,826,277.

The attached resolution authorizes the City to join with the Steering Committee of Cities Served by Oncor (OCSC) to evaluate the filing, determine whether the filing complies with law, and if lawful, determine what further strategy, including settlement, to pursue.

RECOMMENDATION:

Staff recommends approving the Resolution.

ACTION BY THE CITY COUNCIL:

1. Motion to APPROVE/DISAPPROVE a Resolution authorizing continued participation with the Atmos Cities Steering Committee; and authorizing the payment five cents per capita to the Atmos Cities Steering Committee to fund regulatory and related activities related to Atmos Energy Corporation.
2. Any other action desired.

ATTACHMENTS:

1. Resolution.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF HARKER HEIGHTS, TEXAS FINDING THAT ONCOR ELECTRIC DELIVERY COMPANY LLC'S APPLICATION FOR APPROVAL TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; AUTHORIZING PARTICIPATION WITH OCSC; AUTHORIZING THE HIRING OF LEGAL COUNSEL AND CONSULTING SERVICES; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

WHEREAS, the City of Harker Heights, Texas ("City") is an electric utility customer of Oncor Electric Delivery Company LLC ("Oncor" or "Company") with an interest in the rates and charges of Oncor; and

WHEREAS, the Steering Committee of Cities Served by Oncor ("OCSC") is a coalition of similarly situated cities served by Oncor that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in Oncor's service area in matters before the Public Utility Commission ("Commission") and the courts; and

WHEREAS, on or about April 8, 2021, Oncor filed with the Commission an Application for Approval to Amend its Distribution Cost Recovery Factor ("DCRF"), Commission Docket No. 51996, seeking to increase its total distribution revenue requirement by approximately \$97,826,277; and

WHEREAS, the City of Harker Heights will cooperate with OCSC in coordinating their review of Oncor's DCRF filing with designated attorneys and consultants, prepare a common response, negotiate with the Company, and direct any necessary litigation, to resolve issues in the Company's filing; and

WHEREAS, all electric utility customers residing in the City will be impacted by this ratemaking proceeding if Oncor's Application is granted; and

WHEREAS, working with the OCSC to review the rates charged by Oncor allows members to accomplish more collectively than each city could do acting alone; and

WHEREAS, OCSC's members and attorneys recommend that members who have retained original jurisdiction over electric utility rates deny Oncor's DCRF.

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

SECTION 1. That the City is authorized to participate with OCSC in Commission Docket No. 51996.

SECTION 2. That, subject to the right to terminate employment at any time, the City of Harker Heights hereby authorizes the hiring of the law firm of Lloyd Gosselink Rochelle & Townsend, P.C. and consultants to negotiate with the Company, make recommendations to the City regarding reasonable rates, and to direct any necessary administrative proceedings or court litigation associated with an appeal Oncor's DCRF application.

SECTION 3. That the rates proposed by Oncor to be recovered through its DCRF charged to customers located within the City limits should be denied.

SECTION 4. That the Company should continue to charge its existing rates to customers within the City.

SECTION 5. That the City's reasonable rate case expenses shall be reimbursed in full by Oncor within 30 days of the adoption of this Resolution, and within 30 days of presenting monthly bills to Oncor thereafter.

SECTION 6. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

SECTION 7. That a copy of this Resolution shall be sent to J. Michael Sherburne, Vice President – Regulatory, Oncor Electric Delivery Company LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202; to Tab R. Urbantke, Hunton Andrews Kurth LLP, 1445 Ross Avenue, Suite 3700, Dallas, Texas 7520; and to Thomas Brocato, General Counsel to OCSC, at Lloyd Gosselink Rochelle & Townsend, P.C., P.O. Box 1725, Austin, TX 78767-1725, or tbrocato@lglawfirm.com.

PASSED, APPROVED AND ADOPTED on this 11th day of May 2021.

CITY OF HARKER HEIGHTS, TEXAS:

Spencer H. Smith, Mayor

ATTEST:

Julie Helsham, City Secretary



CITY COUNCIL MEMORANDUM

AGENDA ITEM # X-3

FROM: THE OFFICE OF THE CITY MANAGER

DATE: May 11, 2021

DISCUSS AND CONSIDER APPROVING A REQUEST FOR ALCOHOL SERVICES FOR THE HARKER HEIGHTS CHAMBER OF COMMERCE “HARKER HEIGHTS FOOD, WINE & BREW FESTIVAL – CHEERS TO OUR HOMETOWN HEROES” AT 2410 COMMUNITY PARK ON SATURDAY, SEPTEMBER 11, 2021, AND TAKE THE APPROPRIATE ACTION.

EXPLANATION:

The Chamber of Commerce is hosting an event in place of the yearly “Central Texas Food, Wine & Brew Festival” to thank first responders, soldiers, and healthcare professionals. This event will be called “HHFWB – Cheers to our Hometown Heroes” and is scheduled to be held at the 2410 Community Park on September 11, 2021. The Chamber has a desire to supply and offer adult beverages – wine & beer. This event is monitored through ticket sales which can be purchased at the chamber and through members of the chamber.

The use of alcohol within City Parks is not allowed through department policy and can only be granted by the permission of City Council. The City of Harker Heights and the Chamber of Commerce have had an excellent working relationship in providing events for the Community.

RECOMMENDATION:

None

ACTION BY CITY COUNCIL:

1. Motion to APPROVE/DISAPPROVE a request for alcohol services for the Harker Heights Chamber of Commerce “Harker Heights Food, Wine & Brew Festival – Cheers to our Hometown Heroes” at the 2410 Community Park for September 11, 2021.
2. Any other action desired.

ATTACHMENTS:

1. Application for Facility Rental – Parks & Recreation
2. Request for Alcohol Services – Parks & Recreation

**CITY OF HARKER HEIGHTS PARKS & RECREATION
REQUEST FOR ALCOHOL SERVICES**

I, Gina Pence, representative agent of the following business or organization:
Harker Heights Chamber of Commerce request the presence of alcohol at the following function:

Name of Event: HHFWB - Cheers to our Local heroes
Date & Time: 9/11/21 9:00 am - 10:00 pm (event 2pm-8pm)
Set up, event, tear down

Purpose of Event:
Community event to thank our first responder, soldiers, and healthcare workers allowing vendors, wineries & breweries

Types of alcohol being served: wine & beer

Are the beverages for sale or free? Sale Free Tips only

Who will be serving the drinks? wineries & breweries

Will there be children/adults under the age of 21 present? Yes No

I understand that the City of Harker Heights does not hold a Mixed Beverage Permit from the Texas Alcohol Beverage Commission (TABC), and all permits and licensing required by law are my own responsibility. I also agree that I am responsible for ensuring strict compliance with all TABC rules and regulations pertaining to the Event. I further understand that failure to comply with these obligations may result in the loss of future Parks & Recreation rental privileges, and other penalties.

INDEMNIFICATION

I agree to hold harmless and relieve and discharge the City of Harker Heights, its officers, employees, agents, volunteers, contractors, representatives and insurers ("Released Parties") from any and all liability for loss, injury, or damages to any person or persons for personal injuries or death of any person or persons, or loss or damage to any property occasioned by or sustained by reason of the occupancy and use of the Center and the facilities thereof without regard to the cause of such loss, or **WHETHER THE LOSS WAS CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE RELEASED PARTIES**. I further expressly covenant and agree to protect, defend, indemnify, and hold harmless the Released Parties from all claims based upon alleged joint and/or concurrent negligence of the Released Parties, myself, and any person for whom I am responsible, arising out of or incident to the Event. I agree that in case any of the Released Parties shall be made a party to any litigation commenced by or against me or relating to the Event, then I shall pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon any of the Released Parties by virtue of any such litigation.

AUTHORIZED AGENT: The signer of this Request hereby represents and warrants that he or she has full authority to execute this form on behalf of the business or organization named above, if any.

IN WITNESS WHEREOF, we have affixed our signature, this _____ day of _____, 20____.

Contact: Gina Pence
Address: 552 E FM 2410 #63
Harker Heights TX 76548
Telephone: 254-699-4999
Email: gina@hhchamber.com

By: [Signature]
Signature of Authorized Agent

By: _____
Director/ or designee

CITY OF HARKER HEIGHTS
Parks & Recreation

For Official Use Only
Date presented to City Council: _____
Approved by City Council: <input type="checkbox"/>
Declined by City Council: <input type="checkbox"/>

FACT SHEET FOR ALCOHOL APPLICATION

To host an event with alcohol in any City of Harker Heights park, simply submit the below application to the front desk at the Recreation Center for City Council approval before the first and third Friday of each month. Be prepared to appear at a City Council meeting (second or fourth Tuesday) to answer any questions they may have regarding your event.

If approved, please follow the below steps for Texas Alcoholic Beverage Compliance (TABC):

If you are a civic organization or a private party and are hosting a free event with alcoholic beverages, you do not need a TABC Temporary Permit.

If you are a civic organization that is hosting an event where patrons are charged for entrance, food & beverages, specific activities, etc., you must:

1. Obtain a TABC Temporary Permit or,
2. Contract out a caterer or restaurant with proper TABC licensing.

To obtain a TABC Temporary Permit:

1. Print from the website: <https://www.tabc.texas.gov/services/abc-licenses-permits/new-abc-licenses-permits/abc-new-license-permit-forms/?topic=Temporary+Licenses+or+Permits> or,
2. Apply in person to:
TABC Belton Outpost
111 E Water St.
Belton, TX 76513
(254) 933-5368
Fax: (254) 933-5369
3. Complete the TABC Routing Sheet

To avoid processing delays, the application should be submitted ten business days in advance of an event.

Can I sell or serve alcoholic beverages at a fundraising event?

TABC Marketing Practice Bulletin MPB-026 includes a summary of various options available to charitable, religious or civic organizations wishing to serve alcoholic beverages at fundraising events. This bulletin discusses the receipt of donations by charitable, religious or civic organizations from members of the alcoholic beverage industry.

Can I give away free alcoholic beverages without holding a TABC permit?

It is legal to provide free alcoholic beverages without a permit. However, to be truly "free," it must be available to any adult who walks in the door and requests it. If alcoholic beverages are only available to paying customers, the assumption is that the cost of the alcohol is included in the price of the service. This constitutes a sale of alcoholic beverages, and a TABC permit would be required. When you provide the alcoholic beverage, there cannot be any expectation of receiving money. You cannot ask for a "donation" or "tip." If the drinks will only be available to paying guests, then you will need a permit. Some examples: A wedding reception with free drinks is really free. A boutique that serves free wine while you shop, even if you don't buy anything, is really free. A nail salon with a "free" drink when you pay for a manicure is not really free. If you buy tickets to attend a charity ball and they serve "free" drinks, those are not really free. If a tip jar sits next to a keg of beer expecting "donations," the beer would not be considered free.

HARKER HEIGHTS PARKS & RECREATION

Application for Outdoor Facility Rental

Proposed Date of the Event: Sat. Sept. 11th Start Time: 9:00 am End Time: 10:00 pm
*Include set up & tear down during your time slot

Event Name & Description: HHFWB - Cheers to OUR Hometown Heroes

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
✓	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
—	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
—	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****

Requesting permission to allow vendors to serve alcohol.

Name: HH Chamber of Commerce Phone: 254-699-4999 Alt Phone: _____

Address: 552 E. FM 2410 Ste B City: H.H. State: TX Zip: 76548

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

Approximate Number of Attendees: 500+ Approximate Number of Vehicles: 300

Inflatables or Jumping Equipment: [Yes] or [No] (Must meet with Grounds Crew (2) days prior)

Water Needed: [Yes] or [No] (If Yes, give quantity needed): _____

Amplified Sound [Yes] or [No] (If Yes, describe sound amplification usage and equipment such as type used, wattage, etc.): Event 2:00 - 8:00 pm

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.)

entire park is requested for event. The event will have alcohol (w/beer & bud).

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

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

Date: _____ Amount: \$ _____ Reason: _____



CITY COUNCIL MEMORANDUM

AGENDA ITEM # XIII-1

FROM: THE OFFICE OF THE CITY MANAGER

DATE: MAY 11, 2021

RECEIVE AND DISCUSS AN UPDATE ON THE 2021 STREET IMPROVEMENT-WINTER STORM REPAIR PROJECTS.

BACKGROUND:

Staff will provide an update on the status of the 2021 Street Improvement-Winter Storm Repair Projects along collector level streets within the City.

RECOMMENDATION:

None

ACTION BY THE CITY COUNCIL:

None



CITY COUNCIL MEMORANDUM

AGENDA ITEM # XIII-2

FROM: THE OFFICE OF THE CITY MANAGER

DATE: MAY 11, 2021

RECEIVE AND DISCUSS THE FY 2020 – 2021 SECOND QUARTER INVESTMENT REPORT.

BACKGROUND:

Attached is the investment report for the second quarter of fiscal year 2021. The total amount invested as of March 31, 2021, was \$33,166,170.65. This is \$1,322,190.48 less than the \$31,843,980.17 that was invested as of March 31, 2020.

As shown in the graph below, total investments decreased by \$359,449.83 from the first quarter of the 2021 fiscal year. Increases in the General and Capital Improvement Funds can be attributed to the budgeted transfers that were completed during the second quarter. Debt payments were made from the Utility, Drainage and Debt Service Funds in February 2021 resulting in a decrease in these funds. Additional reasons for the decrease in the Utility Fund include budgeted transfers made to other funds as well as daily operating expenses.

Description	As of 12/31/2020	As of 03/31/2021	Increase (Decrease)
01 General Fund	18,920,500.45	20,636,449.41	1,715,948.96
02 Utility Fund	4,157,765.10	1,666,411.40	(2,491,353.70)
03 Drainage Fund	213,306.37	100,298.78	(113,007.59)
04 Sanitation Fund	232,908.39	155,868.67	(77,039.72)
05 Capital Improvement Fund	6,265,481.26	7,382,374.15	1,116,892.89
06 Debt Service Fund	3,137,763.04	2,643,651.17	(494,111.87)
11 Hotel / Motel Fund	370,900.10	389,080.04	18,179.94
12 Restricted Court Fund	226,995.77	192,037.03	(34,958.74)
Total / Average	33,525,620.48	33,166,170.65	(359,449.83)

The Investment Portfolio by Maturity Range, page 4 of the attached Investment Report, shows that most of the City's investments (68.78%) will mature within one month of March 31, 2021. Included in this category are the City's checking accounts, pool accounts, and two Certificates of Deposit which matured on April 19 and April 22, 2021. There are currently no investments that exceed a maturity range of one year.

The City's current investments have interest rates that range from 0.01% to 1.75%. As a comparison, Treasury Bill rates for a one-month investment at March 31, 2021 was 0.01% and for a one-year investment was 0.07%.

RECOMMENDATION:

None.

ACTION BY COUNCIL:

None.

ATTACHMENTS:

1. Investment Report – March 31, 2021.

City of Harker Heights
 Portfolio Management - Portfolio Summary
 As of 3/31/2021

Description	Yield	Face Amount/Shares	Cost Value	Market Value	Days To Maturity	% of Portfolio
CDARS Program	0.29	4,425,804.35	4,425,804.35	4,425,804.35	258	13.34
Certificate of Deposit	0.75	6,423,746.86	6,423,746.86	6,426,515.26	213	19.38
Checking Accounts	0.15	6,583,432.97	6,583,432.97	6,583,432.97	1	19.85
Pool Accounts	0.09	15,730,418.07	15,730,418.07	15,730,418.07	1	47.43
Total / Average	0.26	33,163,402.25	33,163,402.25	33,166,170.65	76	100.00

Interest Income Earned Through March 31, 2021: \$109,058.69
 Average Daily Balance Through March 31, 2021: \$30,768,557.82

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 Lealjee, Finance Director

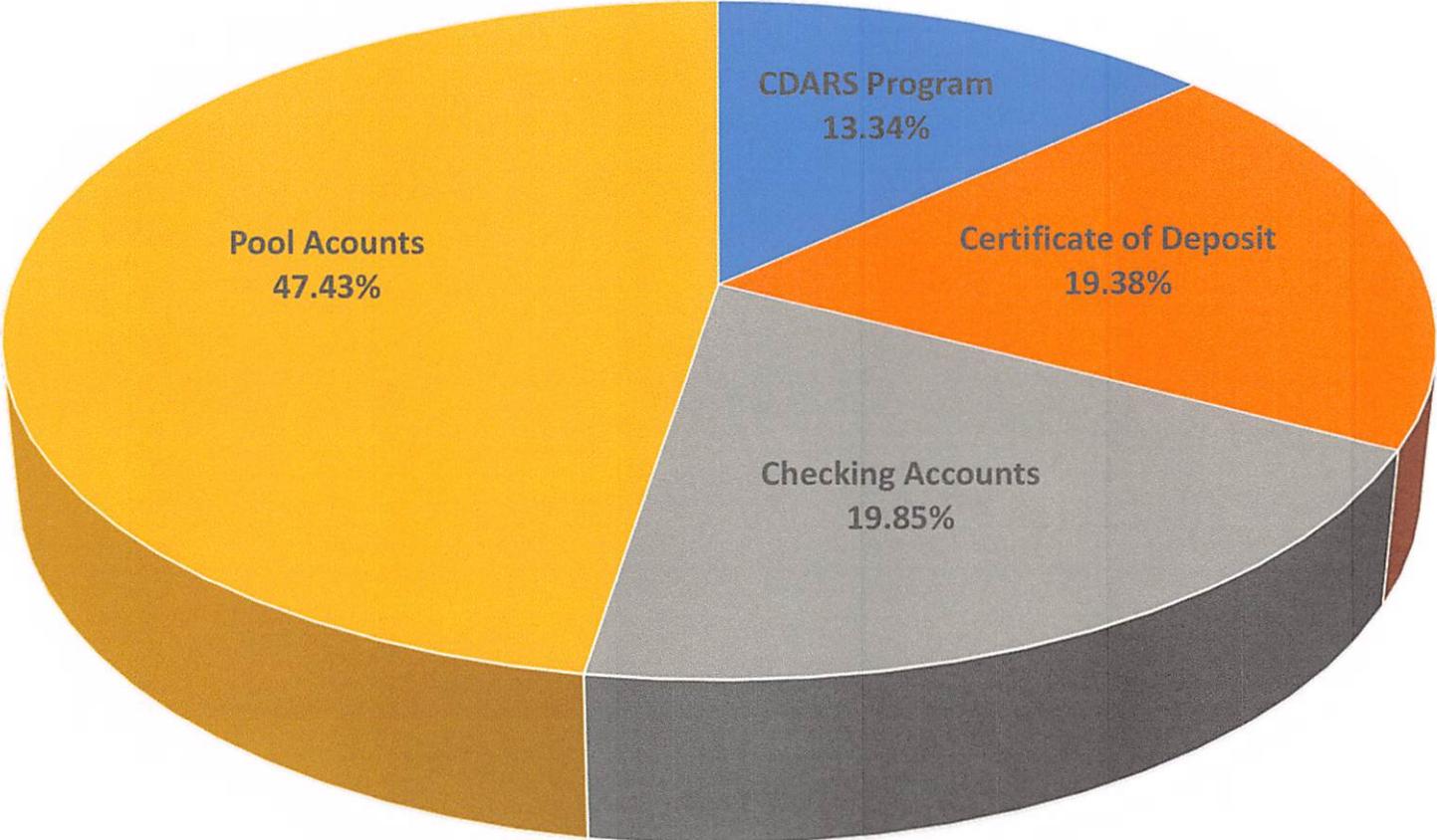
5/3/21



 David R. Mitchell, City Manager

5/4/21

PORTFOLIO HOLDINGS DISTRIBUTION BY ASSET CLASS



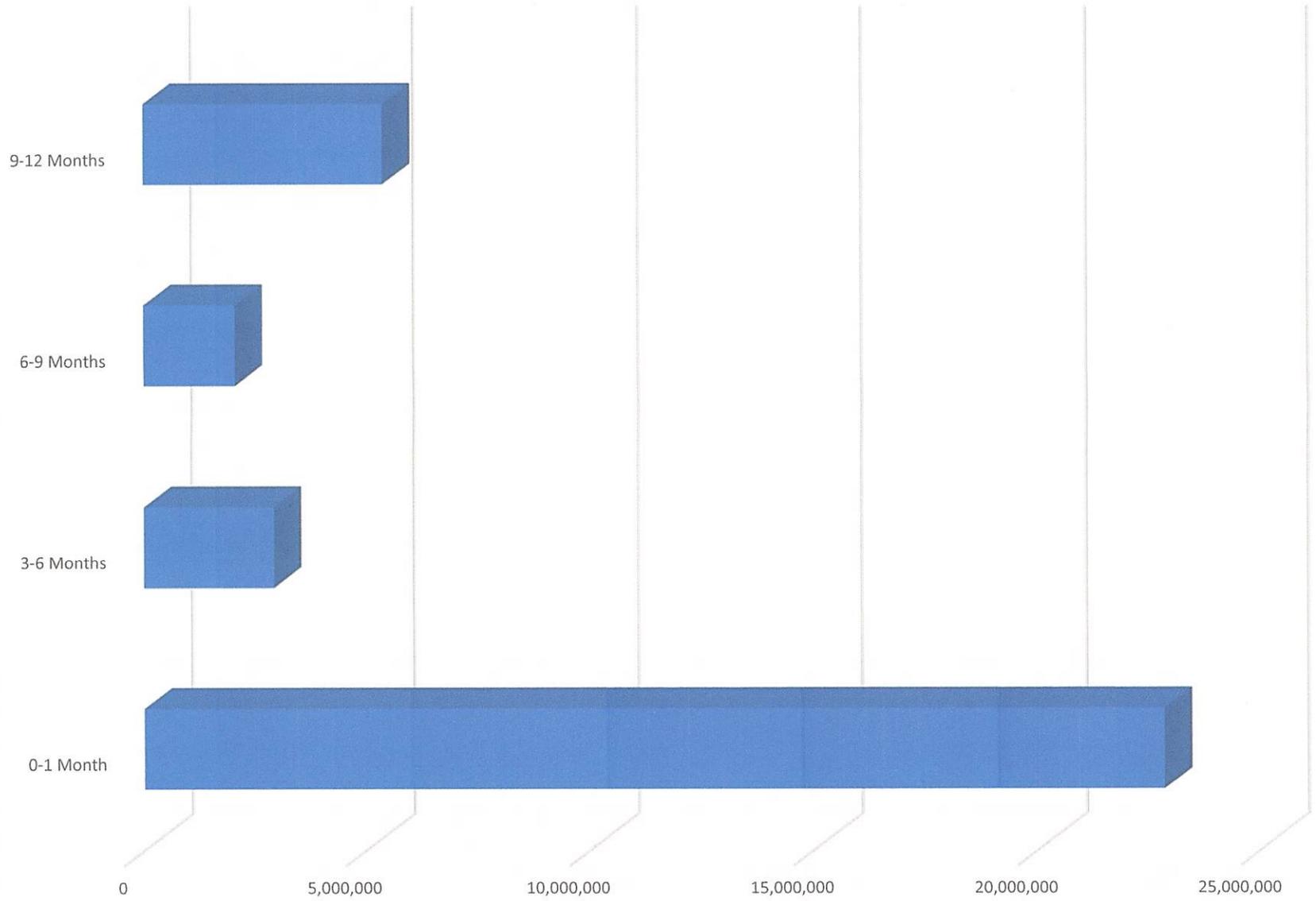
City of Harker Heights
Quarterly Investment Report - Portfolio Detail with Accrued Interest
Begin Date: 12/31/2020, End Date: 3/31/2021

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	Beginning Yield @ Cost	Ending Yield @ Cost
CDARS Program											
First National Bank Texas - Killeen, TX 2.38 1/7/2	01-100-210 CDARS General Fund [UR]	2,620,505.40	0.00	2,620,505.40	0.00	0.00	1,025.41	1,025.41	1/7/2021	2.38	
First National Bank Texas - Killeen, TX 1.4 10/14/	05-100-210 CDARS Capital Projects [UR]	762,823.17	2,637.79	0.00	0.00	765,460.96	2,637.79	2,637.79	10/14/2021	1.40	1.40
First National Bank Texas - Killeen, TX 0.07 12/2/	01-100-208 CDARS General Fund Reserve [UR]	1,038,271.31	179.25	0.00	0.00	1,038,450.56	179.25	179.25	12/2/2021	0.07	0.07
First National Bank Texas - Killeen, TX 0.06 1/6/2	01-100-210 CDARS General Fund [UR]	0.00	2,621,892.83	0.00	0.00	2,621,892.83	362.02	362.02	1/6/2022		0.06
Sub Total/Average CDARS Program		4,421,599.88	2,624,709.87	2,620,505.40	0.00	4,425,804.35	4,204.47	4,204.47		1.67	0.29
Certificate of Deposit											
Bank of the West - San Francisco, CA 1.55 2/18/202	01-100-216 CD General Fund [UR]	245,411.60	0.00	245,000.00	(411.60)	0.00	3,797.50	509.80	2/18/2021	1.55	
First General Bank - Rowland Heights, CA 1.5 2/19/	01-100-215 CD General Fund Reserve [UR]	245,406.70	0.00	245,000.00	(406.70)	0.00	624.24	503.42	2/19/2021	1.50	
BBVA - Temple, TX 0.2 2/24/2021	05-100-235 CD Series 2018 Operating	500,334.36	85.00	500,419.36	0.00	0.00	170.01	150.83	2/24/2021	0.20	
Morgan Stanley Bank - Salt Lake City, UT 1.75 4/19	05-100-221 CD Capital Projects [UR]	248,274.52	0.00	0.00	(1,054.69)	247,219.83	0.00	1,065.83	4/19/2021	1.75	1.75
CommunityBank TX - Beaumont, TX 1.7 4/22/2021	05-100-221 CD Capital Projects [UR]	250,279.86	0.00	0.00	(1,030.86)	249,249.00	1,043.74	1,043.74	4/22/2021	1.70	1.70
BBVA - Temple, TX 1.55 7/23/2021	01-100-216 CD General Fund [UR]	1,521,431.95	5,823.48	0.00	0.00	1,527,255.43	5,823.48	5,825.46	7/23/2021	1.55	1.55
BBVA - Temple, TX 0.2 8/24/2021	02-100-216 CD Meter Fund [R]	400,267.48	197.45	0.00	0.00	400,464.93	197.45	197.45	8/24/2021	0.20	0.20
BancorpSouth Bank - Harker Heights, TX 0.5 8/28/20	01-100-216 CD General Fund [UR]	1,001,260.27	1,261.86	0.00	0.00	1,002,522.13	1,261.86	1,234.98	8/28/2021	0.50	0.50
Goldman Sachs Bank USA - New York, NY 1.75 10/18/2	05-100-221 CD Capital Projects [UR]	250,366.61	0.00	0.00	(1,067.04)	249,299.57	0.00	1,065.82	10/18/2021	1.75	1.75
BancorpSouth Bank - Harker Heights, TX 0.25 3/2/20	01-100-215 CD General Fund Reserve [UR]	0.00	2,000,000.00	0.00	0.00	2,000,000.00	0.00	397.26	3/2/2022		0.25
BBVA - Temple, TX 0.1 3/3/2022	05-100-235 CD Series 2018 Operating	0.00	750,504.37	0.00	0.00	750,504.37	0.00	57.57	3/3/2022		0.10
Sub Total/Average Certificate of Deposit		4,663,033.35	2,757,872.16	990,419.36	(3,970.89)	6,426,515.26	12,918.28	12,052.16		1.09	0.75
Checking Accounts											
BancorpSouth - Checking MM	01 General Fund	1,224,201.31	48,727,719.11	47,953,823.40	0.00	1,998,097.02	3,490.53	N/A	N/A	1.50	0.15
BancorpSouth - Checking MM	02 Utility Fund	3,513,857.32	10,717,628.49	13,200,342.82	0.00	1,031,142.99	3,403.61	N/A	N/A	1.5	0.15
BancorpSouth - Checking MM	03 Drainage Fund	183,906.36	864,348.21	977,358.49	0.00	70,896.08	199.87	N/A	N/A	1.50	0.15
BancorpSouth - Checking MM	04 Sanitation Fund	156,054.17	1,583,633.10	1,660,679.98	0.00	79,007.29	234.06	N/A	N/A	1.5	0.15
BancorpSouth - Checking MM	05 Capital Improvement Fund	2,065,822.51	6,706,149.95	5,585,861.95	0.00	3,186,110.51	3,396.53	N/A	N/A	1.50	0.15
BancorpSouth - Checking MM	06 Debt Service Fund	105,846.93	1,992,388.14	2,057,344.87	0.00	40,890.20	53.33	N/A	N/A	1.5	0.15
BancorpSouth - Checking MM	11 Hotel / Motel Fund	41,127.29	53,123.81	34,968.20	0.00	59,282.90	62.41	N/A	N/A	1.50	0.15
BancorpSouth - Checking MM	12 Restricted Court Fund	94,600.84	180,413.48	215,384.55	0.00	59,629.77	144.38	N/A	N/A	1.5	0.15
Subtotal BancorpSouth - Checking MM		7,385,416.73	70,825,404.29	71,685,764.26	0.00	6,525,056.76	10,984.72	N/A	N/A	1.50	0.15
First National Bank Texas - Checking MM	02 Utility Fund	42,247.23	16,512.17	383.19	0.00	58,376.21	12.33	N/A	N/A	0.10	0.10
Sub Total/Average Checking Accounts		7,427,663.96	70,841,916.46	71,686,147.45	0.00	6,583,432.97	10,997.05	0.00		1.49	0.15
Pool Accounts											
LoneStar LGIP	01 General Fund	529,551.19	500,044.35	0.00	0.00	1,029,595.54	44.35	N/A	N/A	0.07	0.01
LoneStar LGIP	02 Utility Fund	37,763.25	2.78	0.00	0.00	37,766.03	2.78	N/A	N/A	0.07	0.01
LoneStar LGIP	06 Debt Service Fund	4,785.28	0.35	0.00	0.00	4,785.63	0.35	N/A	N/A	0.07	0.01
LoneStar LGIP	11 Hotel / Motel Fund	329,772.81	24.33	0.00	0.00	329,797.14	24.33	N/A	N/A	0.07	0.01
Subtotal LoneStar LGIP		901,872.53	500,071.81	0.00	0.00	1,401,944.34	71.81	N/A	N/A	0.07	0.01
Texas Class LGIP	01 General Fund	10,492,658.59	2,934,175.12	4,010,000.00	0.00	9,416,833.71	2,922.61	N/A	N/A	0.14	0.11
Texas Class LGIP	02 Utility Fund	93,819.39	26.64	0.00	0.00	93,846.03	26.64	N/A	N/A	0.14	0.11
Texas Class LGIP	05 Capital Improvement Fund	1,400,313.16	376.21	253,500.00	0.00	1,147,189.37	376.21	N/A	N/A	0.14	0.11
Texas Class LGIP	06 Debt Service Fund	2,993,554.47	1,542,094.51	1,971,252.51	0.00	2,564,396.47	843.61	N/A	N/A	0.14	0.11
Subtotal Texas Class LGIP		14,980,345.61	4,476,672.48	6,234,752.51	0.00	13,222,265.58	4,169.07	N/A	N/A	0.14	0.11
TexStar LGIP	01 General Fund	1,802.13	0.06	0.00	0.00	1,802.19	0.06	N/A	N/A	0.068	0.02
TexStar LGIP	02 Utility Fund	69,810.43	4.78	25,000.00	0.00	44,815.21	4.78	N/A	N/A	0.07	0.02
TexStar LGIP	03 Drainage Fund	29,400.01	2.69	0.00	0.00	29,402.70	2.69	N/A	N/A	0.07	0.02
TexStar LGIP	04 Sanitation Fund	76,854.22	7.16	0.00	0.00	76,861.38	7.16	N/A	N/A	0.07	0.02
TexStar LGIP	05 Capital Improvement Fund	787,267.07	73.47	0.00	0.00	787,340.54	73.47	N/A	N/A	0.07	0.02
TexStar LGIP	06 Debt Service Fund	33,576.36	2.51	0.00	0.00	33,578.87	2.51	N/A	N/A	0.07	0.02
TexStar LGIP	12 Restricted Court Fund	132,394.93	12.33	0.00	0.00	132,407.26	12.33	N/A	N/A	0.07	0.02
Subtotal TexStar LGIP		1,131,105.15	103.00	25,000.00	0.00	1,106,208.15	103.00	N/A	N/A	0.07	0.02
Sub Total/Average Pool Accounts		17,013,323.29	4,976,847.29	6,259,752.51	0.00	15,730,418.07	4,343.88	0.00		0.13	0.09
Total / Average		33,525,620.48	81,201,345.78	81,556,824.72	(3,970.89)	33,166,170.65	32,463.68	16,256.63		0.77	0.26

City of Harker Heights
Portfolio Holdings
Investment Portfolio - by Maturity Range
As of 3/31/2021

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	0.15	6,525,056.76	6,525,056.76	6,525,056.76	19.67
CommunityBank TX - Beaumont, TX 1.7 4/22/2021	4/22/2021	22	1.70	249,000.00	249,000.00	249,249.00	0.75
First National Bank Texas - Checking MM	N/A	1	0.10	58,376.21	58,376.21	58,376.21	0.18
LoneStar LGIP	N/A	1	0.01	1,401,944.34	1,401,944.34	1,401,944.34	4.23
Morgan Stanley Bank - Salt Lake City, UT 1.75 4/19	4/19/2021	19	1.75	247,000.00	247,000.00	247,219.83	0.74
Texas Class LGIP	N/A	1	0.11	13,222,265.58	13,222,265.58	13,222,265.58	39.87
TexStar LGIP	N/A	1	0.02	1,106,208.15	1,106,208.15	1,106,208.15	3.34
Total / Average 0-1 Month		1	0.14	22,809,851.04	22,809,851.04	22,810,319.87	68.78
3-6 Months							
BancorpSouth Bank - Harker Heights, TX 0.5 8/28/20	8/28/2021	150	0.50	1,002,522.13	1,002,522.13	1,002,522.13	3.02
BBVA - Temple, TX 0.2 8/24/2021	8/24/2021	146	0.20	400,464.93	400,464.93	400,464.93	1.21
BBVA - Temple, TX 1.55 7/23/2021	7/23/2021	114	1.55	1,527,255.43	1,527,255.43	1,527,255.43	4.61
Total / Average 3-6 Months		131	1.01	2,930,242.49	2,930,242.49	2,930,242.49	8.84
6-9 Months							
First National Bank Texas - Killeen, TX 0.07 12/2/	12/2/2021	246	0.07	1,038,450.56	1,038,450.56	1,038,450.56	3.13
First National Bank Texas - Killeen, TX 1.4 10/14/	10/14/2021	197	1.40	765,460.96	765,460.96	765,460.96	2.31
Goldman Sachs Bank USA - New York, NY 1.75 10/18/2	10/18/2021	201	1.75	247,000.00	247,000.00	249,299.57	0.74
Total / Average 6-9 Months		222	0.77	2,050,911.52	2,050,911.52	2,053,211.09	6.18
9-12 Months							
BancorpSouth Bank - Harker Heights, TX 0.25 3/2/20	3/2/2022	336	0.25	2,000,000.00	2,000,000.00	2,000,000.00	6.03
BBVA - Temple, TX 0.1 3/3/2022	3/3/2022	337	0.10	750,504.37	750,504.37	750,504.37	2.26
First National Bank Texas - Killeen, TX 0.06 1/6/2	1/6/2022	281	0.06	2,621,892.83	2,621,892.83	2,621,892.83	7.91
Total / Average 9-12 Months		309	0.14	5,372,397.20	5,372,397.20	5,372,397.20	16.20
Total / Average		76	0.26	33,163,402.25	33,163,402.25	33,166,170.65	100.00

PORTFOLIO HOLDINGS BY MATURITY RANGE





CITY COUNCIL MEMORANDUM

AGENDA ITEM # XIII-3

FROM: THE OFFICE OF THE CITY MANAGER

DATE: MAY 11, 2021

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

BACKGROUND:

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

		<u>As of March 31, 2021</u>		
	<u>Page(s)</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Fund Balance</u>
General Fund	1-5	\$ 17,289,000	\$ 11,304,572	\$ 18,318,072
Utility Fund	6-8	4,919,385	4,826,486	2,266,651
Sanitation Fund	9-10	1,191,174	1,194,151	144,502
Drainage Fund	11-12	431,097	290,145	196,923
Debt Service Fund	13	3,105,764	540,700	2,615,981
Hotel/Motel Fund	14	39,082	11,250	389,127
Restricted Courts Fund	15	69,516	83,500	157,477
				<u>\$ 24,088,733</u>

RECOMMENDATION:

None.

ACTION BY COUNCIL:

None.

ATTACHMENTS:

1. Unaudited Financial Report – March 31, 2021.

GENERAL FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar 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	9,277,898	10,143,100	9,870,056	97.31%	592,158	6.38%
Total Taxes	9,277,898	10,143,100	9,870,056	97.31%	592,158	6.38%
Other Taxes and Special Assessments						
Cable Franchise Fees	167,952	335,000	165,754	49.48%	(2,198)	-1.31%
Electricity Franchise Fees	544,856	953,000	530,684	55.69%	(14,172)	-2.60%
Gas Franchise Fees	32,376	70,000	34,525	49.32%	2,149	6.64%
Telephone Franchise Fees	18,060	10,000	5,343	53.43%	(12,717)	-70.42%
Mixed Drink Tax	54,639	70,000	64,764	92.52%	10,125	18.53%
Bingo Tax	23,787	20,000	18,090	90.45%	(5,697)	-23.95%
Sales Tax	3,815,176	6,927,400	4,494,514	64.88%	679,338	17.81%
Total Other Taxes and Special Assessments	4,656,846	8,385,400	5,313,674	63.37%	656,828	14.10%
Licenses and Permits						
Platting and Rezoning	3,783	30,000	13,607	45.36%	9,824	259.69%
City Registration Fee	28,093	35,000	19,825	56.64%	(8,268)	-29.43%
Building Permits	120,628	250,000	87,641	35.06%	(32,987)	-27.35%
Contractor's Registration	9,829	15,000	10,200	68.00%	371	3.77%
Fire Permit Revenue	4,475	10,000	3,920	39.20%	(555)	-12.40%
Total Licenses and Permits	166,808	340,000	135,193	39.76%	(31,615)	-18.95%
Fines and Fees						
Court Fines	475,897	1,000,000	465,882	46.59%	(10,015)	-2.10%
Total Fines and Fees	475,897	1,000,000	465,882	46.59%	(10,015)	-2.10%
Charges for Services						
Aquatic Activities	50	40,000	0	0.00%	(50)	-100.00%
Recreation Programs	3,073	15,000	2,917	19.45%	(156)	-5.08%
Youth Sports Activities	73,179	100,000	42,715	42.72%	(30,464)	-41.63%
Concession Stand	5,190	5,000	222	4.44%	(4,968)	-95.72%
Adult Activities	701	10,000	1,173	11.73%	472	67.33%
Park Facility Rentals	18,973	30,000	10,680	35.60%	(8,293)	-43.71%
False Alarm Fees	1,125	0	1,384	0.00%	259	23.02%
Ambulance Collection Fees	(28,088)	(58,000)	(19,714)	33.99%	8,374	-29.81%
Ambulance Service	318,329	715,000	207,059	28.96%	(111,270)	-34.95%
Animal Services	41,330	75,000	57,190	76.25%	15,860	38.37%
Total Charges for Services	433,862	932,000	303,626	32.58%	(130,236)	-30.02%

- a) Mixed Drink Tax revenues are at \$64,764 through the second quarter of the 2021 fiscal year which is \$10,125 more than the same time period last fiscal year. This is due to the receipt of monthly tax payments beginning in February 2021 versus quarterly payments.
- b) Court fines total \$465,882 which is \$10,015 less than the \$475,897 collected last year and 46.59% of the \$1 million budgeted.
- c) \$207,059 has been collected in ambulance service fees. These fees are collected by Ambulance Medical Billing on behalf of the City and they have been paid \$19,714 in return for their services through the second quarter.
- d) The Pet Adoption Center has collected \$57,190 in animal service fees which includes adoption fees, reclaiming fees, surrender fees, and kennel fees as applicable.

GENERAL FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget		Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Intergovernmental							
Grant Revenue	44,854	137,800	10,191	7.40%		(34,663)	-77.28%
Reimburse Bell County	7,873	5,000	9,693	193.86%	e	1,820	23.12%
Central TX Trauma Council	0	2,000	0	0.00%		0	0.00%
Total Intergovernmental	52,727	144,800	19,884	13.73%		(32,843)	-62.29%
Investment Earnings							
Interest Income	163,064	250,000	57,108	22.84%	f	(105,956)	-64.98%
Gain on Investments	49	0	0	0.00%		(49)	0.00%
Total Investment Earnings	163,113	250,000	57,108	22.84%		(106,005)	-64.99%
Contributions and Donations							
Donations	2,980	0	5,720	0.00%		2,740	91.95%
Donations - Police	0	0	1,700	0.00%		1,700	0.00%
Donations - Healathy Homes	1,000	0	1,625	0.00%		625	62.50%
Donations - Library	0	0	10,025	0.00%		10,025	0.00%
Donations - Parks & Rec	1,000	0	2,250	0.00%		1,250	125.00%
Donations - National Night Out	0	0	25	0.00%		25	0.00%
Donations - Pet Adoption Center	9,515	15,000	9,049	60.33%		(466)	-4.90%
Donations - Activity Center	3,000	0	0	0.00%		(3,000)	-100.00%
Total Contributions and Donations	17,495	15,000	30,394	202.63%		12,899	73.73%
Miscellaneous							
Credit Card Fees	(20,356)	(35,000)	(17,188)	49.11%		3,168	-15.56%
Technology Fee - MyPermitNow	5,335	10,000	3,938	39.38%		(1,397)	-26.19%
Cash Over (Short)	(20)	0	0	0.00%		20	-100.00%
Miscellaneous Income	9,524	20,000	7,000	35.00%		(2,524)	-26.50%
Taxable Income	8,033	16,000	3,505	21.91%		(4,528)	-56.37%
Insurance Proceeds	40,457	0	21,455	0.00%		(19,002)	-46.97%
Settlement of Claim	900	0	100	0.00%		(800)	-88.89%
Public Nuisance Assmt Pmt	7,961	0	10,569	0.00%		2,608	32.76%
Auction Abandoned Property	3,380	0	304	0.00%		(3,076)	-91.01%
Lease Agreement Proceeds	0	0	405,000	0.00%	g	405,000	0.00%
Total Miscellaneous	55,214	11,000	434,683	3951.66%		379,469	687.27%
Transfers In							
Transfer from Water	100,000	500,000	500,000	100.00%		400,000	0.00%
Transfer from Sanitation	75,000	200,000	75,000	37.50%		0	0.00%
Transfer from Restricted Court	45,000	83,500	83,500	100.00%		38,500	0.00%
Total Transfers In	220,000	783,500	658,500	84.05%	h	438,500	0.00%
TOTAL REVENUES	15,519,860	22,004,800	17,289,000	78.57%	i	1,769,140	11.40%

e) The Fire Department has received a check each year from the Bell County Fire Chief's Association for the reimbursement of EMS runs. This year's check was for \$9,693 and was received during the second quarter.

f) Total interest earned in the General Fund through the second quarter is \$57,108, a \$105,956 decrease from the prior year.

g) The City entered into a financing agreement with First National Bank - Texas (Killeen) for the purchase of equipment in February 2021. The first payment on the lease was made in March 2021.

h) Budgeted transfers began in the second quarter as scheduled.

i) Total revenues are at \$17,289,000 at the end of the second quarter. This is 78.57% of the \$22,004,800 budgeted and \$1,769,140 more than the \$15,519,860 collected last year.

GENERAL FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
EXPENDITURES						
Personnel Services						
Salaries	5,849,708	12,329,400	5,921,187	48.02%	71,479	1.22%
Overtime	284,592	526,900	248,927	47.24%	(35,665)	-12.53%
Workers Compensation	139,169	143,900	148,942	103.50%	9,773	7.02%
Health Insurance	535,768	1,068,900	402,381	37.64%	(133,387)	-24.90%
Social Security	451,154	983,600	460,920	46.86%	9,766	2.16%
Retirement	902,783	1,896,000	914,477	48.23%	11,694	1.30%
Total Personnel Services	8,163,174	16,948,700	8,096,834	47.77%	(66,340)	-0.81%
Supplies						
Office	56,522	98,400	33,375	33.92%	(23,147)	-40.95%
Vehicle	120,668	236,500	103,095	43.59%	(17,573)	-14.56%
General	84,198	124,600	74,152	59.51%	(10,046)	-11.93%
Equipment	39,644	69,800	21,228	30.41%	(18,416)	-46.45%
Uniforms	49,923	107,300	24,389	22.73%	(25,534)	-51.15%
Recreational (Parks & Rec / Activity Ctr)	2,979	6,000	2,196	36.60%	(783)	-26.28%
Chemical (Parks & Recreation)	3,478	12,200	4,063	33.30%	585	16.82%
Clinical (Pet Adoption Center)	16,394	20,000	19,424	97.12%	3,030	18.48%
Animal Care (Pet Adoption Center)	20,444	60,000	13,828	23.05%	(6,616)	-32.36%
Medical (Fire Operations)	28,044	60,000	29,166	48.61%	1,122	4.00%
Total Supplies	422,294	794,800	324,916	40.88%	(97,378)	-23.06%
Maintenance						
Vehicle	110,506	139,000	64,324	46.28%	(46,182)	-41.79%
Building	59,059	101,300	46,081	45.49%	(12,978)	-21.97%
Equipment	223,085	335,700	248,353	73.98%	25,268	11.33%
Ground	65,230	165,900	69,211	41.72%	3,981	6.10%
Total Maintenance	457,880	741,900	427,969	57.69%	(29,911)	-6.53%
Insurance						
Property and Liability	175,056	194,000	179,056	92.30%	4,000	2.28%
Total Insurance	175,056	194,000	179,056	92.30%	4,000	2.28%

j) The purchase of office supplies has decreased by \$23,147 when comparing October to March of FY 2020 to October to March of FY 2021. Last fiscal year, departments purchased items such as new scanners (Police), tablets (Courts), and miscellaneous furniture (Parks and Streets) through the second quarter.

k) Equipment supply purchases also decreased from the prior year. 2020 fiscal year's second quarter purchases included a vehicle lift (Streets), field painter (Parks), and remote piloted aircraft (Police).

l) The majority of the \$25,534 decrease in uniform expenses between the prior and current fiscal years, is the purchase of bunker gear in March 2020 in the amount of \$21,004.

m) Clinical supplies are for the Pet Adoption Center (PAC) are at 97.12% of the \$20,000 budgeted for the 2021 fiscal year. This line item is used to purchase 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.

n) \$248,353 has been spent on the maintenance of the City's equipment which is 73.98% of the \$335,700 budgeted.

GENERAL FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Services						
Unemployment Expense	2,003	0	(703)	0.00%	(2,706)	-135.10%
Election Expense	645	30,000	13,209	44.03%	12,564	1947.91%
Utilities	232,608	497,000	237,551	47.80%	4,943	2.13%
Dues and Subscriptions	26,870	57,400	29,074	50.65%	2,204	8.20%
Travel and Training	68,119	139,700	34,113	24.42%	(34,006)	-49.92%
Impound Expense	318	500	0	0.00%	(318)	-100.00%
Telephone	40,937	91,600	46,411	50.67%	5,474	13.37%
Equipment Rental	7,119	30,000	6,397	21.32%	(722)	-10.14%
Contract Labor	267,971	455,100	220,213	48.39%	(47,758)	-17.82%
Online Transaction Fees	3,028	6,800	1,707	25.10%	(1,321)	-43.63%
Adaptive Sports	1,318	10,000	0	0.00%	(1,318)	-100.00%
Tree City USA	2,981	10,000	8,745	87.45%	5,764	193.36%
Living Legacy	901	4,500	416	9.24%	(485)	-53.83%
Trophies and Awards	4,543	15,000	2,871	19.14%	(1,672)	-36.80%
Uniforms and Equipment (Rec)	12,868	45,000	8,750	19.44%	(4,118)	-32.00%
Programs (Parks & Rec / Activity Ctr)	31,839	63,800	34,016	53.32%	2,177	6.84%
Team Travel	0	0	0	0.00%	0	0.00%
Adult Sports	0	2,000	1,267	63.35%	1,267	0.00%
Grant Expense	61,596	147,500	53,541	36.30%	(8,055)	-13.08%
LEOSE Training	3,153	7,000	415	5.93%	(2,738)	-86.84%
COVID-19 Expenses	582	5,000	350,444	7008.88%	349,862	60113.75%
Sheltering Expenses (Winter Storm Uri)	0	0	1,161	0.00%	1,161	0.00%
Bank Fees	205	800	2,349	293.63%	2,144	1045.85%
Audit Fees	29,200	30,000	9,500	31.67%	(19,700)	-67.47%
Tax Appraisal Contract	51,891	108,000	51,474	47.66%	(417)	-0.80%
Nuisance Abatements	3,213	245,000	124,084	50.65%	120,871	3761.94%
State Tax Payments	178,371	335,000	184,045	54.94%	5,674	3.18%
Medical Director Contract	24,000	20,000	20,000	100.00%	(4,000)	-16.67%
Fire Prevention	988	6,000	1,100	18.33%	112	11.34%
Safety Training	460	900	0	0.00%	(460)	-100.00%
Public Awareness	2,229	5,000	2,655	53.10%	426	19.11%
Total Services	1,059,956	2,368,600	1,444,805	61.00%	384,849	36.31%

o) Tree City USA expenses total \$8,745 due to the purchase of tree inventory services through Davey Resource Group (\$7,762).

p) With the opening of parks and recreation services, adult sports revenue is at \$1,267 or 63.35% of the \$2,000 budgeted.

q) \$350,444 was spent for COVID-19 in the 2021 fiscal year. This amount includes the two rounds of small business grants totaling \$289,458.

r) Bank fees total \$2,349 as of the end of the second quarter of FY 2021. BancorpSouth Bank, the City's depository bank, requested a fee structure change during the renewal process that was effective February 2021. This was agreeable to Staff and the City's consultants, Valley View Consultant.

s) Due to the Lynn Drive project, nuisance abatement expenses of \$124,084 from October 2020 to March 2021 exceed the expenses of \$3,213 from October 2019 to March 2020 by \$120,871. The current fiscal year's expenses are at 50.65% of the \$245,000 budgeted.

GENERAL FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget		Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Miscellaneous							
Legal Fees	46,475	72,000	53,324	74.06%	t	6,849	14.74%
Advertising	9,116	28,200	4,099	14.54%		(5,017)	-55.04%
Required Public Notices	3,117	14,900	12,938	86.83%	u	9,821	315.08%
Professional Fees	137,900	237,700	153,961	64.77%	v	16,061	11.65%
Prosecutor Fees	0	58,000	8,137	14.03%	w	8,137	0.00%
Rent Expense	0	0	100	0.00%	x	100	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	20,000	50,000	25,000	50.00%		5,000	25.00%
Killeen Chamber of Commerce	6,250	0	0	0.00%		(6,250)	-100.00%
Youth Task Force	0	10,500	0	0.00%		0	0.00%
Economic Development	11,334	22,500	10,000	44.44%		(1,334)	-11.77%
Boys & Girls Club Contribution	30,000	30,000	30,000	100.00%		0	0.00%
Greater Killeen Community Clinic	9,500	12,000	12,000	100.00%		2,500	26.32%
Pitney Bowes Lease	1,747	3,500	1,747	49.91%		0	0.00%
Xerox Rental	4,478	15,600	7,936	50.87%		3,458	77.22%
Total Miscellaneous	296,917	571,900	336,242	58.79%		39,325	13.24%
Reserves and Transfers							
Reserve for Personnel	4,497	0	(5,250)	0.00%		(9,747)	-216.74%
Reimbursement: Seton Medical	579,131	0	0	0.00%		(579,131)	-100.00%
Transfer to Fixed Assets	0	0	0	0.00%		0	0.00%
Transfer to Capital Projects	0	500,000	500,000	100.00%	y	500,000	0.00%
Transfer to Debt Service	0	0	0	0.00%		0	0.00%
Total Reserves and Transfers	583,628	500,000	494,750	98.95%		(88,878)	-15.23%
TOTAL EXPENDITURES	11,158,905	22,119,900	11,304,572	51.11%	z	145,667	1.31%
INCREASE/DECREASE	4,360,955	(115,100)	5,984,428	-5199.33%			
ENDING FUND BALANCE		9,744,515	18,318,072	187.98%			

- t) 74.06% or \$53,324 has been spent from the legal fees line item. This is \$6,849 more than spent during the same time period last fiscal year.
- u) Required public notices total 86.83% of its total budget with \$12,938 spent through the second quarter of the 2021 fiscal year. These ads include Planning and Zoning (\$3,516), Building Standards Commission (\$3,261), bids for projects (\$4,551), and election ads (\$1,430).
- v) The Fire Department's physicals at \$26,312 plays a part in the \$16,061 increase in the professional fees line item from the second quarter of FY 2020 to FY 2021. Since the physicals are paid for every two years, this expense is not included in the 2020 fiscal year's expenses through the second quarter.
- w) The prosecutor fees line item is new this year and has \$8,137 expensed through the second quarter of the 2021 fiscal year.
- x) \$100 was spent in rent expense for the rental of a storage building by the Information Technology Department.
- y) Budgeted transfers began in the second quarter as scheduled.
- z) Total expenditures through the second quarter are \$11,304,572 or 51.11% of the \$22,119,900 budgeted.

UTILITY FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar 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	2,662,009	6,254,600	2,827,785	45.21%	165,776	6.23%
Sewer Income	1,863,606	3,871,900	1,991,089	51.42%	127,483	6.84%
Water Meter Tap Fees	12,107	10,000	8,012	80.12%	(4,095)	-33.82%
Sewer Tap Fees	10,939	10,000	3,494	34.94%	(7,445)	-68.06%
Connect Fees	50,600	80,000	13,475	16.84%	(37,125)	-73.37%
Water Supply Agreement	0	0	0	0.00%	0	0.00%
Total Sales	4,599,261	10,226,500	4,843,855	47.37%	244,594	5.32%
Miscellaneous						
Transfers, Turn On and Off	9,726	15,000	5,095	33.97%	(4,631)	-47.61%
Penalties	47,535	90,000	52,455	58.28%	4,920	10.35%
Credit Card Fees	(45,047)	(80,000)	(51,832)	64.79%	(6,785)	15.06%
Online Payment Fees	38,044	75,000	41,500	55.33%	3,456	9.08%
Cash Over (Short)	(30)	0	11	0.00%	41	-136.67%
Interest Income	16,290	30,000	15,777	52.59%	(513)	-3.15%
Miscellaneous Income	2,712	4,000	12,134	303.35%	9,422	347.42%
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	69,230	134,000	75,530	56.37%	6,300	9.10%
TOTAL REVENUES	4,668,491	10,360,500	4,919,385	47.48%	250,894	5.37%

- a) In FY 2020, Cedarbrook Ridge Phase 2 paid for 224 residential lots to have new taps installed. During the current year, the subdivisions are much smaller resulting in a decrease in revenues for tap and connection fees totaling \$48,665 from the prior year.
- b) Penalties, when comparing to the prior year, have increased by \$4,920 with \$52,455 charged. With the hold on cutoffs, many residents were not paying their bills and amassed penalty fees (late fees) in the process.
- c) A \$2 convenience fee has been collected for one-time payments made using the online bill pay feature through Tyler Technologies / INCODE. Beginning April 26, 2021, credit card drafts will also be charged a \$2 convenience fee. This line item is currently at 55.33% of the \$75,000 budget with \$41,500 collected. Tyler Technologies / INCODE has the City collect the fee and then use it to pay their maintenance fees.
- d) Miscellaneous income of \$12,134 has been collected which is \$9,422 more than the \$2,712 collected during the same time period last fiscal year. \$10,354 of that amount was for sewer rehabilitation work.
- e) Revenues total \$4,919,385 through the second quarter of FY 2021 or 47.48% of the \$10,360,500 budgeted. \$4,668,491 was collected through FY 2020's second quarter which is \$250,894 less than the amount for FY 2021.

UTILITY FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
EXPENDITURES						
Personnel Services						
Salaries	520,734	1,120,700	486,480	43.41%	(34,254)	-6.58%
Overtime	39,752	86,000	42,090	48.94%	2,338	5.88%
Workers Compensation	16,190	16,500	17,070	103.45%	880	5.44%
Health Insurance	55,657	117,500	41,784	35.56%	(13,873)	-24.93%
Social Security	42,557	92,300	40,070	43.41%	(2,487)	-5.84%
Retirement	84,112	180,400	78,988	43.78%	(5,124)	-6.09%
OPEB Expense	0	3,000	0	0.00%	0	0.00%
Total Personnel Services	759,002	1,616,400	706,482	43.71%	(52,520)	-6.92%
Supplies						
Office	17,259	33,500	19,301	57.61%	2,042	11.83%
Vehicle	25,653	46,000	17,278	37.56%	(8,375)	-32.65%
General	11,877	15,100	6,416	42.49%	(5,461)	-45.98%
Equipment	4,470	4,000	3,386	84.65%	(1,084)	-24.25%
Belt Press	13,167	20,000	19,430	97.15%	6,263	47.57%
Lab	5,386	11,000	3,100	28.18%	(2,286)	-42.44%
Total Supplies	77,812	129,600	68,911	53.17%	(8,901)	-11.44%
Maintenance						
Vehicle	37,876	45,000	25,935	57.63%	(11,941)	-31.53%
Building	1,104	2,000	867	43.35%	(237)	-21.47%
Equipment	70,400	134,600	74,897	55.64%	4,497	6.39%
Ground	452	2,000	407	20.35%	(45)	-9.96%
Repair and Maintenance	77,034	160,000	88,297	55.19%	11,263	14.62%
New Service Meters	29,480	100,000	18,552	18.55%	(10,928)	-37.07%
UV Lights	0	35,000	0	0.00%	0	0.00%
Odor Control Chemical	19,028	40,000	13,106	32.77%	(5,922)	-31.12%
Total Maintenance	235,374	518,600	222,061	42.82%	(13,313)	-5.66%
Insurance						
Property and Liability	25,906	27,700	26,458	95.52%	552	2.13%
Total Insurance	25,906	27,700	26,458	95.52%	552	2.13%

h) The Wastewater Department purchased equipment to use on the Vector Truck (\$3,038) which is the primary cause for the equipment supply line item to be at 84.65% of its \$4,000 budget in the second quarter.

i) Belt press supplies total \$19,430, just under the \$20,000 budget, at the end of the 2021 fiscal year's second quarter. The major expense in this line item is polymer used at the Wastewater Treatment Plant.

UTILITY FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Services						
Uniforms	11,670	19,000	8,763	46.12%	(2,907)	-24.91%
Unemployment Expense	0	0	610	0.00%	610	0.00%
Utilities	155,627	320,000	169,178	52.87%	13,551	8.71%
Dues and Subscriptions	2,139	3,400	2,020	59.41%	(119)	-5.56%
Travel and Training	6,510	18,000	6,961	38.67%	451	6.93%
Telephone	5,999	10,700	5,078	47.46%	(921)	-15.35%
Equipment Rental	44,511	51,800	16,995	32.81%	(27,516)	-61.82%
Contract Labor	120,654	278,800	132,409	47.49%	11,755	9.74%
State Fees	46,203	46,200	47,436	102.68%	1,233	2.67%
Total Services	393,313	747,900	389,450	52.07%	(3,863)	-0.98%
Bond Expense						
Principal Payments	0	1,597,700	0	0.00%	0	0.00%
Interest Expense	240,675	396,600	161,621	40.75%	(79,054)	0.00%
Issuance Cost	0	0	0	0.00%	0	0.00%
Bond Expense	240,675	1,994,300	161,621	8.10%	(79,054)	0.00%
Intergovernmental Payments						
Water Purchases	1,277,976	2,805,900	1,340,202	47.76%	62,226	4.87%
Transfer to General Fund	100,000	500,000	500,000	100.00%	400,000	0.00%
Total Intergovernmental Payments	1,377,976	3,305,900	1,840,202	55.66%	462,226	33.54%
Miscellaneous						
Bad Debt	15,329	65,000	61,063	93.94%	45,734	298.35%
Audit Fees	27,200	27,400	7,500	27.37%	(19,700)	-72.43%
Required Public Notices	618	4,000	864	21.60%	246	39.81%
Professional Fees	18,418	35,000	17,900	51.14%	(518)	-2.81%
Amortization Adv Refunding	28,339	47,900	23,974	50.05%	(4,365)	-15.40%
Total Miscellaneous	89,904	179,300	111,301	62.08%	21,397	23.80%
Reserves and Transfers						
Transfer to Fixed Assets	100,000	500,000	500,000	100.00%	400,000	0.00%
Transfer to Capital Projects	300,000	1,100,000	800,000	72.73%	500,000	0.00%
Total Reserves and Transfers	400,000	1,600,000	1,300,000	81.25%	900,000	0.00%
TOTAL EXPENDITURES	3,599,962	10,119,700	4,826,486	47.69%	1,226,524	34.07%
INCREASE/DECREASE	1,068,529	240,800	92,899	38.58%		
ENDING FUND BALANCE		3,497,917	2,266,651	64.80%		

h) The first debt payments were made in February 2021 and the next will be made in August 2021. Interest expense is \$79,054 less than the prior year due to the 2020 General Refunding Bond issued last year to refinance the Series 2011 Combination Tax & Revenue Certificates of Obligation.

i) Budgeted transfers began in the second quarter as scheduled.

j) Staff has caught up utility billing bad debt collections from the third quarter of FY 2020 to the second quarter of FY 2021. Bad debt expense in the Utility Fund totals \$61,063 which is \$45,734 more when compared to last fiscal year's total expense of \$15,329 at March 31, 2020.

k) Total expenditures through the second quarter of FY 2021 are \$4,826,486 or 47.69% of the \$10,119,700. This is \$1,226,524 more than the \$3,599,962 spent during the same time period last fiscal year.

SANITATION FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
BEGINNING FUND BALANCE		229,316	147,479	64.31%		
REVENUES						
Garbage Income	1,069,060	2,208,000	1,104,554	50.03%	35,494	3.32%
Interest Income	1,708	2,000	612	30.60%	(1,096)	-64.17%
Miscellaneous Income	555	1,000	654	65.40%	99	17.84%
Garbage Franchise Fees	109,783	169,200	85,354	50.45%	(24,429)	-22.25%
TOTAL REVENUES	1,181,106	2,380,200	1,191,174	50.05%	10,068	0.85%

a) Total revenues are \$1,191,174 through the second quarter of FY 2021 which is \$10,068 more than the prior year and 50.05% of the \$2,380,200 budgeted.

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
EXPENSES						
Personnel Services						
Salaries	14,874	44,100	18,408	41.74%	3,534	23.76%
Overtime	2,380	6,000	1,553	25.88%	(827)	-34.75%
Workers Compensation	934	1,000	1,004	100.40%	70	7.49%
Health Insurance	3,263	5,200	2,251	43.29%	(1,012)	-31.01%
Social Security	1,521	3,800	1,507	39.66%	(14)	-0.92%
Retirement	3,185	7,500	2,982	39.76%	(203)	-6.37%
OPEB Expense	0	100	0	0.00%	0	0.00%
Total Personnel Services	26,157	67,700	27,705	40.92%	1,548	5.92%
Supplies						
General	420	200	241	120.50%	(179)	-42.62%
Equipment	0	500	0	0.00%	0	0.00%
Total Supplies	420	700	241	34.43%	(179)	-42.62%
Maintenance						
Equipment	2,856	3,000	968	32.27%	(1,888)	-66.11%
Ground	0	0	0	0.00%	0	0.00%
Total Maintenance	2,856	3,000	968	32.27%	(1,888)	-66.11%
Insurance						
Property and Liability	1,168	1,300	1,197	92.08%	29	2.48%
Total Insurance	1,168	1,300	1,197	92.08%	29	2.48%

b) 120.50% of the general supply budget has been spent (\$241) through the second quarter primarily for water at the Recycling Drop Center.

SANITATION FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Services						
Uniforms	571	900	635	70.56%	64	11.21%
Utilities	92	300	79	26.33%	(13)	-14.13%
Dues & Subscriptions	75	0	0	0.00%	(75)	-100.00%
Travel and Training	(75)	500	0	0.00%	75	-100.00%
Telephone	387	800	366	45.75%	(21)	-5.43%
Equipment Rental	517	1,100	370	33.64%	(147)	-28.43%
Roll Off Dumpster	103,465	205,000	127,551	62.22% ^c	24,086	23.28%
Garbage Contract	813,559	1,730,400	861,179	49.77%	47,620	5.85%
Total Services	918,591	1,939,000	990,180	51.07%	71,589	7.79%
Miscellaneous						
Brush Grinding	9,900	25,000	9,900	39.60%	0	0.00%
Mulch Hauling	0	0	0	0.00%	0	0.00%
Bad Debt	1,267	10,000	13,569	135.69% ^d	12,302	970.96%
Advertising	542	800	391	48.88%	(151)	-27.86%
Professional Fees	0	5,500	0	0.00%	0	0.00%
Total Miscellaneous	11,709	41,300	23,860	57.77%	12,151	103.77%
Reserves and Transfers						
Transfer to Fixed Assets	50,000	100,000	75,000	75.00%	25,000	50.00%
Transfer to General Fund	75,000	225,000	75,000	33.33%	0	0.00%
Transfer to Capital Projects	0	0	0	0.00%	0	0.00%
Total Reserves and Transfers	125,000	325,000	150,000	46.15% ^e	25,000	20.00%
TOTAL EXPENSES	1,085,901	2,378,000	1,194,151	50.22% ^f	108,250	9.97%
INCREASE/DECREASE	95,205	2,200	(2,977)	-135.32%		
ENDING FUND BALANCE		231,516	144,502	62.42%		

c) The roll off dumpsters located at the Recycle Drop Center are paid from the "Roll Off Dumpster" line item which is at 62.22% of its budgeted amount of \$205,000 with \$127,551 in expenses paid through March 2021. With the recent change to three pickup loads a day, it is anticipated that this free service to our citizens will continue to be a popular use as clean up from "Snowvid" as well as seasonal cleaning continues.

d) Staff has caught up utility billing bad debt collections from the third quarter of FY 2020 to the second quarter of FY 2021. Bad debt expense in the Sanitation Fund totals \$13,569 which is \$12,302 more when compared to last fiscal year's total expense of \$1,267 at March 31, 2020.

e) Budgeted transfers began in the second quarter and total \$150,000.

f) Total expenses through the second quarter equal \$1,194,151 or 50.22% of the \$2,378,000. This is \$108,250 more than the \$1,085,901 in expenses the prior year.

DRAINAGE FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
BEGINNING FUND BALANCE		57,547	55,971	97.26%		
REVENUES						
Drainage Fees	422,741	864,000	429,939	49.76%	7,198	1.70%
Interest Income	1,162	2,000	530	26.50%	(632)	-54.39%
Miscellaneous Income	0	0	628	0.00%	628	0.00%
Insurance Proceeds	1,763	0	0	0.00%	(1,763)	-100.00%
TOTAL REVENUES	425,666	866,000	431,097	49.78%	5,431	1.28%

a) Drainage revenues through the second quarter of FY 2021 total \$431,097 which is just \$5,431 more than the \$425,666 posted for the same time period last year.

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
EXPENSES						
Personnel Services						
Salaries	38,319	88,600	44,011	49.67%	5,692	14.85%
Overtime	754	1,000	1,017	101.70%	263	34.88%
Workers Compensation	1,557	1,600	1,674	104.63%	117	7.51%
Health Insurance	2,941	8,300	3,083	37.14%	142	4.83%
Social Security	2,898	6,900	3,329	48.25%	431	14.87%
Retirement	5,856	13,400	6,727	50.20%	871	14.87%
OPEB Expense	0	500	0	0.00%	0	0.00%
Total Personnel Services	52,325	120,300	59,841	49.74%	7,516	14.36%
Supplies						
Vehicle	1,577	4,000	1,561	39.03%	(16)	-1.01%
General	93	500	279	55.80%	186	200.00%
Equipment	0	5,000	126	2.52%	126	0.00%
Total Supplies	1,670	9,500	1,966	20.69%	296	17.72%
Maintenance						
Vehicle	1,149	3,000	2,262	75.40%	1,113	96.87%
Equipment	1,703	4,000	3,507	87.68%	1,804	105.93%
Ground	3,572	30,000	1,018	3.39%	(2,554)	-71.50%
Total Maintenance	6,424	37,000	6,787	18.34%	363	5.65%

b) Overtime is at 101.70% of its budget with \$1,017 expensed through the second quarter due to employees working during Winter Storm Uri.

c) \$2,262 in vehicle maintenance has been spent which includes the repair of a cracked radiator on DR-03 (\$1,176) the largest expense to this line item.

d) Equipment maintenance totals \$3,507 which includes the repair of an a/c compressor, receiver dryer, and hose assembly on DR-04 (\$2,614).

DRAINAGE FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
Insurance						
Property and Liability	1,968	2,200	2,042	92.82%	74	3.76%
Total Insurance	1,968	2,200	2,042	92.82%	74	3.76%
Services						
Uniforms	1,373	2,500	1,088	43.52%	(285)	-20.76%
Unemployment Expense	0	0	0	0.00%	0	0.00%
Dues and Subscriptions	200	300	280	93.33%	80	40.00%
Travel and Training	152	1,000	65	6.50%	(87)	-57.24%
Equipment Rental	67	500	0	0.00%	(67)	-100.00%
Contract Labor	375	4,000	1,735	43.38%	1,360	362.67%
Total Services	2,167	8,300	3,168	38.17%	1,001	46.19%
Bond Expense						
Principal Payments	0	238,100	0	0.00%	0	0.00%
Interest Expense	63,619	125,900	60,485	48.04%	(3,134)	-4.93%
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	63,619	359,100	60,485	16.84%	(3,134)	0.00%
Miscellaneous						
Bad Debt	1,292	6,000	4,611	76.85%	3,319	256.89%
Advertising	0	0	0	0.00%	0	0.00%
Professional Fees	200	400	200	50.00%	0	0.00%
Required Public Notices	0	0	1,045	0.00%	1,045	0.00%
Total Miscellaneous	1,492	6,400	5,856	91.50%	4,364	292.49%
Reserves and Transfers						
Transfer to Fixed Assets	75,000	200,000	75,000	37.50%	0	0.00%
Transfer to General Fund	0	0	0	0.00%	0	0.00%
Transfer to Capital Projects	50,000	150,000	75,000	50.00%	25,000	50.00%
Total Reserves and Transfers	125,000	350,000	150,000	42.86%	25,000	20.00%
TOTAL EXPENSES	254,665	892,800	290,145	32.50%	35,480	13.93%
INCREASE/DECREASE	171,001	(26,800)	140,952	-525.94%		
ENDING FUND BALANCE		30,747	196,923	640.46%		

e) Debt payments were made in February 2021; the second payment will be made in August 2021.

f) Staff has caught up utility billing bad debt collections from the third quarter of FY 2020 to the second quarter of FY 2021. Bad debt expense in the Drainage Fund totals \$4,611 which is \$3,319 more when compared to last fiscal year's total expense of \$1,292 at March 31, 2020.

g) The "Required Public Notices" line item is for those public notices that are required by law and must be broken out from our regular "Advertising". In prior years, this was not budgeted for Drainage. As of the second quarter of FY 2021, there has been \$1,045 in expenses and this will be budgeted in future years.

h) Budgeted transfers began in the second quarter and \$150,000 of the \$350,000 budgeted has been transferred.

DEBT SERVICE FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
BEGINNING FUND BALANCE		36,983	50,917	137.68%		
REVENUES						
Interest Income	6,582	7,000	930	13.29%	(5,652)	-85.87%
Ad Valorem Tax	2,800,108	3,208,400	3,104,305	96.76%	304,197	10.86%
Proceeds from Sale of Ref Bonds	0	0	0	0.00%	0	0.00%
Miscellaneous Income	0	0	529	0.00%	529	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	2,806,690	3,215,400	3,105,764	96.59%	299,074	10.66%
EXPENDITURES						
BCAD Fees	15,562	32,500	16,281	50.10%	719	4.62%
Bond Issuance Cost	0	0	0	0.00%	0	0.00%
Debt Service - Principal	60,000	2,244,200	65,000	2.90%	5,000	0.00%
Debt Service - Interest	540,003	917,300	459,419	50.08%	(80,584)	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 EXPENDITURES	615,565	3,194,000	540,700	16.93%	(74,865)	-12.16%
INCREASE/DECREASE	2,191,125	21,400	2,565,064	11986.28%		
ENDING FUND BALANCE		58,383	2,615,981	4480.72%		

a) Revenues total \$3,105,764 of which \$3,104,305 is property taxes collected for the purpose of repaying debt. Total revenues are 96.59% of the \$3,215,400 budgeted and \$299,074 more than the \$2,806,690 collected through last fiscal year's second quarter.

b) Expenditures through the second quarter total \$540,700 which is \$74,865 less than last fiscal year. Interest expense is \$80,584 less than the prior year due to the 2020 General Refunding Bond issued last year to refinance the Series 2011 Combination Tax & Revenue Certificates of Obligation.

HOTEL MOTEL FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	FY 2020-21 Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
BEGINNING FUND BALANCE		345,880	361,295	104.46%		
REVENUES						
Interest Income	2,179	2,500	357	14.28%	(1,822)	-83.62%
Hotel/Motel Tax	43,327	85,000	33,605	39.54%	(9,722)	-22.44%
HOT Distr. from Bell County	4,237	4,000	5,120	128.00%	883	20.84%
TOTAL REVENUES	49,743	91,500	39,082	42.71%	(10,661)	-21.43%
EXPENDITURES						
Chamber Events	2,500	5,000	2,500	50.00%	0	0.00%
Food & Wine Festival	3,750	7,500	3,750	50.00%	0	0.00%
Total Advertising	6,250	12,500	6,250	50.00%	0	0.00%
Food & Wine Festival	1,250	2,500	1,250	50.00%	0	0.00%
Total Promotion of the Arts	1,250	2,500	1,250	50.00%	0	0.00%
Total Historical Restoration/Preservation	0	0	0	0.00%	0	0.00%
Tournaments - Chamber Hosted	3,750	7,500	3,750	50.00%	0	0.00%
Tournaments - City Hosted	0	5,000	0	0.00%	0	0.00%
Total Tournaments / Sporting Events	3,750	12,500	3,750	30.00%	0	0.00%
TOTAL EXPENDITURES	11,250	27,500	11,250	40.91%	0	0.00%
INCREASE/DECREASE	38,493	64,000	27,832	43.49%		
ENDING FUND BALANCE		409,880	389,127	94.94%		

- a) Revenues total \$39,082 or 42.71% of the \$91,500 budgeted. This amount is \$10,661 less than last fiscal year's total of \$49,743 and could be partially due to the late payment of one of the city's hotels.
- b) Total expenditures are \$11,250 and the same as spent during the October to March time frame last fiscal year.

RESTRICTED COURTS FUND

	FY 2019-20 Oct - Mar Activity	FY 2020-21 Adopted Budget	FY 2020-21 Oct - Mar Activity	Percent of Budget	Amount Variance (FY20/FY21)	Percent Variance (FY20/FY21)
BEGINNING FUND BALANCE		187,721	171,461	91.34%		
REVENUES						
Interest Income	1,570	1,800	343	19.06%	(1,227)	-78.15%
Child Safety Fund	36,470	37,000	35,013	94.63%	(1,457)	-4.00%
Time Payment Reimb Fund	1,918	7,000	5,910	0.00%	3,992	208.13%
Municipal Jury Fund	48	500	169	0.00%	121	252.08%
Building Security Fines	8,466	24,000	9,274	38.64%	808	9.54%
Admin of Justice Fines	1,299	2,000	383	19.15%	(916)	-70.52%
Court Technology Fines	10,058	25,000	8,058	32.23%	(2,000)	-19.88%
Local Truancy Diversion Fund	13,777	32,000	10,166	31.77%	(3,611)	-26.21%
Teen Court Program	180	300	200	66.67%	20	11.11%
TOTAL REVENUES	73,786	129,600	69,516	53.64%	(4,270)	-5.79%
EXPENDITURES						
Child Safety Fund	35,000	35,000	35,000	100.00%	0	0.00%
Building Security Fund	10,000	1,000	1,000	100.00%	(9,000)	-90.00%
Admin of Justice Fund	0	2,500	2,500	100.00%	2,500	0.00%
Court Technology Fund	0	15,000	15,000	100.00%	15,000	0.00%
Local Truancy Diversion Fund	0	30,000	30,000	100.00%	30,000	0.00%
Total Transfers to General Fund	45,000	83,500	83,500	100.00%	38,500	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 EXPENDITURES	45,000	83,500	83,500	100.00%	38,500	0.00%
INCREASE/DECREASE	28,786	46,100	(13,984)	-30.33%		
ENDING FUND BALANCE		233,821	157,477	67.35%		

a

b

a) Total fine revenue collected by the Municipal Court Department through the second quarter totals \$69,173. Fines in the categories of child safety, court technology, and local truancy have declined over the first six months of the fiscal year.

b) Budgeted transfers to the General Fund have been completed.