



AGENDA

**CITY OF HUDSON OAKS
CITY COUNCIL
210 HUDSON OAKS DRIVE
HUDSON OAKS, TEXAS 76087
THURSDAY, SEPTEMBER 26, 2024**

REGULAR CITY COUNCIL SESSION

Call to order at 7:00 p.m.

INVOCATION

PLEDGES OF ALLEGIANCE

1. 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 just for all.
2. Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

A. PROCLAMATIONS

1. Domestic Violence Awareness Month

B. CITIZEN COMMENTS AND ANNOUNCEMENTS

C. ITEMS OF COMMUNITY INTEREST

Items of community interest include expressions of thanks, congratulations, or condolence; information regarding holiday schedules; honorary recognitions of city officials, employees, or citizens; reminders about upcoming events sponsored by the city or other entity that is scheduled to be attended by a city official or employee; and announcements involving imminent threats to the public health and safety.

D. CONSENT AGENDA

1. Consideration of the regular City Council meeting minutes for August 22, 2024
2. Consideration of Minute Order 2024-20, rescheduling the November regular City Council meeting to Thursday, November 14, 2024
3. Consideration of Resolution 2024-04, adopting the investment policy and strategy for Fiscal Year 2024-2025
4. Consideration of Minute Order 2024-21, adopting the Financial Management Policy Statement
5. Consideration of Minute Order 2024-22, authorizing the Mayor to appoint city staff members annually to the Fort Worth Wholesale Water and Wastewater Customer Advisory Committee
6. Consideration of Minute Order 2024-23, approving the purchase of two new police vehicles

E. PUBLIC HEARINGS AND RELATED ITEMS

1. Public hearing and consideration of Ordinance 2024-16, adopting the proposed budget for fiscal year beginning October 1, 2024 and ending September 30, 2025, including previously adopted building permit and construction related fees
2. Public hearing and consideration of Ordinance 2024-17, adopting an ordinance amending Sections 13.02.032 and 13.02.033 of the Hudson Oaks' Code of Ordinances to amend the city's water rates, amending Section 13.02.046 to amend the Dyegard System water rates, and amending Section 13.03.032 to amend the city's sewer rates

F. STAFF/COUNCIL REPORTS

1. Monthly Police Reports
2. Financial Dashboard

G. EXECUTIVE SESSION

Pursuant to Chapter 551, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting to receive legal advice from its attorney on any posted agenda item as permitted by law, or to discuss the following:

1. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071
 - a. Contract negotiations
2. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072
 - a. Public Safety Building
3. Deliberation regarding gifts or donations to the City pursuant to Section 551.073
4. Personnel matters pursuant to Section 551.074 (to deliberate the appointment, employment, evaluation, reassignment or duties, discipline or dismissal of a public officer or employee)
5. Deliberation regarding security pursuant to Section 551.076
6. Deliberation regarding economic development negotiations pursuant to Section 551.087
 - a. 1001 Cinema Drive

H. DISCUSSION/ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

I. FUTURE AGENDA ITEMS

J. ADJOURNMENT

I, Shelley Scazzero, City Secretary, do hereby certify that notice of the above meeting was posted on the front window of the City Hall of the City of Hudson Oaks, a place readily accessible to the public at all times, on the 20th day of September, 2024 on or before 5:00 p.m. and remained continuously posted for at least 72 hours preceding said meeting, and that said notice was posted in accordance with chapter 551 of the Texas Government Code.

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 Shelley Scazzero at 682-229-2400 or email shelley.major@hudsonoaks.com for more information.

Shelley Scazzero
City Secretary

City Council Meeting Staff Agenda Report



Consideration of the regular City Council meeting minutes for August 22, 2024

Meeting date: September 26, 2024	Agenda Item #: D1	Action being considered: Adoption of August 22, 2024 Minutes
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Staff Recommendation:

Review and adopt the minutes of the August 22, 2024 City Council meeting.

Prior Board or Council Action:

No previous action taken.

Background Information/Analysis:

Meeting was held at 7:00 p.m. on Thursday, August 22, 2024 at Hudson Oaks City Hall.

Attachments:

DRAFT Minutes

Staff Contact:

Shelley Scazzero, City Secretary

682-229-2411

shelley.major@hudsonoaks.com



**CITY OF HUDSON OAKS
CITY COUNCIL
REGULAR MEETING
THURSDAY, AUGUST 22, 2024**

STATE OF TEXAS §
 §
COUNTY OF PARKER §

REGULAR SESSION

Call to order/announce a quorum is present

Mayor Tom Fitzpatrick called the meeting to order at 7:00 p.m. in the Council Chamber, Hudson Oaks City Hall, 210 Hudson Oaks Drive, Hudson Oaks, Texas, 76087.

Present: Tom Fitzpatrick Mayor
 Daniel Cross Mayor Pro-Tem, Place 5
 Tom Marquardt Place 1
 Jennifer Liles Place 2
 Marty Schrantz Place 3
 Sean Cannon Place 4

Absent: None

Staff Present: Sterling Naron City Administrator
 Hayden Brodowsky Director of Operations
 Shelley Scazero City Secretary
 Michael R. Baldwin Chief of Police
 Rob Allibon City Attorney

A. CITIZEN COMMENTS AND ANNOUNCEMENTS

No citizen comment.

B. ITEMS OF COMMUNITY INTEREST

Items of community interest presented by City Administrator Sterling Naron.

- Proposed water rate information and presentation is live on the city's website, informational postcards will be mailed out to all utility customers next week.
- Hayden Brodowsky, Assistant City Administrator updated City Council on the recent Public Works Department PRV Installation Project in the Hidden Oaks area.

- Jeff Swain, Board Vice President, Children's Advocacy Center of Parker County, recognized Chief Michael R. Baldwin for his service to the organization as President.

C. CONSENT AGENDA

1. Consideration of the regular City Council meeting minutes for June 27, 2024.
2. Consideration of Minute Order 2024-16, excusing Council Member Sean Cannon from the regular City Council meeting on June 27, 2024.
3. Consideration of Minute Order 2024-17, authorizing the surplus of a Police Department vehicle.

ACTION: Motion made by Council Member Schrantz and seconded by Council Member Marquardt to approve the consent agenda. The motion passed unanimously (5-0).

D. ITEMS FOR INDIVIDUAL CONSIDERATION

1. Presentation from TMRS Director of Education Services, Anthony Mills on the City's Texas Municipal Retirement System plan.

No action taken.

Executive Session convened at 7:38 p.m.

Pursuant to Chapter 551, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during the meeting to receive legal advice from its attorney on any posted agenda items as permitted by law, or to discuss the following:

1. **Item D2.** Consideration of Minute Order 2024-18, appointing a Mayor Pro-Tem.
2. **Item E2.** Public hearing and consideration of Ordinance 2024-14, on a request for a specific use permit to allow for a "Auto Repair Garage" at 2624 Fort Worth Highway on a 1.310 acres lot, Lot 2, Block 1, Hudson Oaks Business Park Addition, Hudson Oaks, Parker County, Texas.
3. **Item E3.** Public hearing and consideration of Ordinance 2024-15, on a request for a specific use permit to allow for a "Drive-Thru Use" at 2761 I-20 on a 0.897 acre lot, Lot 6R3, Block 3, A.B. Cinema Development Addition, Hudson Oaks, Parker County, Texas.

Regular Session reconvened at 7:59 p.m.

2. Consideration of Minute Order 2024-18, appointing a Mayor Pro-Tem.

ACTION: Motion made by Council Member Marquardt and seconded by Council Member Schrantz to approve Minute Order 2024-18, appointing Daniel Cross as Mayor Pro-Tem. The motion passed unanimously (5-0).

3. Consideration of Minute Order 2024-19, authorizing the City Administrator to execute an Interlocal Agreement with Texas Municipal League Intergovernmental Risk Pool for Cyber Liability and Data Breach Response.

ACTION: Motion made by Council Member Cannon and seconded by Mayor Pro-Tem Cross to approve Minute Order 2024-19. The motion passed unanimously (5-0).

4. Consideration of Ordinance 2024-12, amending the budget for Fiscal Year beginning October 1, 2023 and ending September 30, 2024.

ACTION: Motion made by Council Member Liles and seconded by Council Member Cannon to approve Ordinance 2024-12. The motion passed unanimously (5-0).

E. PUBLIC HEARING AND RELATED ITEMS

1. Public hearing and consideration of Ordinance 2024-13, approving the City of Hudson Oaks Public Improvement District No. 1 2024 amended and reinstated Service and Assessment Plan and levying assessments against certain properties located within the Hudson Oaks Public Improvement District No. 1.

Jaime Shulte, P3Works, presented the proposed amendment and reinstatement of the Hudson Oaks Public Improvement District No. 1.

Mayor Fitzpatrick opened public hearing at 8:12 p.m.

Stephanie Mendoza, JLL, asked for clarification on the properties included in the district.

Mayor Fitzpatrick closed public hearing closed at 8:17 p.m.

ACTION: Motion made by Council Member Liles and seconded by Council Member Schrantz to approve Ordinance 2024-13. The motion passed unanimously (5-0).

2. Public hearing and consideration of Ordinance 2024-14, on a request for a specific use permit to allow for a "Auto Repair Garage" at 2624 Fort Worth Highway on a 1.310 acres lot, Lot 2, Block 1, Hudson Oaks Business Park Addition, Hudson Oaks, Parker County, Texas.

Mayor Fitzpatrick opened public hearing at 8:20 p.m.

Steve Meier, applicant, spoke for approval of Ordinance 2024-14.

Mayor Fitzpatrick closed public hearing closed at 8:23 p.m.

ACTION: Motion made by Council Member Marquardt and seconded by Council Member Liles to approve Ordinance 2024-14. The motion passed unanimously (5-0).

3. Public hearing and consideration of Ordinance 2024-15, on a request for a specific use permit to allow for a "Drive-Thru Use" at 2761 I-20 on a 0.897 acre lot, Lot 6R3, Block 3, A.B. Cinema Development Addition, Hudson Oaks, Parker County, Texas.

Mayor Fitzpatrick opened public hearing at 8:29 p.m.

Tim Thompson, applicant, spoke for approval of Ordinance 2024-15.

Stephanie Mendoza, JLL, representing Bank of America, spoke for approval of Ordinance 2024-15.

Ben Henry, Langan Engineering, representing the applicant, spoke for approval of Ordinance 2024-15 and answered engineering questions.

Mayor Fitzpatrick closed public hearing closed at 8:46 p.m.

ACTION: Motion made by Council Member Cannon and seconded by Council Member Schrantz to deny Ordinance 2024-15. The motion passed unanimously (5-0).

F. STAFF AND COUNCIL REPORTS

1. Monthly Police reports presented by Chief Baldwin.
2. Financial Dashboard presented by Sterling Naron.

Executive Session reconvened at 8:53 p.m.

G. EXECUTIVE SESSION

Pursuant to Chapter 551, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during the meeting to receive legal advice from its attorney on any posted agenda items as permitted by law, or to discuss the following:

1. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071.
2. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072.
 - a. Public Safety Building
3. Deliberation regarding gifts or donations to the City pursuant to Section 551.073.
4. Personnel matters pursuant to Section 551.074 (to deliberate the appointment, employment, evaluation, reassignment or duties, discipline, or dismissal of a public officer or employee).
 - a. Planning & Zoning Commission vacancy
5. Deliberation regarding security pursuant to Section 551.076.
6. Deliberation regarding economic development negotiations pursuant to Section 551.087.
 - a. PCEDC

Regular Session reconvened at 9:40 p.m.

H. DISCUSSION/ACTION ON ITEM DISCUSSED IN EXECUTIVE SESSION

Item 4a: ACTION: Motion made by Council Member Schrantz and seconded by Mayor Pro-Tem Cross to appoint Brad Waier to the unexpired term of Planning and Zoning Commission Member Place 6. The motion passed unanimously (5-0).

Item 6a. ACTION: Motion made by Council Member Marquardt and seconded by Mayor Pro-Tem Cross to approve a contract of sale for the city to purchase the property at 203 E. Creighton Drive, and authorizing the City Administrator to execute the contract and all closing related documents.

I. FUTURE AGENDA ITEMS

No items requested.

J. ADJOURNMENT

There being no further business Mayor Fitzpatrick adjourned the Regular meeting of the City Council at 9:41 p.m., on Thursday, August 22, 2024.

Tom Fitzpatrick, Mayor

ATTEST:

Shelley Scazzero, City Secretary

DRAFT

City Council Meeting Staff Agenda Report



Consideration of Minute Order 2024-20, rescheduling the November regular City Council meeting to Thursday, November 14, 2024

Meeting date: September 26, 2024	Agenda Item #: D2	Action being considered: Approval of Minute Order 2024-20
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Staff Recommendation:

Approve Minute Order 2024-20.

Prior Board or Council Action:

Council has not previously acted on this item.

Background Information/Analysis:

The November regular City Council meeting falls on the Thanksgiving Holiday and all city offices will be closed.

Financial Considerations:

None

Attachments:

None

Staff Contact:

Shelley Scazzero, City Secretary

682-229-2411

shelley.major@hudsonoaks.com

City Council Meeting Staff Agenda Report



Consideration of Resolution 2024-04, adopting the investment policy and strategy for Fiscal Year 2024-2025		
Meeting date: September 26, 2024	Agenda Item #: D3	Action being considered: Adoption of Resolution 2024-04

Staff Recommendation:

Staff recommends the adoption of Resolution 2024-04, adopting the investment policy and strategy for FY 2024-2025.

Prior Board or Council Action:

The Public Funds Investment Act required the policy and strategy be reviewed and adopted annually.

Background Information/Analysis:

The State of Texas requires the City to adopt an investment policy and strategy annually and designate an investment officer. The City Administrator is the designated investment officer for the City.

There were no recommended staff changes from the prior year.

Strategy:

It is the policy of the City of Hudson Oaks that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in manner which will provide the maximum security of principal invested through limitations and diversifications while meeting daily cash flow needs of the city and conforming to all applicable state statutes governing the investment of public funds.

The receipt of a market rate of return will be secondary to the requirements of safety and liquidity. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act. The earnings from the investments will be used in a manner that best serves the interest of the City.

Financial Consideration:

None

Attachments:

DRAFT Resolution
Exhibit A – Investment Policy

Staff Contact:

Sterling Naron, City Administrator
682-229-2408
sterling.naron@hudsonoaks.com

RESOLUTION NO. 2024-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUDSON OAKS, TEXAS, AMENDING AND ADOPTING A WRITTEN INVESTMENT POLICY AND DESIGNATING AN INVESTMENT OFFICER.

WHEREAS, Section 2256.005(a) of the Public Funds Investment Act (the "Act") directs the governing body of an investing entity to adopt by rule, order, ordinance, or resolution, as appropriate, a written investment policy regarding the investment of its funds and funds under its control; and

WHEREAS, the Act requires the governing body of an investing entity to designate, by rule, order, ordinance, or resolution, as appropriate, one or more officers or employees of the state agency, local government, or investment pool as Investment Officer to be responsible for the investment of its funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUDSON OAKS, TEXAS:

Section 1.

The City Council of the City of Hudson Oaks hereby adopts the Investment Policy dated September 26, 2024 attached hereto as Exhibit "A".

Section 2.

The City Council hereby designates the City Administrator as Investment Officer, and charges the Investment Officer to diligently carry out the duties of Investment Officer in compliance with the Investment Policy and other applicable state and local guidelines and statutes. Said designation shall be effective until rescinded by the City Council or upon termination of the person's employment with the City of Hudson Oaks.

Section 3.

PASSED AND APPROVED THIS 26th DAY OF SEPTEMBER, 2024.

CITY OF HUDSON OAKS, TEXAS

Tom Fitzpatrick, Mayor

Attest:

Shelley Scazzero, City Secretary



City of Hudson Oaks Investment Policy

ENACTED: OCTOBER 1, 2024

I. PURPOSE

The purpose of this document is to set forth a specific investment policy and strategy guidelines (the "Policy") for the City of Hudson Oaks (the "City"). This Policy serves to satisfy the statutory requirements of the Public Funds Investment Act (the "Act") to define, adopt and review a formal investment policy and strategy.

II. POLICY STATEMENT

It is the policy of the City of Hudson Oaks that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in manner which will provide the maximum security of principal invested through limitations and diversifications while meeting the daily cash flow needs of the City and conforming to all applicable state statutes governing the investment of public funds.

The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. It is the intent of the City to be in complete compliance with local law and the Texas Public Funds Investment Act. The earnings from investment will be used in a manner that best serves the interest of the City.

III. SCOPE

This investment policy applies to all financial assets of the City. These funds are accounted for in the City's Annual Financial Report ("Annual Financial Report") and include:

- A. General Fund
- B. Special Revenue Funds
- C. Debt Service Funds
- D. Capital Project Funds
- E. Proprietary (Enterprise) Funds
- F. All Other Funds

IV. OBJECTIVE

The City shall manage and invest its cash assets within the framework of the following four investment principles, listed in order of priority:

- 1. Safety of Principal
- 2. Liquidity
- 3. Public Trust

4. Yield

Safety of Principal

Safety of Principal is the foremost objective of the City. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital and the diversification of the City's investment portfolio.

Liquidity

The City's investment portfolio will be based on a cash flow analysis and shall remain sufficiently liquid to enable it to meet all operating requirements that might be reasonably anticipated.

Public Trust

Participants in the City's investment process shall act responsibly as custodians of the public trust. Investment officials shall avoid transactions that might impair public confidence in the City's ability to effectively govern.

Yield

The City's investment portfolio shall be administered with the objective of attaining a market rate of return, taking into account the City's risk constraints and the cash flow needs of the City. For the purposes of this investment policy, a Market Rate of Return shall be defined as the average yield of the current six month U.S. Treasury Bill.

V. INVESTMENT AUTHORITY

Authority to manage the investment activities of the City is derived from a Resolution of the City Council wherein, the City Administrator is designated the Investment Officer for the City of Hudson Oaks, and is responsible for all investment management decisions and activities.

The Investment Officer shall designate a staff person to serve as a deputy in the event circumstances require timely action and the Investment Officer is not available.

No officer or designee may engage in an investment transaction except as provided under the terms and procedures of this Policy.

Prudence

The standard of prudence to be applied by the Investment Officer shall be the "prudent person" rule, which states:

Investments shall be made with judgment and care, under circumstances than prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital as well as the probable income to be derived.

In determining whether the Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking the following into consideration:

- A. The investment performance of all funds, or funds under the City's control over which the investment officer has responsibility, rather than a consideration as to the prudence of a single investment.
- B. Whether the investment decision was consistent with the written investment policy of the City of Hudson Oaks.

Limitation of Personal Liability

The Investment Officer and those delegated investment authority under this Policy, when acting in accordance with the written procedures of this Policy and in accord with the prudent person rule as defined above, shall be relieved of personal liability in the management of the City's investment portfolio provided that deviations from expectations of a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

VI. INTERNAL CONTROLS

The Investment Officer shall establish a system of written internal controls that will be reviewed annually with the independent auditor of the City. The controls shall be designed to prevent loss of public funds due to fraud, employee error, misrepresentation by third parties, unanticipated market changes, or imprudent actions by employees of the City.

Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. Supplemental to the financial and budgetary systems, the Investment Officer will maintain a cash flow forecasting process designed to monitor and forecast cash positions for investment purposes.

VII. AUTHORIZED INVESTMENTS

Acceptable investments under this Policy shall be limited to the instruments listed below and as further described by the Public Funds Investment Act.

- A. Obligations of the United States Government, its agencies and instrumentalities, and government sponsoring enterprises, not to exceed two years to stated maturity, excluding collateralized mortgage obligations (CMOs).
- B. Fully insured or collateralized Certificates of Deposit from a bank doing business in the State of Texas and under the terms of a written depository agreement with that bank, not to exceed one year of stated maturity.
- C. Fully collateralized Repurchase Agreement and reverse repurchase agreements as defined in the Act, not to exceed 180 days to stated maturity, provided an

executed Bond Market Master Repurchase Agreement is on file with the City and the counterparty bank or primary dealer.

- D. Fully collateralized Flex Repurchase Agreements used specifically for capital projects may extend beyond two years, but only to match the expenditure plan of the corresponding capital project.
- E. No-load Security Exchange Commission registered money market funds, each approved specifically for use by the City.
- F. Constant dollar Texas Local Government Investment Pools as defined by the Act.
- G. Federal Deposit Insurance Corporation (FDIC) insured brokered certificates of deposits from a bank in any US state, delivered versus payment to the City's safekeeping agent, not to exceed three years to maturity. Before purchase, the Investment Officer must verify the status of the FDIC status on the institution on www.fdic.gov to assure that the bank is FDIC insured.

Competitive Bidding Requirement

All securities, including Certificates of Deposit, will only be purchased or sold after three (3) offers/bids are taken to verify that the City is receiving a fair market price for the investment.

Delivery versus Payment

All security transactions, including collateral for repurchase agreements, entered into by the City, shall be conducted on a delivery versus payment (DVP) basis.

VIII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

All investments made by the City will be made through either the City's depository per the terms of the City's written Depository Services Agreement or through an authorized primary dealer or broker. The City Council shall annually review and designate a list of three primary dealers or brokers that the Investment Officer shall use for investment activities from time to time.

Council shall consider the following in the selection of any primary dealer or broker:

1. Provision of an annual audited financial statement for the previous year.
2. Proof of certification by the National Association of Securities Dealers (NASD) and the provision of a valid CRD number.
3. Proof of current registration with the State Securities Commission.
4. Completion of a City application and questionnaire.

Every bank and primary dealer or broker with whom the City transacts business shall be provided a copy of this Investment Policy to assure that the firm is familiar with the goals and objectives of the investment program. A representative of the firm will be required to return a signed certification stating that the Policy has been received and reviewed and

that their firm has established controls to ensure that only authorized securities are sold to the City.

IX. DIVERSIFICATION AND MATURITY LIMITATIONS

It is the policy of the City to diversify its investment portfolio. Diversification strategies shall be established and periodically reviewed. All strategies shall seek to minimize the risk or loss resulting from over-concentration of assets in a specific maturity, specific issuer or a specific class of securities.

At a minimum, diversification standards by security type and issuer shall be as follows:

SECURITY TYPE	MAXIMUM ALLOWABLE PERCENTAGE OF PORTFOLIO
U.S. Treasury Obligations	100%
U.S. Government Agencies and Instrumentalities	50%
Fully insured or collateralized CD's	50%
Repurchase agreements	100%
Money Market Funds	100%
For City Bond Proceeds	80%
Local Government Investment Pools	
Liquidity Pools	100%
Maximum percent of pool ownership	20%
For City Bond Proceeds	Not Authorized

The Investment Officer shall be required to diversify maturities, and shall to the best extent possible, attempt to match investment maturities with anticipated cash flow requirements.

Holding Period

Unless matched to a specific requirement, the Investment Officer may not invest more than 20% of the portfolio for a period greater than one (1) year. Unless matched to a specific requirement, the Investment Officer may not invest any portion of the portfolio for a period greater than two (2) years.

X. SAFEKEEPING AND COLLATERALIZATION

All deposits and investments of City funds other than direct purchases of U.S. Treasuries or Agencies shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments. A third party financial institution shall maintain evidence of the collateral. Repurchase Agreements shall be documented by a specific agreement noting the collateral pledged in each agreement. Collateral shall be reviewed monthly to assure that the market value of the pledged securities is adequate.

Safekeeping Agreement

Collateral pledged to secure deposits of the City shall be held by a safekeeping institution in accordance with a Safekeeping Agreement which clearly defines the procedural steps for gaining access to the collateral should the City determine that the City's funds are in jeopardy. The safekeeping institution shall be the Federal Reserve Bank or a financial institution not affiliated with the firm pledging the collateral. The Safekeeping Agreement shall include the signatures of authorized representatives of the City, the firm pledging collateral, and the Trustee.

Collateral Defined

The City shall accept only following securities as collateral:

- A. FDIC and FSLIC insurance coverage.
- B. A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States.
- C. Obligations, the principal and interest of which are unconditionally guaranteed or insured by the State of Texas.
- D. A bond of the State of Texas or of a County, City or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.

Subject to Audit

All collateral shall be subject to inspection and audit by the Investment Officer or the City's independent auditors.

XI. PERFORMANCE EVALUATION AND REPORTING

The Investment Officer shall submit a written report to the City Council on a quarterly basis. The report shall contain sufficient information to permit an informed outside reader to evaluate the performance of the investment program. All report shall be in compliance with the Act. Market prices from market evaluations will be obtained from an independent source.

XII. DEPOSITORIES

The City shall designate one banking institution through a competitive process as its central banking services provider at least once every three years. This institution will be used to normal banking services including disbursements, collections and safekeeping of securities. Other banking institutions from which the City may purchase certificates of deposit will also be designated as a depository after they provide their latest audited financial statements to the City.

XIII. MISCELLANEOUS PROVISIONS

Ethics and Conflicts of Interest

City officers involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City officers shall disclose any material financial interests in financial institutions that conduct business with the City.

A City officer who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An officer who is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. Said statement must be filed with the Texas Ethics Commission and the City Council.

XIV. INVESTMENT POLICY ADOPTION AND REVIEW

The City of Hudson Oaks Investment Policy shall be adopted by Resolution of the City Council on an annual basis. The policy shall be reviewed for effectiveness prior to adoption by the City Council and any changes to the Policy shall be recommended to the City Council for consideration.

DRAFT

City Council Meeting Staff Agenda Report



Consideration of Minute Order 2024-21, adopting the updated Financial Management Policy Statement		
Meeting date: September 26, 2024	Agenda Item #: D4	Action being considered: Approval of Minute Order 2024-21

Staff Recommendation:

Staff recommends the approval of Minute Order 2024-21.

Prior Board or Council Action:

The City Council previously approved the Financial Management Policy Statement on September 28, 2023.

Background Information/Analysis:

The State of Texas requires the City to adopt an investment policy and strategy annually and designate an investment officer. The City Administrator is the designated investment officer for the City.

Language to update employee titles have been amended for review in this year's proposed policy, as well as updating the City's Fund structure to include newly established funds.

Strategy:

Prudent financial management practices include the adoption and maintenance of financial management policies. Such policies include procedures for asset management, accounting practices, budget management, fund, and account structures, and more. We re-adopt this policy annually; there are no staff suggested changes from the prior year.

Financial Consideration:

None

Attachments:

Financial Management Policy Statement

Staff Contact:

Sterling Naron, City Administrator

682-229-2408

sterling.naron@hudsonoaks.com



DRAFT

**FINANCIAL MANAGEMENT
POLICY STATEMENT**

**Approved and Adopted by City Council
September 26, 2024**

Effective October 1, 2024

Financial Management Policy Statement

City of Hudson Oaks, Texas

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Chapter 1

FUNDS

1.02 DEFINITION AND PURPOSE

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Funds served many years as the focus of financial reporting but the focus is now shared with the government-wide financial statements established by GASB Statement No. 34. The principal role of funds in the new financial reporting model is to demonstrate fiscal accountability.

1.02 NUMBER OF FUNDS

There is no limit on the number of individual funds a government may use for accounting and financial reporting purposes. Governmental units should establish and maintain those funds required by law and sound financial administration. Only the minimum number of funds consistent with legal and operating requirements should be established, however, since unnecessary funds result in inflexibility, undue complexity, and inefficient financial administration.

1.03 FUND CLASSIFICATION

There are three broad classifications of funds.

- (a) **GOVERNMENTAL:** Governmental funds typically are used to account for tax-supported activities. Governmental funds consist of:
 - 1) general fund,
 - 2) special revenue funds,
 - 3) capital project funds,
 - 4) debt service funds, and
 - 5) permanent funds.

- (b) **PROPRIETARY:** Proprietary funds are used to account for a government's business-type activities. Proprietary funds consist of:
 - 1) enterprise funds and
 - 2) internal service funds.

(c) **FIDUCIARY:** Fiduciary funds are used to account for resources that are held by the government and that cannot be used to support the government's own programs. Fiduciary funds consist of:

- 1) pension trust funds,
- 2) investment trust funds,
- 3) private-purpose trust funds, and
- 4) agency funds.

1.04 GENERAL FUND

The general fund is the chief operating fund of the City. GAAP prescribes that the general fund be used to account for all financial resources except those required to be accounted for in another fund. The general fund supports most City departments including:

- a) General Administration,
- b) Police,
- c) Municipal Courts,
- d) Streets,
- e) Parks,
- f) Planning and development and,
- g) Mayor and council.

1.05 SPECIAL REVENUE FUNDS

GAAP permits that special revenue funds may be used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditure for specified purposes. GAAP requires the use of a special revenue fund to account for the general fund of a legally separate entity (component unit) that is blended with the government.

These funds account for monies earmarked for a specific purpose in which the remainder proceeds at the end of the year are to remain segregated. These are stipulated either by contract or by the regulation of the state or federal government. Such special revenue funds shall be established as required.

The City currently uses three special revenue funds:

- (a) **POLICE SEIZURE FUND:** This fund is used to account for revenue from police seizures as required segregated by Department of Justice contracts.

- (b) **MUNICIPAL COURT TECHNOLOGY FUND:** This fund is used to account for Municipal Court fees collected for court technology as required segregated by State law.

- (c) **COURT BUILDING SECURITY FUND:** This fund is used to account for Municipal Court fees collected for court building security as required segregated by State law.
- (d) **PARK DEDICATION FUND.** This fund is used to account for funds specifically allocated for only park purposes.
- (d) **SPECIAL EVENTS FUND:** This fund is used to account for separate City events, such as Boomin 4th or ~~Craft & Cork~~ CoHoHo.
- (e) **PID #1 FUND.** This fund is used to account for revenues and expenditures related to the Public Improvement District #1, which was created by City Council in November 2014.
- (f) **Hotel Occupancy Tax Fund.** This fund is used to account for revenue specifically received for the City's Hotel Occupancy Tax.

1.06 CAPITAL PROJECTS FUND

GAAP permits the use of capital project funds to account for the financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds). The use of a capital projects fund is especially common for major capital acquisition or construction activities financed through borrowings or contributions. Capital project funds should be reserved for major capital acquisition or construction activities. In most cases, capital project funds are created during the financing and construction of the specific project and are closed once the project is completed and construction paid for.

The routine purchases of other capitalizable items are typically reported in the general fund.

Recently, the City has utilized the following capital projects funds:

- a) General Capital Projects fund (accounts for all general projects)
- b) Utility Capital Projects fund (accounts for all utility projects and associated debt).

1.07 DEBT SERVICE FUNDS

GAAP permits the use of debt service funds to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The use of a debt service fund is required if legally mandated or financial resources are being accumulated for principal and interest payments maturing in future years. The accumulation of resources has been interpreted as resources in excess of a full year's principal and interest payments. Debt Service funds are closed once the associated debt has been completely paid. Debt service payments that do not involve the advance accumulation of resources, such as capital leases, commonly are accounted for in the general fund or in a special revenue fund.

Currently, the City utilizes the following debt service funds to pay for outstanding debt on capital items.

- a) General Debt Service Fund

1.08 PERMANENT FUNDS

Permanent funds were established by GASB Statement No. 34. Permanent funds are used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government's programs, that is, for the benefit of the government or its citizens.

The City does not currently use any permanent funds.

1.09 ENTERPRISE FUNDS

An enterprise fund may be used to report any activity for which a fee is charged to external users for goods or services. GAAP also requires the use of an enterprise fund for any activity whose principal revenue sources meet any of the following criteria:

- a) If issued debt is backed solely by fees and charges of an activity. This does not encompass debt that is also secondarily backed by the full faith and credit of the government.
- b) If there is a legal requirement that the cost of providing services for an activity (including capital costs such as depreciation or debt service) must be legally recovered through fees and charges.
- c) If it is the government's policy to establish activity fees or charges designed to recover the cost of providing services (including capital costs such as depreciation or debt service).

The City currently uses three enterprise funds consisting of the following distinct departments:

- a) **Waterworks:** This department is used to account for the activities of the city water production and distribution operations.
- b) **Wastewater:** This department is used to account for the activities of the wastewater pumping and collection system.
- c) **Dyegard Water System:** This department is used to account for the activities of water production and distribution operations of the Dyegard water system.
- d) **Trinity River Estates:** This fund is used to collect charges and pay for the management of the Palo Duro Water System on the south side of the City.
- (e) **Stormwater Utility:** This fund is used to collect charges and pay for the management of the Stormwater drainage system throughout the City.

For reporting purposes, the Waterworks and Wastewater funds are often combined.

1.10 INTERNAL SERVICE FUNDS

GAAP permits internal service funds to be used to report any activity that provides goods or services to other funds, departments or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. The use of an internal service fund is never required under GAAP and these activities are often accounted for in the General Fund. If a government does not intend to recover the full cost of providing goods or services, including some measure of the cost of capital assets, the use of an internal service fund would not be appropriate.

- (a) **Health Insurance Internal Service Fund:** The internal service fund charges a flat fee per employee at the beginning of year to each other fund to collect revenue for the reimbursements associated with health charges made by employees.
- (b) **Vehicle & Equipment Replacement Fund:** This internal service fund charges departments for any approved capital expenses (such as vehicles or other capital needs) for the upcoming fiscal year.

1.11 FIDUCIARY FUNDS

GAAP indicates that fiduciary funds should be used to report assets held in a trustee or agency capacity for others and therefore cannot be used to support the government's own programs.

Pension (and other employee benefit) trust funds should be used to report resources that are required to be held in trust for the members and beneficiaries of defined benefit pension plans, defined contribution plans, other post-employment benefit plans, or other employee benefit plans. The mere fact that a government offers pension benefits or other benefits to its employees does not necessarily mean that the government should report a pension trust fund rather the critical factor is whether the government is holding resources in trust for that purpose.

Investment trust funds are used to report any external investment pool that a government sponsors. In the case of mixed pools, the investment trust fund reports only the external portion of the pool's resources.

Private-purpose trust funds are used to report any trust arrangement not properly reported in pension trust funds or investment trust funds under which principal and income benefit individuals, private organizations, or other governments.

Agency funds are used to account for situations where the government's role is purely custodial, such as the receipt, temporary investment, and remittance of fiduciary resources to individuals, private organizations, or other governments.

The City currently does not use fiduciary funds.

CHAPTER 2

CHART OF ACCOUNTS

2.01 PURPOSE

It is a basic principle of governmental accounting and financial reporting that a common terminology and classification should be used consistently throughout the budget, the accounts and the financial reports of each fund. The first step toward fully realizing this principle is to establish a chart of accounts with appropriate descriptions of each account.

2.02 LINE ITEMS

For accounting purposes, each tracked asset, liability, equity, revenue or expense is expressed by a sequenced number code so that it is uniquely defined within the context of the accounting. Such a sequence number is called a line item. To define each line item, four number segments separated by dashes are used. Each number segment represents a specific aspect of the line item, so that when all numbers are strung together, the user knows the exact fund, type, department and general ledger number of each item.

Line items are represented in the form "aaa-b-ccddd-eeee" where:

- "aaa" Fund Number designating the actual fund segregation that the item is attributed to
- "b" Account Type Number designating the common grouping of the item in which the GL code belongs
- "cc" Department Number that designates the actual department in the fund to which the monies are attributed.
- "ddd" Division number that designates the specific subdivision of a department's operations to which the monies are attributed.
- "eeee" General Ledger Account Number, or line item/GL Code, specifying the actual item.

The last number of the line item is most descriptive. These General Ledger (GL) codes represent the actual item. The first three numbers in the sequence merely designate how to monetarily group the item within the various funds and departments since the same (GL) code is normally found in multiple funds and departments.

2.03 GENERAL LEDGER CODE CLASSIFICATIONS

For convenience in use, General Ledger (GL) codes are assigned in classes (series) that allow for the uniform grouping of like items. A full list of General Ledger Code classifications is available in the appendix and will periodically be updated as necessary.

2.04 GENERAL LEDGER CODE

As explained above, the General Ledger Code (GL Code) is the fifth number in the number series for line items. These numbers are added and modified as needed to provide clarity to specific accounting items. Codes in the 4000, 5000 and 6500/6600 series are normally shown in the budget as normal revenues, expenses and transfers. Other items are for internal accounting and do not show up in the budget.

2.05 FUND NUMBERS

A full list of funds is available in the appendix and will periodically be updated as new funds are created or phased out.

2.06 FUND TYPE CODES (GL GROUPING)

A full list of GL Grouping codes is available in the appendix and will periodically be updated as necessary.

2.07 DEPARTMENT/DIVISION CODES

A full list of Department and Division codes is available in the appendix and will periodically be updated as necessary.

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CHAPTER 3

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

3.01 DEFINITIONS

MEASUREMENT FOCUS: Is used to describe the reported types of transactions and events that are shown in a fund's operating statement.

BASIS OF ACCOUNTING: Basis of accounting refers to the timing of the recognition of transactions and events.

3.02 GOVERNMENTAL FUNDS

FOCUS: Governmental funds focus on the changes in current financial resources. The operating statement of governmental funds includes all transactions and events that affect the fund's current financial resources.

BASIS: The governmental funds use the modified accrual basis of accounting. Increases and decreases in financial resources are recognized only to the extent that they reflect near-term inflows or outflows of cash. Revenues are recognized as revenue when earned, only so long as they are collectible within the period or soon enough afterwards to be used to pay liabilities of the current period.

3.03 PROPRIETARY FUNDS

FOCUS: Proprietary funds focus on changes in economic resources, much like that of a private-sector business. The operating statement of the proprietary funds includes all transactions and events that have increased or decreased the fund's total economic resources during the period.

BASIS: The proprietary funds use the accrual basis of accounting. Increases and decreases in economic resources are recognized as soon as the underlying event or transactions occur. Revenues are recognized as soon as they are earned and expenses are recognized as soon as a liability is incurred, regardless of the timing of related cash inflows and outflows.

3.04 FIDUCIARY FUNDS

FOCUS: Fiduciary funds focus on changes in economic resources.

BASIS: Fiduciary funds use the accrual basis of account, just like the proprietary funds.

3.05 GOVERNMENT-WIDE FINANCIAL STATEMENTS

The government-wide financial statements created by GASB Statement No. 34 are measured and reported using the economic resources measurement focus and the accrual basis of accounting. The data reported in the governmental funds must be converted to the economic resources measurement focus and the accrual

basis of accounting before the data can be reported in the government-wide financial statements. Fiduciary funds are not reported in the government-wide financial statements.

CHAPTER 4

FINANCIAL REPORTING

4.01 GASB STATEMENT NO. 34

This Statement establishes accounting and financial reporting standards for general purpose external financial reporting by state and local governments. The City was required to implement this Statement during the fiscal year ending December 31, 2003.

4.02 MINIMUM REQUIREMENTS

The external financial statements of the city are required to have three sections: management's discussion and analysis, basic financial statements and required supplementary information other than MD&A.

4.03 MANAGEMENT'S DISCUSSION AND ANALYSIS

Management's Discussion and Analysis is required supplementary information that should provide an objective and easily readable analysis of the government's financial activities based on currently known facts, decisions, or conditions. The MD&A should discuss the current year results in comparison with the prior year, with an emphasis on the current year.

4.04 BASIC FINANCIAL STATEMENTS

The basic financial statements will consist of government-wide financial statements, fund financial statements and the notes to the financial statements.

Government-wide financial statements consist of a statement of net assets and a statement of activities. Information about the government as a whole should be reported without displaying individual funds or fund types. These financial statements should distinguish between the governmental activities and the business-type activities of the primary government.

Fund financial statements are separated into statements for governmental funds, proprietary funds and fiduciary funds.

Governmental funds financial statements consist of a balance sheet, statement of revenues, expenditures and changes in fund balance, a reconciliation between the balance sheet and the statement of net assets and a reconciliation between the statement of revenues, expenditures and changes in fund balance and the statement of activities.

Proprietary funds financial statements consist of a statement of net assets, a statement of revenues, expenses and changes in fund balance and a statement of cash flows.

Fiduciary funds financial statements consist of a statement of fiduciary net assets and a statement of changes in fiduciary net assets.

The focus of the governmental and proprietary funds is on major funds. Fund statements should present the financial information of each major fund in a separate column and the nonmajor funds should be aggregated and displayed in a single column. The general fund is always reported as a major fund. An individual governmental or enterprise fund is a major fund if the fund's total assets, liabilities, revenues or expenditures/expenses at least five percent of the corresponding total for all governmental and enterprise funds combined.

Notes to the financial statements should communicate information essential for fair presentation of the financial statements. The notes should focus on the primary government - specifically, its governmental activities, business-type activities, major funds, and nonmajor funds in the aggregate.

4.05 REQUIRED SUPPLEMENTARY INFORMATION OTHER THAN MD&A

Required supplementary information other than MD&A consists of budgetary comparison schedules for the general fund and for each major special revenue fund that has a legally adopted annual budget. The budgetary comparison schedules should present both the original budget and the final appropriated budget for the reporting period as well as actual inflows, outflows, and balances stated on the government's budgetary basis.

4.06 COMPREHENSIVE ANNUAL FINANCIAL REPORT

GAAP encourages governments to include the minimum presentation requirements within the broader framework of the ~~Comprehensive Annual~~ Annual Comprehensive Financial Report (ACFR). The ACFR requires additional information that includes the Certificate of Achievement for Excellence in Financial Reporting, List of Principal Officials, Letter of Transmittal, combining and individual fund presentations and a statistical section. The City currently completes a ACFR at year end.

CHAPTER 5

CAPITALIZATION AND DEPRECIATION

5.01 BACKGROUND

Prior to the implementation of GASB Statement No. 34 general fixed assets were not capitalized in the funds used to acquire or construct them but were reflected as expenditures in governmental funds and the related assets were reported in the general fixed assets account group. Enterprise fund fixed assets were capitalized and depreciated.

Under GASB Statement No. 34, general fixed asset acquisitions and construction will continue to be recognized as expenditures in the fund financial statements but the expenditures will be capitalized in the government-wide financial statements. Infrastructure general fixed assets consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and lighting systems will be capitalized for the government-wide financial statements. Depreciation expense will be calculated and reported in the government-wide financial statements.

Assets previously expensed and recorded in the general fixed asset account group and infrastructure assets previously expensed and not recorded in the general fixed asset account group will be retroactively capitalized in the Government-Wide Financial Statements. Accumulated depreciation will also be retroactively calculated for these assets and included in the government-wide financial statements.

The effects of reporting depreciation expense, accumulated depreciation and capitalizing the assets will be shown on the reconciliation between the governmental funds balance sheet and the government-wide statement of net assets and the reconciliation between the governmental funds statement of revenues, expenditures and changes in fund balance and the government-wide statement of activities, which are required governmental funds basic financial statements.

5.02 CAPITALIZATION POLICY

Expenditures for the acquisition or construction of fixed assets will be capitalized if the total cost is at least **\$5,000**.

Donated fixed assets will be valued at their estimated fair market value on the date donated.

Interest incurred during the construction phase of fixed assets is reflected in the capitalized value of the asset constructed, net of interest earned on invested proceeds over the same period.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable.

Expenditures for infrastructure assets will be capitalized if new assets are acquired or constructed or if the expenditures prolong the life or improve the efficiency of the asset. If for example a road is just repaved then it will be expensed but if the road is removed and replaced then the expense will be capitalized.

5.03 DEPRECIATION

Depreciation is provided over the estimated useful lives using the straight-line method. The estimated useful lives are as follows:

Hudson Oaks Infrastructure Depreciation Table

All methods use straight line depreciation.

	Years
Administration	
Office Furniture	7
Electronic Equipment/Radios	3
Motorized Vehicles	3
Buildings	30
Land Improvements	10
Water	
Wells	30
Buildings	30
Pumps, Motors and Controls	7
Ground Tanks	20
Pressure Tanks	10
Elevated Storage Tanks	30
Distribution	30
Sewer	
Lift Stations	20
Collection	30
Roads	
Gravel/Dirt Road	10
Penetration Pavement	15
HMAC Pavement	20
Concrete Pavement	30
Curbs and Gutters (non-integral)	25
Street Signs	10
Street Lights	15
Traffic Signals	15
Drainage	
Corrugated Metal Pipes	10
Steel Pipes	20
Reinforced Concrete Pipes	30
Reinforced Concrete Box	50
Manholes and Junction Boxes	50
End Treatments	20
Bridges and Culverts	50

CHAPTER 6

BUDGET

6.01 BUDGETING

The city is required to operate under an annual budget that is a public document and open to public comment. The time period for which a budget (and its amendments) is valid is one year, called the fiscal year. In Hudson Oaks, the fiscal year begins on October 1 and ends on September 30 of each year.

Several months prior to the beginning of the fiscal year, the City Administrator shall draft a budget for review by the City Council, staff and public. A series of meetings and workshops are then attended to work out specific requests, needs and limitations in the budget. The Council must formally present the Draft budget at least 30 days prior to acceptance. A formal public hearing is also required prior to Council approval. The Council must approve a new budget prior to the start of a fiscal year. The budget will establish projected revenues and limits on spending for the fiscal year.

The limits ("caps") cannot be exceeded without a formal budget amendment being approved by the Council. Any proposed amendments to the budget must be submitted by the City Administrator to the Council and become effective upon approval by the Council. Changes to the Budget are not permitted except by budget amendment. Amendments to the budget are to be enacted after six months of expenditures. However, in cases where new funds or line items are needed to reflect unexpected revenues, these may temporarily be established by the City Administrator and subsequently approved by the Council in a formal budget amendment. The Budget and all amendments must be balanced, meaning that the total of all planned expenditures must be equal to the anticipated revenues, transfers, and/or drawdown of existing reserves.

CHAPTER 7

INTERNAL CONTROL

7.01 POLICE TICKET BOOKS

The Court Clerk shall order all Police citation (ticket) books. Books shall be preprinted as approved by the Police Department and Municipal Court. Each book shall contain 25 citations, printed in triplicate. Books shall be received, proofed and accepted by the Court Clerk and then stored for safekeeping. As needed, the Court Clerk shall check out books to the Police Chief. The Chief shall then be responsible for issuing books to officers. The Court Clerk shall maintain an inventory of all books checked out to the Police Chief. Where possible, each officer should be responsible for a single book such that multiple officers are not utilizing a single book.

Officers shall issue tickets such that two copies of each ticket are made simultaneously. One copy shall be given to the defendant. The second copy shall be submitted promptly to the Municipal Court.

When an officer has completed a book of 25 tickets, the officer shall check the book back into the Police Chief. The Chief shall verify that the third copy is present for all 25 citations and shall review generally the citations issued. The Chief shall then check the book back in with the Court Clerk. The Court Clerk shall then file the used books for safekeeping and audit purposes. The City Administrator shall periodically compare the list of books and check them back in with the list maintained by the Court Clerk of books checked out and in inventory.

7.02 CASH REGISTER RECEIPTS

The City Secretary, ~~Operations Coordinator~~, Administrative Services ~~Supervisor Coordinator~~, or ~~Court Clerk~~ Receptionist shall enter revenues into the cash register provided that they are bonded for handling City funds. Each person using the cash register shall have been assigned a code by the City Administrator and shall utilize such ID code each time a transaction is made. All entries shall be keyed to the proper funds or division for each transaction. Once a transaction is complete, a receipt shall be generated for the person submitting the funds entered.

At the end of each workday, the cash register shall be "Z'd" meaning that a summary listing of all transactions that day is printed and the register cleared. The person performing the "Z" shall verify that the printout matches the funds in the register and shall initial a slip showing the date, the person clearing the register, and the amount. All funds removed from the register, and the verification slip, shall then be placed in a moneybag and secured in the safe in the vault for overnight storage.

7.03 HANDLING OF REVENUE

Revenue enters the City by various methods and through various departments. Much of the revenue is delivered in person to the City via cash or checks. The remainder is either delivered by mail, through the drop box, via wire transfer, or bank drafting.

It is imperative that the receipt and handling of money from any of these methods remains accountable through a paper trail at all times. This helps reduce liability to those handling funds and reduces the temptation of theft or fraud.

First, anyone handling money for the city shall be bonded. Second, duties shall be segregated to provide a mechanism of checks and balances from the receipt of money to the bank deposits. The following list shows the duties, bonding requirements, and allowed functions for authorized City personnel.

Position	Bonding Requirement	Money Handling Functions
City Administrator	\$10,000	Signatory on City bank accounts Signatory on City reserve accounts
Assistant City Administrator	\$10,000	Signatory on City bank accounts Signatory on City reserve accounts
City Secretary	\$10,000	Signatory on City bank accounts Signatory on City reserve accounts Backs up Operations Coordinator
Financial Analyst	\$10,000	Prepares checks and payroll Performs bank reconciliation Backs up Operations Coordinator
Operations Coordinator	\$10,000	Opens mail and empties drop box Maintains cash register Generates cash register "z" Receives Court fines and fees Receives permit, plat, and zoning fees Receives water bill payments Verifies cash register receipts count Prepares deposit slips Logs receipts into computer accounts Counts daily funds in cash register Generates "x" and places funds in safe Backs up Administrative Services Supervisor

Position	Bonding Requirement	Money Handling Functions
Mayor	\$10,000	Signatory on City bank accounts

In all cases, the recipient shall generate a record of the transaction along with the total amounts. Monies shall be presented to the ~~Court Clerk~~ **Administrative Services Coordinator** for entry into the City cash register. Funds in the cash register shall be closed and accounted for at the end of the day by both the ~~Court Clerk~~ **Administrative Services Coordinator** and City Secretary or **Operations Coordinator**. Once the cash register is emptied, it shall be presented to the Administrative Services Supervisor to prepare the deposit slip. Both check and cash payments should be detailed on the deposit slips. The Administrative Services ~~Supervisor~~ **Coordinator** shall then have the deposit verified by the City Secretary or **Operations Coordinator** and either one of them shall deliver the deposit to the bank. The deposit slip shall be maintained with the paperwork from each stage of the process.

7.04 PURCHASES

All purchases are to be made in accordance with the purchasing policies and procedures manual. All checks require two signatures (three for escrow accounts). Authorized signatures are the Mayor, City Administrator, ~~Director of Operations~~ **Assistant City Administrator**, and City Secretary.

7.05 SAFES

Two fireproof safes are located in the vault.

The first safe is locked by a cylindrical tumbler combination lock. This safe contains computer backup tapes and money. Only the City Secretary, Administrative Services ~~Supervisor~~ **Coordinator**, and ~~Court Clerk~~ **Operations Coordinator** are authorized to have access to this safe. It shall be the responsibility of the ~~Court Clerk~~ **Operations Coordinator** to access the safe at the start of each business day to extract the money (cash drawer) and to deposit the money (cash drawer) in the safe in the evening. The ~~Court Clerk~~ **Operations Coordinator** shall also exchange any computer backup tapes needed for daily backups. Otherwise, the safe is to remain shut and locked at all times.

The second safe is locked by use of a key. This safe contains extremely sensitive records and is accessed only by the City Secretary and City Administrator. Normally, this safe shall remain locked at all times.

7.06 COMPUTERIZED FILES

The City utilizes specialized programs for fund accounting, utility billing, and court administration (Incode). The main data for these systems is maintained on one of the several application servers located in the vault. Nightly backups of this data are performed to storage tape and secured in the safe in the vault.

The City Administrator shall act as Computer System Manager and shall be responsible for assigning passwords and access to the various computer programs and files.

7.07 YEAR END

Prior to the end of the fiscal year, all bills submitted to the city must be paid. By October 15, all remaining bills from the prior year shall be paid and posted to the prior year. All year-end deposits shall be delivered to the bank.

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CHAPTER 8

JOURNAL ENTRIES

8.01 JOURNAL ENTRIES

Journal Entries are required to make corrections or edits to accounting entries already in the computer. When this is required, the Financial Analyst shall code and post such entries to the General Ledger. Journal Entry packets shall be named consistently according to the purpose of the entries, and should, as much as possible, contain all journal entries required to complete a specific task. Documentation of all journal entries shall be maintained and included in monthly bank reconciliation reports.

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CHAPTER 9

AUDIT

9.01 AUDIT

The City is required to have an annual outside audit. The audit shall be performed by an independent certified public accountant or agency. Each employee responsible for any aspect of accounting or internal control shall maintain his or her records such that the audit can be performed in an efficient manner. Records shall be complete, orderly and acceptable to auditor.

DRAFT

CHAPTER 10

ASSET INVENTORY

10.01 INVENTORY

The City shall maintain a strict inventory of all city assets and shall review this inventory on at least an annual basis. The City Auditors shall be responsible for calculating and maintaining depreciation tables.

Once a complete inventory has been made and computerized, asset numbers shall be assigned to all assets. Where practical, asset numbers shall be generated and affixed to the asset item. Once each year, inventory lists will be presented to department heads for the location, verification and recommendation for each asset.

During the year, the Administrative Services ~~Supervisor~~ **Coordinator** shall be responsible for allocating and logging new assets that are purchased. These shall be entered into the computerized list of assets. On an annual basis, new assets shall be reviewed with the City Administrator and a list of new assets provided to the City Council with the **ACFR**.

10.02 SURPLUS ASSETS

When an asset has reached a point to where it is no longer usable to the City, it shall be submitted to a surplus asset list. The surplus asset list shall be periodically reviewed by the City Council. The City Council shall make the final determination if an item shall be disposed of. If an asset is set for disposal, it shall either be publicly auctioned or sold/donated to another city or public entity as allowed by the Local Government Code. All auctions shall follow the procedures established in the local government code.

CHAPTER 11

VEHICLES AND EQUIPMENT

11.01 VEHICLES AND EQUIPMENT

Vehicles and equipment are major city assets and are probably at the greatest risk for abuse due to their mobile nature and various moving parts. Employees are to check and maintain equipment and vehicles prior to use. Fluid and air levels are to be maintained within safe operating parameters and worn items replaced. Vehicle oil is to be changed every three months or 5,000 miles as prescribed in each vehicle's maintenance specifications.

Most importantly, vehicles and equipment shall only be used for the use intended. Such items shall not be used for personal use. Department heads shall maintain maintenance and mileage logs on all vehicles and equipment and shall submit it to the City Administrator on a regular basis as determined by the City Administrator.

DRAFT

CHAPTER 12

SECURITY

12.01 KEYS

For security purposes, most City buildings, rooms, equipment and facilities are locked when City personnel are not present. During operating hours all doors except the main entrances will remain locked. The City Administrator shall issue keys to the appropriate personnel and maintain a log of all keys. Employees must sign for keys and are required to turn in their keys upon termination. In the case of the Police Department, certain keys are maintained and issued by the Police Chief. These include keys to Police Offices, holding cells, evidence lockers and storage, police sensitive file cabinets, and police vehicles. For these keys, the Police Chief shall maintain a log of. Should the need arise, the Police Chief will make the log available for review by the City Administrator and/or Mayor.

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Appendix

General Ledger Code Classifications

# in Series	GL Series	Representative Items in Series
1000-1099	Cash	Currency, coins, checks, money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash or demand deposits with financial institutions. Cash equivalents are short-term highly liquid investments including Treasury bills, commercial paper, and money market funds.
1100-1199	Investments	Securities and real estate that generate revenue in the form of interest, dividends, rentals, or operating lease payments. This account does not include real estate used in governmental activities.
1200-1299	Receivables	Taxes receivable, accounts receivable, interest receivable, amounts earned but unbilled, special assessments - current, due from state agencies and other receivables.
1300-1599	Due from Other Funds	Amounts owed for goods and services rendered to a particular fund by another fund in the government reporting entity or for interfund loans due within one year.
1600-1899	Fixed Assets and Accumulated Depreciation	Land, water plant, distribution system, office equipment, automobiles and trucks, buildings, land improvements and infrastructure.
1900-1999	Other Assets and Prepaid Expenses	Items not previously classified and charges entered in the accounts for benefits not yet received.
2000-2099	Payables	Amounts owed for goods and services received by the government and amounts owed to employees for unpaid vacation and sick leave.
2100-2199	Due to Other Governments	Amounts owed by the government reporting entity to another government.
# in Series	GL Series	Representative Items in Series

2200-2399	Due to Other Funds	Amounts owed for goods and services rendered by a particular fund to another fund in the government reporting entity or for interfund loans that are due within one year.
2400-2599		NOT IN USE
2600-2799	Capital Leases Payable	Net present value of minimum lease payments.
2800-2999		NOT IN USE
3000-3999	Fund Balance and Net Assets	All equity accounts of the government.
4000-4099	Tax Revenue	Revenue from all taxes.
4100-4199	Permits	Revenues from businesses and occupations that must be licensed before doing business within the government's jurisdiction and revenues from nonbusiness permits levied according to benefits conferred by the permit.
4200-4299	Fees	Revenues derived from recording of legal instruments, zoning and subdivision fees and printing and duplicating services.
4300-4300	Fines	Revenues derived from fines and penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations, and for the neglect of official duty.
4400-4499	Investment Earnings	Compensation for the use of financial resources over a period of time, interest and dividends.
4500-4599	Water/Sewer Revenue	Charges for services by the waterworks and wastewater funds.
4600-4699	Ad/Newsletter	
# in Series	GL Series	Representative Items in Series

4700-4899	Bond, loan and special assessment proceeds	The face amount of debt issued and the amounts levied against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.
4900-4999	Miscellaneous Revenues	
5000-5099	Personnel Expenditures	Salaries, payroll taxes, group insurance, and retirement.
5100-5199	Financial Administration	Includes accounts for recording expenditures of central staff agencies performing financial management functions for the government.
5200-5299	Supplies	
5300-5399	Recording, Reporting and Reimbursements	Includes accounts for recording expenditures to prepare or mail government documents, records, proceedings, notices and papers. Also includes expenditures for travel, meetings and training.
5400-5499	Public Safety	Includes expenditures where the objective is the protection of persons and property. This includes police protection, fire protection protective inspection and correction.
5500-5599	Repairs and Maintenance	
5600-5699	Fixed Asset Expenditures	Includes expenditures for the acquisition and construction of fixed assets.
5700-5799	Debt Service	Expenditures for principal and interest payments.
5800-5899	Water Department Expenditures	Water department and water distribution system expenditures.
5900-5999	Miscellaneous Expenditures	
6000-6099		NOT IN USE
# in Series	GL Series	Representative Items in Series

6100-6199	Gain/Loss	Includes gains or losses on sale of fixed assets or investments.
6200-6299	Other Financing Sources	
6300-6399	Transfers (Being phased out in favor of 6500 and 6600 series)	Financial inflows or outflows from other funds of the government reporting entity that are not classified as interfund services provided and used, reimbursements or loans.
6400-6499	Unrealized Gain/Loss	Includes unrealized gains and losses due to market adjustments.
6500-6699	Transfers	Financial inflows or outflows from other funds of the government reporting entity that are not classified as interfund services provided and used, reimbursements or loans.

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Fund Structure

Fund #	Description	Classification
100	General Fund	General
205	Police Seizure Fund	Special Revenue
210	Municipal Court Technology	Special Revenue
215	Court Building Security Fund	Special Revenue
220	Park Dedication Fund	Special Revenue
225	Special Events Fund	Special Revenue
230	PID #1	Special Revenue
245	Hotel Occupancy Tax Fund	Special Revenue
310	Utility Capital Projects Fund	Capital Project
311	General Capital Projects Fund	Capital Project
410	General Debt Service Fund	Debt Service
505	Water Fund	Enterprise
507	Dyegard Fund	Enterprise
508	Trinity River Estates Fund	Enterprise
510	Sewer Fund	Enterprise
515	Solid Waste Fund	Enterprise
520	Stormwater Utility	Enterprise
710	Internal Service Fund – Health Insurance	Internal Service Fund
720	Vehicle & Equipment Replacement Fund	Internal Service Fund

GL Grouping Codes

Code	Group
1	Cash/Asset
2	Liability
3	Fund Balance
4	Revenue
5	Expense/Expenditure

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Department/Division Codes

Department	Fund	Division	Description
01			Administration
	100	100	Administration
02			Municipal Court
	100	100	Municipal Court
03			Police Department
	100	100	Operations
	100	510	Dispatch
04			Public Works
	100	110	Streets
	100	210	Street Maintenance
	505	110	Waterworks
	505	410	Waterworks
	505	510	Waterworks
	506	110	Dyegard
	506	510	Dyegard
	507	110	Deer Creek
	507	410	Deer Creek
	510	410	Wastewater
	510	510	Wastewater
05			Parks & Facilities
		110	Parks & Facilities
06			Planning & Development
		110	Planning & Development
09			Mayor & City Council
		110	Mayor & City Council

City Council Meeting Staff Agenda Report



Consideration of Minute Order 2024-22, authorizing the Mayor to appoint city staff members annually to the Fort Worth Wholesale Water and Wastewater Customer Advisory Board

Meeting date: September 26, 2024	Agenda Item #: D6	Action being considered: Adoption of Minute Order 2024-22
--	-----------------------------	---

Staff Recommendation:

Adopt Minute Order 2024-22.

Prior Board or Council Action:

No action has been taken for FY25 appointments.

Background Information/Analysis:

As part of our wholesale water agreement with the City of Fort Worth, a representative from the city must be appointed to the Fort Worth Wholesale Water and Wastewater Customer Advisory Committee annually. The Mayor is charged with this appointment. Approving this minute order will allow the Mayor to make the appointment for the voting member and alternate voting member from staff annually without going back to council for approval each year. The appointments for previous years have been the City Administrator and Director of Operations.

Attachments:

Previous 2023-2024 Appointments

Staff Contact:

Shelley Scazero, City Secretary

682-229-2411

shelley.major@hudsonoaks.com



APPOINTMENT FORM
Wholesale Water and Wastewater Customer Advisory Committee

DATE: September 28, 2023

WHOLESALE CUSTOMER: City of Hudson Oaks

Check all that apply: Water Wastewater

The following individuals have been officially appointed by the **CUSTOMER'S GOVERNING BODY**, under the terms of the Wholesale Contract for Services as the **VOTING MEMBER** and **ALTERNATE** for the Water and/or Wastewater System Advisory Committee. The term is for the Fiscal Year beginning October 1, 2023 through September 30, 2024.

Voting Member:

Sterling Naron
Name
City Administrator
Title
682-229-2408
Office Phone
325-660-0478
Cell Phone
sterling.naron@hudsonoaks.com
Email Address

Mailing Address:

City of Hudson Oaks
210 Hudson Oaks Drive
Hudson Oaks, Texas 76087

Alternate Member

Hayden Brodowsky
Name
Director of Operations
Title
682-229-2412
Office Phone
661-361-0002
Cell Phone
hayden.brodowsky@hudsonoaks.com
Email Address

Mailing Address:

City of Hudson Oaks
210 Hudson Oaks Drive
Hudson Oaks, Texas 76087

Signature of Mayor/Board President

Official Seal

Please complete and return as soon as possible, but no later than October 31, 2023 to:

WaterWholesale@fortworthtexas.gov

or

City of Fort Worth
Water Customer Service/Wholesale
P. O. Box 870
Fort Worth, Texas 76101



City Council Meeting Staff Agenda Report



Consideration of Minute Order 2024-23, approving the purchase of two new police vehicles

Meeting date:	Agenda Item #:	Action being considered:
September 26, 2024	D5	Adoption of Minute Order 2024-23

Staff Recommendation:

Adopt Minute Order 2024-23, authorizing the City Administrator to execute the purchase of two new vehicles for the Police Department.

Prior Board or Council Action:

Funding for the purchase of the two vehicles was included in the Fiscal Year 2023-2024 Budget adoption.

Background Information/Analysis:

The City requires two vehicles to replace vehicles that have high mileage. These vehicles are being replaced as part of the continued rotation of police vehicles, to ensure serviceability and reliability in the primary patrol fleet.

Financial Consideration:

The Fiscal Year 2023-2024 Budget included funds for the purchase of two new vehicles in the Capital Purchases Fund. The delay on purchasing has been due to availability.

Attachments:

Quote from Olathe Ford for the vehicles

Staff Contact:

Michael R. Baldwin, Chief of Police
682-229-2421

michael.baldwin@hudsonoaks.com

Sterling Naron, City Administrator
682-229-2408

sterling.naron@hudsonoaks.com



OLATHE FORD SALES, INC

COOPERATIVE CONTRACT # MID-AMERICA 62-23

QUOTE DATE: 8/22/2024

SANDRA GONZALEZ

1845 E SANTA FE
 OLATHE, KS 66062
 DIRECT: 913-312-5371
 CELL: 505-850-5504
 EMAIL: SGONZALEZ@OLATHEFLEET.COM

CUSTOMER: HUDSON OAKS

CONTACT: CHIEF MICHAEL BALDWIN
 E-MAIL: michael.baldwin@hudsonoaks.com

REFERENCE: 2025 POLICE INTER

LEAD TIME: 4 WEEKS ARO

LINE ITEM	ORDER CODE	DESCRIPTION	PRICE
1	K8A	2025 FORD POLICE INTERCEPTOR	\$ 48,505.00
2	YZ	OXFORD WHITE	INC
3		3.3L V6 ENGINE	INC
4	17T	RED/WHITE CARGO DOME LIGHT	INC
5	51R	LED DRIVERS SPOTLIGHT - WHELEN	INC
6	55F	KEYLESS ENTRY	STD
7	86T	TAIL LAMP CUTOUT PREP PACKAGE	STD
8	-	FRONT HOUSING CUTOUT	STD
9	43D	COURTESY LAMP DISABLE	STD
10	47A	POLICE ENGINE IDLE	STD
11	60R	NOISE SUPPRESSION GROUND STRAPS	INC
12	67V	POLICE WIRING KIT FRONT AND REAR	STD
13	17A	REAR CLIMATE CONTROL	STD
14	87R	REARVIEW CAMERA IN MIRROR	INC
15	63B	SIDE MARKER LIGHTS	INC
16	76D	DEFLECTOR PLATES	INC
17	52P	HIDDEN DOOR LOCK PLUNGERS	INC
18			
19		DELIVERY DIRECTLY TO AGENCY	INC
20			

TAXABLE TOTAL	\$	48,505.00
SALES TAX		NO TAX CHARGED
WARRANTY	\$	-
TIRE TAX	\$	5.00
DELIVERY TO END-USER	\$	500.00
TOTAL PER UNIT	\$	49,010.00
QUANTITY OF UNITS		2
PO TOTAL	\$	98,020.00

City Council Meeting Staff Agenda Report



Public hearing and consideration of Ordinance 2024-16, adopting the proposed budget for fiscal year beginning October 1, 2024 and ending September 30, 2025, including previously adopted building permit and construction related fees

Meeting date: September 26, 2024	Agenda Item #: E1	Action being considered: Adoption of Ordinance 2024-16
--	-----------------------------	--

Staff Recommendation:

Approval of Ordinance 2024-16.

Prior Board or Council Action:

No prior action taken.

Background Information/Analysis:

The annual budget process begins each April when staff begins estimating year-end revenues and expenditures totals. Based on these estimates, preliminary targets for the following fiscal year are established. Department budget requests are then submitted and compiled into a preliminary proposed budget. After City Council priorities are received and staff has met with Council one-on-one, the City Administrator's proposed budget is finalized and presented to the City Council in September.

In accordance with State law, a public hearing will be held prior to budget adoption.

Additionally, as per House Bill 1922, adding the new Section 214.908 to the Local Government Code, the proposed ordinance will readopt the previously adopted building permit and construction fees set forth in Article A1.000 of the City's Fee Schedule in Appendix A of the Code of Ordinances.

Financial Considerations:

Approval of this item will authorize expenditure levels for the upcoming fiscal year.

Attachments:

DRAFT Ordinance 2024-16
Proposed Budget

Staff Contact:

Sterling Naron, city administrator
682-229-2408
sterling.naron@hudsonoaks.com

ORDINANCE NO. 2024-16

AN ORDINANCE OF THE CITY OF HUDSON OAKS, TEXAS, APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024, AND ENDING SEPTEMBER 30, 2025 AFTER PUBLIC HEARING, AND REAUTHORIZING THE BUILDING PERMIT AND CONSTRUCTION RELATED FEES OF THE CITY; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Hudson Oak, Texas is a Type A general-law municipality located in Parker County, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City Administrator has filed with the City Secretary a budget outlining all proposed expenditures of the government of the City for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (hereinafter referred to as the "Budget"); and

WHEREAS, the Budget, a copy of which is attached hereto as Exhibit "A" and incorporated herein for all purposes, sets forth each of the various projects for which appropriations are delineated, and the estimated amount of money carried in the Budget for each of such projects; and

WHEREAS, the public notice of a public hearing on the proposed budget was given as required by the laws of the State of Texas; and

WHEREAS, the Texas Legislature passed House Bill 1922 in 2024, which provides that any building permit fee charged by a municipality is automatically abolished on the 10th anniversary after the date of its adoption, or the 10th anniversary after it was most recently reauthorized under Section 214.908 of the Texas Local Government Code, unless the governing body of the municipality holds a public hearing on the reauthorization of the fees and takes a vote to reauthorize such fees; and

WHEREAS, the City has previously adopted building permit and construction fees, as set forth in Article A1.000 of the City's Fee Schedule, Appendix A to the City Code of Ordinances; and

WHEREAS, a public hearing was held on September 26, 2024, on the proposed Budget and on the reauthorization of the building permit and construction related fees; and

WHEREAS, the City Council has studied the budget, listened to the comments of the taxpayers at the public hearing, amended the proposed Budget as necessary, and has determined that the Budget attached hereto is in the best interest of the City and that same should be approved and adopted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL, CITY OF HUDSON OAKS, TEXAS:

SECTION 1.

All of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

SECTION 2.

The City Council hereby reauthorizes its building permit and construction related fees found in Article A1.000 of the City's Fee Schedule, set forth in Appendix A of the Code of Ordinances.

SECTION 3.

The Budget of the revenues of the City and the expenses of conducting the affairs thereof for the ensuing fiscal year beginning October 1, 2024, and ending September 30, 2025, as modified by the City Council, and be the same is, in all things adopted and approved as the Budget of the City of Hudson Oaks for the fiscal year beginning October 1, 2024, and ending September 30, 2025, and there is hereby appropriated from the funds indicated such projects, operations, activities, purchases, and other expenditures as proposed in the budget.

SECTION 4.

A true and correct copy of this Ordinance, along with the approved Budget attached hereto, and any amendments hereto, shall be filed with the City Secretary. The City Secretary shall post a copy of the Budget on the City's website as required by State Law. The City Secretary shall file or cause to be filed a true and correct copy of this Ordinance, along with the approved Budget hereto, and any amendments thereto, in the office of the County Clerk of Parker County, Texas, as required by State Law.

SECTION 5.

This Ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances, City of Hudson Oaks, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances and such code, in which event the conflicting provisions of such ordinances and such code are hereby repealed.

SECTION 6.

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the City Council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 7.

All rights and remedies of the City of Hudson Oaks are expressly saved as to any and all violations of the provisions of the Code of Ordinances, City of Hudson Oaks, Texas, or any other ordinances regarding the matters regulated herein which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 8.

This Ordinance shall be in full force and effect from and after its passage provided by law, and it is so ordained.

PASSED AND APPROVED ON THIS 26th DAY OF SEPTEMBER, 2024.

Tom Fitzpatrick
Mayor

Attest:

Shelley Scazero
City Secretary

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EXHIBIT "A"

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SEPTEMBER 26, 2024



FY 2024-2025
PROPOSED
BUDGET



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Transmittal Letter:

September 26, 2024

Honorable Mayor & City Council,

I am pleased to present the proposed budget for Fiscal Year 2024-2025, which begins October 1, 2024. This budget document provides a road map for what the city plans to accomplish in FY25, as the city envisions itself being more independent and a more influential hub within Parker County.

I quickly want to highlight some of the City's achievements in FY24. The city accomplished many feats in Fiscal Year 2024.

- Mass Meter Swap – The City used funds from previously passed debt to replace every water meter in the City. This project was long overdue, as there was a substantial amount of water meters that were defective.
- Street Grading Project – The City signed a contract with a third-party engineering firm to grade all the streets in Hudson Oaks. This grading gives us a list of which streets are in the most need of being improved.
- The continuation of attracting new businesses – such as Chuy's, Sherwin Williams, Jersey Mikes, and much more.
- Street improvements per the city's schedule
- Drainage improvements
- Green Ribbon – In FY24 the City continued its partnership with TxDOT with another phase of green ribbon projects. The newest phase of these projects includes beautifying sections directly off Exit 414 going westbound off Fort Worth Highway. It also includes the planting of new trees, and the replacement of dead trees, along I-20.

The city is striving to reach the goals set out in the city's strategic plan several years ago, as well as new goals that have been brought to our attention by our community.

These goals include:

- Continuing to operate *without* an Ad Valorem Tax
- Provide a sense of security and safety for our residents and businesses
- Continue to be a hub in that attracts businesses that provide goods and services for our community
- Efficient use of allocated funds
- Employee satisfaction and retention
- Improvements of Gene Voyles Park and other city facilities

Fiscal Year 2024-2025 Operating Budget

Despite not quite meeting the exponential sales tax growth the city has experienced the past several fiscal years, the city finished in a positive position. This is thanks to the valuation of the PILOTs the city has agreements with, higher franchise fees collected than originally budgeted, and higher interest revenue collected than originally budgeted.

The most substantial element in the Fiscal Year 2025 Budget is the adoption of water rates and wastewater rates for all water customers the city currently serves. This is due to the new capital projects the city plans to undertake. The new capital projects planned are the Lakeshore to Shannon Waterline, the Wastewater Treatment Plant Stake with Willow Park (20%), and the Wastewater Lines that need to be constructed to the new wastewater facility. These are important projects that need to be undertaken for the continued development of the city. These capital projects combined with the partnership with the City of Willow Park, Hudson Oaks can increase its wastewater capacity to handle the projected, steady growth in development. It is also important to note that a significant time has passed since the city has adjusted these rates (2018 for water rates and 2008 for wastewater rates). The landscape that the city traverses is a lot different now than it was 6 years ago, let alone 16 years ago.

The Fiscal Year 2025 Budget is a conservative budget that provides resources necessary to fulfill the goals the city has set forth. For local sales and use tax, the city projects to finish in a relatively similar position as where the City is projected to finish in FY2024. This is primarily due to the trend of stagnation we experienced in sales tax in FY2024.

One of the major highlights of the Fiscal Year 2025 Budget is the projected available funds in the City's P.I.D. #1 Fund. This is in large part due to Greystar Apartments (Birchway) being completed, with a valuation of about \$50 million. The city plans to use these funds to pay off the debt schedule allocated for the P.I.D., as well as begin the process of developing Gene L. Voyles Park to become even more accommodating for our residents to use.

Another new item in the Fiscal Year 2025 Budget is the creation of the Trinity River Estates Fund. About 18 months ago, the city authorized the purchase of the Palo Duro Water System on the south side of the city off of E Bankhead Drive. The initial plans for this purchase of this water system were to develop the site into the future location of Hudson Oaks' wastewater treatment facility. Fortunately, the city has found a cheaper and more financially feasible alternative by partnering with the City of Willow Park in being joint owners of the wastewater treatment facility that they are currently in the process of constructing. The City will continue to serve the residents who are currently using Palo Duro's water and this new fund will operate much like how the Dyegard Fund operates.

The Fiscal Year 2025 budget also realizes the creation of the Hotel Occupancy Tax Fund. The city is scheduled to open a new hotel, Home 2 Suites, sometime late in FY2025. Per state ordinances, the Hotel Occupancy Tax revenues that are collected at the municipal level can only be used for a specific purpose. These uses are to be used to directly promote tourism and the hotel/convention industry. The establishment of the H.O.T. Fund makes it easier to administratively track the H.O.T. revenues and what those revenues are used for.

The FY2024-2025 Budget includes a 2% cost of living adjustment and 2% merit increase that can be earned for every Hudson Oaks employee. This budget also includes the allocation of pay for 30 total employees.

For Public Safety, this budget includes allocated funds for the purchase of a new police vehicle, the replacement of mobile/portable radios, and the purchase of a new weapons system (handguns, optics, and training). For Public Works, this budget includes allocated funds for a new public works vehicle.

Methodology

As a sales tax dependent city, Hudson Oaks must develop its budget in a conservative and strategic manner. The volatility of sales tax and dependence on retail development guides nearly every decision the city makes. As we saw in FY24, sales tax revenue did not continue on the year-to-year growth the city experienced from FY21-23. The fact that sales tax is the city's main source of revenues provides a different set of incentives under which we must operate, which often encourages a more entrepreneurial style of government than is typically seen. It is the very reason why one of our main goals is to attract businesses. We seek out direct funding sources for specific programs and consider the unintended consequences of policy decisions. For example, our transition to community policing has resulted in a decrease in ticket revenue but was necessary to make Hudson Oaks an attractive retail destination.

Our budget is prepared with an eye toward conservative revenue projections and long-term planning. A detailed, business-by-business analysis of sales tax data is the foundation of our General Fund.

Conclusion

This budget would not be possible without the ongoing support and direction provided by the city council and the diligent work of city staff. We are excited about the future of Hudson Oaks and appreciate the support and trust from this organization's leadership to lead the city forward.



Sterling Naron
City Administrator

Fund Overview

General Fund

	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Revenues	6,216,262	5,898,229	5,064,495	6,112,118	5,802,373	-2%
Expenditures	5,265,034	5,899,565	4,865,276	5,889,520	5,802,373	-2%
Net Surplus (Deficit)	951,228	(1,336)	199,219	222,599	(0)	-100%

Special Events Fund

	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Revenues	158,781	203,095	206,015	206,015	209,300	3%
Expenditures	204,221	203,095	181,762	181,762	209,300	3%
Net Surplus (Deficit)	(45,439)	-	24,253	24,253	-	0%

Debt Service Fund

	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Revenues	-	990,382	990,382	990,382	996,028	1%
Expenditures	-	989,881	989,881	989,881	996,028	1%
Net Surplus (Deficit)	-	501	501	501	-	-100%

PID No. 1 Fund

	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Revenues	-	112,980	112,980	112,980	311,521	176%
Expenditures	-	112,980	112,980	112,980	263,875	134%
Net Surplus (Deficit)	-	0	0	0	47,646	13234825%

Water Fund

	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Revenues	2,770,988	1,849,000	1,505,948	1,898,999	2,139,097	16%
Expenditures	2,205,734	1,795,083	1,364,391	1,615,070	2,139,097	19%
Net Surplus (Deficit)	565,254	53,917	141,557	283,929	-	-100%

Wastewater Fund

	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Revenues	554,954	581,320	591,406	743,000	959,062	65%
Expenditures	465,337	548,707	465,482	685,748	939,413	71%
Net Surplus (Deficit)	89,617	32,613	125,924	57,252	19,649	-40%

Funds - Continued

Dyegard Fund

	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Revenues	311,687	273,000	247,111	287,000	303,016	11%
Expenditures	246,541	193,463	174,603	219,203	223,780	16%
Net Surplus (Deficit)	65,146	79,537	72,508	67,797	79,236	0%

Stormwater Fund

	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Revenues	201,662	200,000	174,492	202,609	201,000	1%
Expenditures	73,713	223,875	19,300	103,175	200,000	-11%
Net Surplus (Deficit)	127,950	(23,875)	155,192	99,434	1,000	-104%

TRE Fund

	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Revenues					30,000	0%
Expenditures					30,000	0%
Net Surplus (Deficit)	-	-	-	-	-	0%

HOT Tax Fund

	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Revenues					5,000	0%
Expenditures					5,000	0%
Net Surplus (Deficit)	-	-	-	-	-	0%

Equipment Replacement Fund

	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Revenues	-	150,500	150,000	150,000	167,701	11%
Expenditures	-	136,239	51,435	148,000	167,701	23%
Net Surplus (Deficit)	-	14,261	98,565	2,000	-	-100%
Net Surplus (Deficit)	1,753,756	155,618	817,719	757,765	147,530	-5%

5 Year Forecast—General Fund

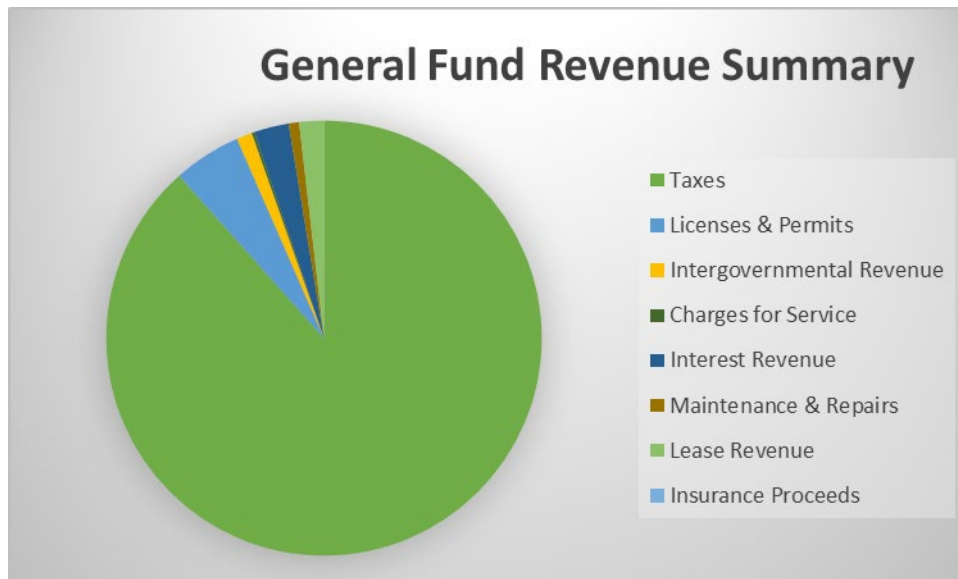
Fund Balance Beginning		4,239,172	4,476,894	4,476,894	4,476,894	4,476,894	4,476,894
			2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Revenues	FY 2024 Projection	Proposed Budget	Projected	Projected	Projected	Projected	Projected
Taxes	5,254,675	5,129,968	5,283,867	5,442,383	5,605,654	5,773,823	
Licenses & Permits	417,680	292,500	301,275	310,313	319,622	329,210	
Intergovernmental Revenue	68,125	67,200	69,216	71,292	73,431	75,634	
Charges for Service	12,004	11,990	8,086	8,328	8,578	8,835	
Interest Revenue	206,868	150,000	154,500	159,135	163,909	168,826	
Maintenance & Repairs	143,890	44,715	46,056	47,438	48,861	50,327	
Lease Revenue	24,000	106,000	109,180	112,457	115,832	119,304	
Insurance Proceeds	-	-	-	-	-	-	
	6,127,421	5,802,373	5,976,445	6,155,739	6,340,411	6,530,623	
		2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
Expenditures	Y-T-D Projections	Proposed Budget	Projected	Projected	Projected	Projected	
Administration	1,768,807	1,761,927	1,814,785	1,869,228	1,925,305	1,983,064	
Municipal Court	6,374	5,000	5,150	5,305	5,464	5,628	
Public Safety	2,011,640	2,288,973	2,357,642	2,428,371	2,501,223	2,576,259	
Public Works	1,766,749	1,375,563	1,416,830	1,459,335	1,503,115	1,548,208	
Parks & Recreation	204,962	207,561	213,788	220,201	226,808	233,612	
Planning & Development	101,560	150,000	154,500	159,135	163,909	168,826	
Mayor & Council	5,214	13,350	13,751	14,163	14,588	15,026	
	5,889,520	5,802,373	5,976,445	6,155,739	6,340,411	6,530,623	
Net Surplus (Deficit) ¹	237,722	-	-	-	-	-	
Ending Fund Balance	4,476,894	4,476,894	4,476,894	4,476,894	4,476,894	4,476,894	



General Fund

General Fund - Overview

Revenues	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Taxes	5,049,343	5,400,439	4,472,673	5,254,675	5,129,968	-5%
Licenses & Permits	513,144	279,375	300,849	417,680	292,500	5%
Intergovernmental Revenue	64,558	67,100	63,120	68,125	67,200	0%
Charges for Service	16,560	7,850	4,729	12,004	11,990	53%
Interest Revenue	261,332	75,000	160,037	206,868	150,000	100%
Maintenance & Repairs	159,590	44,715	44,023	143,890	44,715	0%
Lease Revenue	12,417	24,000	19,965	24,000	106,000	342%
Insurance Proceeds	10,427	-	-	-	-	0%
	6,087,370	5,898,479	5,065,396	6,127,241	5,802,373	-2%
Expenditures	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 31	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Administration	1,414,351	1,776,603	1,505,166	1,768,807	1,761,927	-1%
Municipal Court	54,216	3,100	5,466	6,374	5,000	61%
Public Safety	1,600,859	1,979,836	1,789,701	2,011,640	2,288,973	16%
Public Works	1,729,993	1,665,641	1,234,380	1,766,749	1,375,563	-17%
Parks & Recreation	198,072	159,272	142,637	204,962	207,561	30%
Planning & Development	252,934	193,000	92,254	125,773	150,000	-22%
Mayor & Council	1,615	30,500	5,214	5,214	13,350	-56%
	5,252,041	5,807,952	4,774,817	5,889,520	5,802,373	0%
Net Surplus (Deficit)	835,329	90,527	290,579	237,722	(0)	-100%

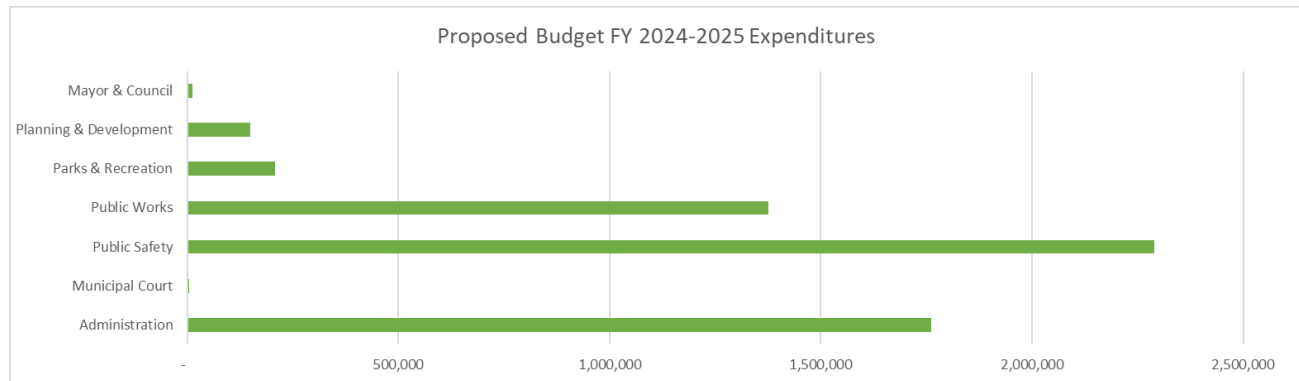


General Fund Revenues - Detailed

Description	2022-2023	2023-2024	2023-2024		2024-2025	Adopted FY24 vs
	Actuals	Adopted Budget	YTD July 31	FY End Projections	Proposed Budget	Proposed FY25
LOCAL SALES & USE TAX	4,604,046	4,715,901	3,737,761	4,487,761	4,476,267	-5%
MIXED BEVERAGES TAX	21,857	15,000	15,666	19,500	15,000	0%
OPIOID SETTLEMENT REVENUES	4,909	-	955	995	-	
PAYMENT IN LIEU OF TAXES	187,180	469,538	491,404	491,404	363,701	-23%
FRANCHISE FEES	231,351	200,000	222,610	255,000	275,000	38%
IN-KIND PEG FEES	-	-	15	15	-	0%
ALCOHOLIC BEVERAGE PERMITS	2,598	1,500	1,348	2,680	2,500	67%
SOLID WASTE GRANT	-	-	-	-	-	0%
PRINTING & DUPLICATION FEE	-	100	-	-	-	-100%
INTEREST REVENUE	261,332	75,000	160,037	206,868	150,000	100%
MISCELLANEOUS REVENUE	44,472	5,000	44,023	105,175	5,000	0%
CREDIT CARD REVENUE-MISC	108	1,000	-	-	1,000	0%
ROADWAY ASSESSMENTS	115,010	38,715	-	38,715	38,715	0%
T-MOBILE GROUND LEASE	12,417	24,000	19,965	24,000	24,000	0%
NEXTLINK LEASE					82,000	
CONTRACTOR REGISTRATION FEE	7,150	-	-	-	-	0%
TRAFFIC FINES	6,339	6,000	3,188	5,000	5,000	-17%
ARREST FEES	140	200	98	100	100	-50%
COURT ADMINISTRATIVE FEES	10	100	10	10	10	-90%
WARRANT FEES	681	600	500	600	600	0%
COURT SPECIAL EXPENSE FEE	75	200	14	-	-	-100%
TFC FEES	23	100	4	20	20	-80%
JFCI REVENUE	6	100	0	10	10	-90%
CREDIT CARD REVENUE-COURT	229	200	14	14	-	-100%
TCLEOSE EDUCATION ALLOWANCE	1,029	1,100	2,620	2,125	1,200	9%
ESD#3 BUILDING LEASE	63,530	66,000	60,500	66,000	66,000	0%
MISCELLANEOUS REVENUE-POLICE	445	-	-	-	-	0%
BUILDING PERMITS	470,851	250,000	291,447	400,000	275,000	10%
OCCUPANCY PERMITS	3,150	1,000	-	-	-	-100%
SIGN PERMITS	6,031	2,500	-	-	-	-100%
BILLBOARD PERMITS	1,250	100	-	-	-	-100%
SEPTIC PERMITS	2,300	1,500	-	-	-	-100%
HEALTH PERMITS	18,000	15,025	3,325	15,000	15,000	0%
PLAT FEES	3,154	2,250	1,254	2,250	2,250	0%
DEVELOPMENT REVIEW FEES	5,811	5,000	3,476	4,000	4,000	-20%
REPLAT FEES	-	250	-	-	-	-100%
ZONING FEES	-	250	-	-	-	-100%
CAPITAL LEASE PROCEEDS	32,688	-	-	-	-	0%
INSURANCE PROCEEDS	28,929	-	-	-	-	0%
PROCEEDS FROM SALE OF ASSETS	10,427	-	-	-	-	0%
SBITA FINANCING	68,488					
	6,216,012	5,898,229	5,060,233	6,127,241	5,802,373	-2%

General Fund Expenditure Summary

Expenditures	2022-2023 Actuals	2023-2024 Adopted Budget	2023-2024 YTD July 30	FY End Projections	2024-2025 Proposed Budget	Adopted FY24 vs Proposed FY25
Administration	1,414,351	1,776,603	1,505,166	1,768,807	1,761,927	-1%
Municipal Court	54,216	3,100	5,466	6,374	5,000	61%
Public Safety	1,600,859	1,979,836	1,789,701	1,951,321	2,288,973	16%
Public Works	1,729,993	1,665,641	1,234,380	1,766,749	1,375,563	-17%
Parks & Recreation	198,072	159,272	142,637	204,962	207,561	30%
Planning & Development	252,934	193,000	92,254	125,773	150,000	-22%
Mayor & Council	1,615	30,500	5,214	5,214	13,350	-56%
	5,252,041	5,807,952	4,774,817	5,829,201	5,802,373	0%



Administration Expenditures

CITY OF HUDSON OAKS, TX

FY 2023-24 GENERAL FUND

DEPARTMENTAL EXPENDITURES: ADMINISTRATION

	ACTUAL FY 23	BUDGET FY 24	YTD 31-Jul-24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTED FY AMOUNT	%	
ADMINISTRATION								
EXPENDITURES								
REGULAR PAY	518,276.85	668,012.00	575,527.18	704,597.00	722,782.55	18,185.55	3%	
OVERTIME PAY	2,723.06	-	-	-	-	-	0%	
MEDICAL INSURANCE	19,574.49	106,309.00	42,968.86	56,211.40	81,069.00	24,857.60	44%	
DENTAL INSURANCE	2,527.35	3,320.00	4,445.73	5,868.83	3,586.95	(2,281.88)	-39%	
VISION INSURANCE	-	-	-	-	-	-	0%	
LIFE INSURANCE	678.28	925.00	775.72	953.52	925.00	(28.52)	-3%	
DENTAL, LIFE AD&D INS-ADMIN	-	382.00	-	-	-	-	0%	
AD&D INSURANCE	92.80	364.00	174.40	214.40	364.00	149.60	70%	
FLEX SPENDING A/C EXPENSE	-	-	-	-	-	-	0%	
TMRS	59,991.38	87,243.00	73,609.28	90,943.44	98,753.00	7,809.56	9%	
HEALTH REIMBURSEMENT AGREEME	-	-	-	-	-	-	0%	
INSURANCE POOL CONTRIBUTION	15,000.00	7,000.00	-	-	7,000.00	7,000.00	0%	
LONGEVITY PAY	-	1,680.00	-	1,680.00	2,016.00	336.00	20%	
MEDICARE TAXES	8,966.16	9,554.00	9,004.93	11,143.26	10,426.92	(716.34)	-6%	
UNEMPLOYMENT INSURANCE	247.15	145.00	3,230.08	3,230.08	173.25	(3,056.83)	-95%	
INSURANCE-P & L	-	-	-	-	-	-	0%	
WORKER'S COMPENSATION	9,097.95	14,306.00	9,756.12	9,756.12	10,016.00	259.88	3%	
EMPLOYEE'S FITNESS PROGRAM	3,774.40	4,286.00	4,060.80	5,431.65	5,500.00	68.35	1%	
FICA	-	930.00	-	-	3,192.00	3,192.00	-	-
CONTRACT LABOR	-	-	-	-	-	-	0%	
AUDITING & ACCOUNTING	4,966.67	7,000.00	7,133.34	7,133.34	5,000.00	(2,133.34)	-30%	
PROFESSIONAL SERVICES	66,202.67	110,000.00	85,940.99	100,000.00	100,000.00	-	0%	
LEGAL FEES	36,015.80	30,020.00	32,198.08	40,000.00	30,020.00	(9,980.00)	-25%	
EQUIPMENT RENTAL	1,170.00	1,000.00	2,268.78	3,000.00	3,000.00	-	0%	
BUILDING INSPECTIONS	-	-	-	-	-	-	0%	
HEALTH INSPECTIONS	23,270.00	13,970.00	13,045.00	13,970.00	13,970.00	-	0%	
SEPTIC INSPECTIONS	-	-	-	-	-	-	0%	
CODE ENFORCEMENT	-	-	-	-	-	-	0%	
GENERAL OFFICE SUPPLIES	10,799.96	4,500.00	4,214.77	4,000.00	5,500.00	1,500.00	38%	
COMPUTER SUPPLIES	3,181.94	3,000.00	3,038.59	4,000.00	3,000.00	(1,000.00)	-25%	
MISCELLANEOUS SUPPLIES	2,870.14	4,000.00	373.12	250.00	4,000.00	3,750.00	1500%	
MISCELLANEOUS EXPENSE	3,025.92	1,000.00	23,969.11	1,500.00	5,000.00	3,500.00	233%	
PRINTING	2,678.46	1,500.00	1,183.76	1,896.72	2,000.00	103.28	5%	
POSTAGE	1,252.60	2,000.00	1,640.87	1,630.00	2,000.00	370.00	23%	
BANK FEES	43.45	1,000.00	90.08	144.00	500.00	356.00	247%	
SEMINARS & TRAINING	6,141.25	6,000.00	4,871.87	6,000.00	6,000.00	-	0%	
COMMUNITY EVENTS	4,353.53	7,000.00	370.36	7,000.00	7,000.00	-	0%	
AUTO MILEAGE REIMBURS	-	-	-	-	-	-	0%	
TRAVEL EXPENSES	7,627.91	7,000.00	8,985.23	7,500.00	8,000.00	500.00	7%	
MEALS & EXPENSES	3,311.51	3,000.00	5,133.91	7,054.70	12,000.00	4,945.30	70%	
CASH OVER/SHORT	-	-	-	-	-	-	0%	
DUES & SUBSCRIPTIONS	14,426.52	15,000.00	19,994.84	18,000.00	12,000.00	(6,000.00)	-33%	
TELEPHONE	9,590.44	9,000.00	6,819.69	7,500.00	6,000.00	(1,500.00)	-20%	
ELECTRIC UTILITIES	9,572.05	10,000.00	8,245.18	9,772.00	12,000.00	2,228.00	23%	
ECON DEV AGREEMENTS	194,724.69	227,000.00	193,573.50	193,570.00	200,000.00	6,430.00	3%	
SOFTWARE MAINTENANCE	124,402.16	80,000.00	107,373.34	120,000.00	100,000.00	(20,000.00)	-17%	
GENERAL LIABILITY INSURANCE	6,900.39	4,700.00	7,351.77	7,351.77	60,000.00	52,648.23	716%	
CRF	-	-	-	-	-	-	0%	
ADVERTISING & LEGAL NOTICES	4,895.75	4,500.00	2,079.48	2,500.00	4,500.00	2,000.00	80%	
FILING FEES	1,289.97	1,000.00	812.95	1,000.00	2,000.00	1,000.00	100%	
ELECTION COSTS	4,581.01	5,000.00	-	-	5,000.00	5,000.00	0%	
PRE-EMPLOYMENT SCREENING	-	-	-	-	-	-	0%	
OFFICE EQUIPMENT MAINTENANCE	16.99	250.00	-	-	250.00	250.00	0%	
OFFICE MACHINES	1,798.14	2,750.00	2,103.98	3,048.00	3,048.00	-	0%	
MODULAR BUILDING	-	-	-	-	-	-	0%	
CITY HALL BUILDING	-	-	-	-	-	-	0%	
TRANSFER OUT - PID	86,724.96	187,112.00	200,333.30	187,112.00	62,354.08	(124,757.92)	-67%	
TRANSFER OUT - SPECIAL EVENTS	100,000.00	123,845.00	123,845.00	123,845.00	141,980.00	-	-	
CAPITAL LEASE - PRINCIPLE	-	-	-	-	-	-	0%	
CAPITAL LEASE INTEREST	6,159.54	-	-	-	-	-	0%	
TOTAL EXPENDITURES	1,382,944.29	1,776,603.00	1,590,543.99	1,768,807.23	1,761,926.75	(6,880.48)	0%	

Municipal Court Expenditures

CITY OF HUDSON OAKS, TX

FY 2023-24 GENERAL FUND

DEPARTMENTAL EXPENDITURES: MUNICIPAL COURT

	ACTUAL FY 23	BUDGET FY 24	YTD 31-Jul-24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTION AMOUNT	%
MUNICIPAL COURT							
EXPENDITURES	-						
REGULAR PAY	29,291.94	-	1,302.05	1,302.05	-	(1,302.05)	-100%
OVERTIME PAY	-	-	-	-	-	-	0%
MEDICAL INSURANCE	1,576.42	-	68.54	68.54	-	(68.54)	-100%
DENTAL INSURANCE	173.75	-	6.95	6.95	-	(6.95)	-100%
VISION INSURANCE	-	-	-	-	-	-	0%
LIFE INSURANCE	50.75	-	2.03	2.03	-	(2.03)	-100%
DENTAL, LIFE AD&D INS-ADMIN	-	-	-	-	-	-	0%
AD&D INSURANCE	12.80	-	0.80	0.80	-	(0.80)	-100%
FLEX SPENDING A/C EXPENSE	-	-	-	-	-	-	0%
TMRS	3,454.67	-	163.41	163.41	-	(163.41)	-100%
HEALTH REIMBURSEMENT AGREEME	-	-	-	-	-	-	0%
INSURANCE POOL CONTRIBUTION	-	-	-	-	-	-	0%
LONGEVITY PAY	-	-	-	-	-	-	0%
MEDICARE TAXES	418.38	-	18.50	18.50	-	(18.50)	-100%
UNEMPLOYMENT INSURANCE	-	-	-	-	-	-	0%
INSURANCE-P & L	-	-	-	-	-	-	0%
WORKER'S COMPENSATION	494.46	-	-	-	-	-	0%
CONTRACT LABOR	-	-	-	-	-	-	0%
AUDITING & ACCOUNTING	-	-	-	-	-	-	0%
PROFESSIONAL SERVICES	10,130.00	2,000.00	3,697.50	4,795.00	5,000.00	205.00	4%
GENERAL OFFICE SUPPLIES	-	-	-	-	-	-	0%
MISCELLANEOUS EXPENSE	-	-	-	-	-	-	0%
MUNICIPAL COURT SUPPLIES	-	-	-	-	-	-	0%
PRINTING	-	-	17.12	-	-	-	0%
POSTAGE	-	-	-	17.12	-	(17.12)	-100%
ADVERTISING & LEGAL NOTICES	-	-	-	-	-	-	0%
ETS-3% CREDIT CARD CHARGES	-	-	-	-	-	-	0%
SEMINARS & TRAINING	-	1,000.00	-	-	-	-	0%
TRAVEL EXPENSE	-	-	-	-	-	-	0%
MEALS & EXPENSES	-	-	-	-	-	-	0%
DUES & SUBSCRIPTIONS	-	-	-	-	-	-	0%
TELEPHONE	-	-	189.00	-	-	-	0%
SOFTWARE MAINTENANCE	8,480.03	-	-	-	-	-	0%
GENERAL LIABILITY INSU	132.96	100.00	-	-	-	-	0%
JURY FEES	-	-	-	-	-	-	0%
OFFICE EQUIPMENT REPAIRS	-	-	-	-	-	-	0%
FURNITURE & FIXTURES	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	54,216.16	3,100.00	5,465.90	6,374.40	5,000.00	(1,374.40)	-22%

Public Safety Expenditures

FY 2023-24 PUBLIC SAFETY							
DEPARTMENTAL EXPENDITURES							
	ACTUAL	BUDGET	YTD	PROJECTED	PROPOSED	CHANGE FROM PROJECTION	
	FY 23	FY 24	31-Jul-24	FY 24	FY 25	AMOUNT	%
EXPENDITURES							
REGULAR PAY	863,127.07	1,136,833.00	951,783.17	1,126,810.00	1,201,308.00	74,498.00	7%
OVERTIME PAY	88,867.98	67,000.00	81,542.66	77,779.00	70,000.00	(7,779.00)	-10%
CERTIFICATION PAY	8,936.68	9,250.00	20,350.39	16,801.00	22,560.00	5,759.00	34%
SHIFT DIFFERENTIAL	-	-	-	-	32,500.00		
MEDICAL INSURANCE	44,648.53	102,074.00	83,378.30	71,422.00	162,139.00	90,717.00	127%
DENTAL INSURANCE	5,054.02	6,366.08	8,712.68		7,173.89	7,173.89	0%
LIFE INSURANCE	1,254.57	1,772.92	1,507.56		1,849.12	1,849.12	0%
AD&D INSURANCE	308.32	698.00	520.02		728.00	728.00	0%
DENTAL, LIFE, AD&D INS-PUB S	-	8,850.00	-	8,951.00	9,751.00		
TMRS	113,592.72	143,000.00	138,862.64	153,308.00	163,131.00	9,823.00	6%
INSURANCE POOL CONTRIBUTION	-	14,000.00	14,000.00	14,000.00	14,000.00	-	0%
LONGEVITY PAY	-	4,400.00	-	4,320.00	4,900.00	580.00	13%
MEDICARE TAXES	13,036.21	15,300.00	8,306.70	15,974.00	16,626.00	652.00	4%
UNEMPLOYMENT INSURANCE	-	290.00	5,919.11		347.00	347.00	0%
WORKER'S COMPENSATION	19,184.85	27,450.00	15,609.76	15,610.00	20,030.00	4,420.00	28%
CONTRACT LABOR	46,827.03	39,128.00	37,497.50	47,846.00	39,128.00	(8,718.00)	-18%
AUDITING & ACCOUNTING	4,966.67	5,000.00	7,133.33	5,000.00	5,000.00	-	0%
PROFESSIONAL SERVICES	81.09	6,095.00	5,457.66	7,473.00	6,741.00	(732.00)	-10%
GENERAL OFFICE SUPPLIES	3,931.61	2,950.00	4,000.63	5,663.00	2,950.00	(2,713.00)	-48%
COMPUTER SUPPLIES	2,057.81	4,100.00	-	2,500.00	6,000.00	3,500.00	140%
MISC SUPPLIES	1,244.50	5,300.00	422.22	2,500.00	4,400.00	1,900.00	76%
AMMUNITION	2,026.57	2,150.00	1,083.65	1,584.00	4,100.00	2,516.00	159%
UNIFORMS	14,938.26	18,150.00	14,029.76	8,524.00	30,000.00	21,476.00	252%
PRINTING	750.71	1,000.00	390.49	-	1,000.00	1,000.00	0%
POSTAGE	182.93	300.00	127.98	250.00	300.00	50.00	20%
ADVERTISING & LEGAL	-	-	-	-	-	-	0%
SEMINARS & TRAINING	7,368.24	5,000.00	1,467.97	5,000.00	16,500.00	11,500.00	230%
TRAVEL EXPENSES	235.09	1,000.00	2,113.80	1,000.00	2,000.00	1,000.00	100%
MEALS & EXPENSES	-	1,000.00	-	-	1,000.00	1,000.00	0%
DUES & SUBSCRIPTIONS	1,060.75	1,150.00	1,102.94	-	1,205.00	1,205.00	0%
TELEPHONE	9,449.71	10,000.00	5,443.74	9,000.00	12,000.00	3,000.00	33%
ELECTRIC UTILITIES	16,502.71	18,000.00	12,887.94	18,000.00	18,000.00	-	0%
SOFTWARE MAINTENANCE	17,748.71	65,000.00	49,639.98	48,116.00	68,000.00	19,884.00	41%
PRE-EMPLOYMENT SCREENING	-	100.00	-	-	100.00	100.00	0%
GEN LIABILITY INSURANCE	31,171.78	27,057.00	28,639.96	28,640.00	34,250.00	5,610.00	20%
INMATE HOUSING	141.00	1,000.00	211.50	800.00	1,000.00	200.00	25%
CRIME LAB FEES	285.00	500.00	68,975.25	2,500.00	1,360.00	(1,140.00)	-46%
DISPATCHER	77,048.00	91,967.00	3,089.30	91,967.00	101,526.00	9,559.00	10%
VEHICLE MAINTENANCE	12,181.31	11,500.00	8,978.32	11,500.00	11,500.00	-	0%
GAS & OIL	27,178.25	23,000.00	23,640.49	26,634.00	26,000.00	(634.00)	-2%
EQUIPMENT MAINTENANCE	2,856.96	250.00	373.51	374.00	250.00	(124.00)	-33%
OFFICE EQUIPMENT MAINTENANCE	-	3,000.00	2,338.03	2,726.00	3,000.00	274.00	10%
Vehicles - MISCELLANEOUS	53,833.24	-	27,202.49	30,000.00	29,300.00	(700.00)	-2%
SBITA Assets	37,081.46						
PUBLIC SAFETY BUILDING	62,917.93	19,700.00	21,938.10	19,700.00	21,900.00	2,200.00	11%
TRANSFER - VEHICLES/VERF	-	100,000.00	100,000.00	100,000.00	92,701.00		
CAPITAL LEASE - PRINCIPAL	57,377.96	27,280.00	27,261.84	27,262.00	19,494.00	(7,768.00)	-28%
CAPITAL LEASE - INTEREST	3,277.92	2,098.00	2,105.70	2,106.00	1,225.00	(881.00)	-42%
TOTAL EXPENDITURES	1,652,734.15	2,030,059.00	1,788,047.07	2,011,640.00	2,288,973.01	277,333.01	14%

Public Works Expenditures

CITY OF HUDSON OAKS, TX

FY 2023-24 PUBLIC WORKS

DEPARTMENTAL EXPENDITURES

	ACTUAL	BUDGET	YTD	PROJECTED	PROPOSED	CHANGE FROM PROJECTION	
	FY 23	FY 24	31-Jul-24	FY 24	FY 25	AMOUNT	%
PUBLIC WORKS							
<u>EXPENDITURES</u>							
REGULAR PAY	8,351.97	92,586.00	91,029.06	90,590.00	-	(90,590.00)	-100%
OVERTIME PAY	-	8,000.00	13,153.02	13,153.00	-	(13,153.00)	-100%
MEDICAL INSURANCE	724.44	7,291.00	4,510.84	4,462.46	-	(4,462.46)	-100%
DENTAL INSURANCE	78.63	658.00	526.28	519.67	-	(519.67)	-100%
LIFE INSURANCE	13.83	-	96.11	95.28	-	(95.28)	-100%
DENTAL, LIFE, AD&D INS-PUB S	-	-	-	-	-	-	0%
AD&D INSURANCE	2.88	-	37.85	-	-	-	0%
TMRS	1,017.08	12,545.00	13,799.98	13,740.51	-	(13,740.51)	-100%
HEALTH REIMBURSEMENT AGREEMENT	-	-	-	-	-	-	0%
INSURANCE POOL CONTRIBUTION	-	1,000.00	1,000.00	1,000.00	-	(1,000.00)	-100%
LONGEVITY PAY	-	864.00	-	864.00	-	(864.00)	-100%
MEDICARE TAXES	128.06	1,342.00	1,510.66	1,504.28	-	(650.40)	-100%
UNEMPLOYMENT INSURANCE	-	21.00	-	-	-	-	0%
INSURANCE-P & L	-	-	-	-	-	-	0%
WORKER'S COMPENSATION	799.36	2,044.00	813.00	650.40	-	(650.40)	0%
MEDICAL INSURANCE-STREETS	-	-	-	-	-	-	0%
DENTAL, LIFE, AD&D INS-STREE	-	-	-	-	-	-	0%
HEALTH REIMBURSEMENT AGREEMENT	-	-	-	-	-	-	0%
FICA TAXES	-	-	-	-	-	-	0%
PROFESSIONAL SERVICES	74,356.88	220,000.00	55,558.65	60,000.00	135,000.00	75,000.00	125%
EQUIPMENT RENTAL	4,982.69	12,000.00	2,230.23	1,250.00	12,000.00	10,750.00	860%
COMPUTER SUPPLIES	318.00	-	240.28	240.28	-	(240.28)	-100%
MISCELLANEOUS EXPENSE	818.84	-	2,452.45	3,000.00	-	(3,000.00)	-100%
UNIFORMS	40.98	-	188.32	188.32	-	(188.32)	-100%
GENERAL LIABILITY INSURANCE	2,471.50	6,700.00	2,484.62	2,493.52	17,500.00	15,006.48	602%
ELECTRIC UTILITIES	9,131.13	8,300.00	3,878.99	16,952.00	18,000.00	1,048.00	6%
PRINTING	-	6,500.00	3,807.70	7,614.00	5,000.00	-	-
POSTAGE	-	5,000.00	2,472.40	5,000.00	1,000.00	-	-
BANK CHARGES	-	35,000.00	25,756.28	50,000.00	50,000.00	-	-
SEMINARS & TRAINING	-	2,000.00	1,334.40	2,600.00	2,000.00	-	-
TRAVEL EXPENSES	-	500.00	303.24	600.00	500.00	-	-
MEALS & EXPENSES	-	500.00	-	-	500.00	-	-
DUES & SUBSCRIPTIONS	-	2,000.00	878.89	1,700.00	2,000.00	-	-
TELEPHONE	-	6,000.00	-	-	6,000.00	-	-
ELECTRIC UTILITIES	-	-	7,110.25	-	-	-	-
TRANSFER - VEHICLES/VERF	-	50,000.00	-	51,145.50	75,000.00	-	-
STREET SIGNS	272.73	5,000.00	2,193.45	3,596.00	5,000.00	1,404.00	39%
STREET IMPROVEMENTS	272,083.84	370,000.00	78,448.02	360,000.00	237,264.09	(122,735.91)	-34%
STREET REPAIRS	52,063.36	120,000.00	6,247.00	110,000.00	114,000.00	4,000.00	4%
TRANSFER OUT STREET DEBT	652,336.32	689,790.00	374,740.56	689,790.00	694,798.50	5,008.50	1%
TRASNFER OUT - GENERAL CAP PROJ	650,000.00	-	491,284.44	274,000.00	-	(274,000.00)	-100%
DEBT SERVICE - INTEREST	-	-	-	-	-	-	0%
TRANSFER OUT - STREET DEBT	-	-	-	-	-	-	0%
TRANSFER OUT TO EQUIPMENT REPLACEMENT	-	-	50,000.00	-	-	-	0%
TOTAL EXPENDITURES	1,729,992.52	1,665,641.00	1,188,086.97	1,766,749.22	1,375,562.59	(413,673.25)	-22%

Parks & Recreation Expenditures

CITY OF HUDSON OAKS, TX

FY 2023-24 PARKS AND REC

DEPARTMENTAL EXPENDITURES

	ACTUAL	BUDGET	YTD	PROJECTED	PROPOSED	CHANGE FROM PROJECTION	
	FY 23	FY 24	31-Jul-24	FY 24	FY 25	AMOUNT	%
PARKS & RECREATION							
<u>EXPENDITURES</u>							
REGULAR PAY	31,262.93	50,839.00	21,148.20	27,428.00	47,250.00	19,822.00	72%
OVERTIME PAY	2,591.29	3,023.00	765.00	660.00	5,000.00	4,340.00	658%
MEDICAL INSURANCE	1,872.44	7,291.00	4,212.25	5,894.83	11,581.00	5,686.17	96%
DENTAL INSURANCE	234.97	-	474.56	686.11	697.00	10.89	2%
LIFE INSURANCE	59.57	-	4.67	5.00	-	(5.00)	-100%
DENTAL, LIFE, AD&D INS-FACIL	10.08	658.00	1.85	2.00	-	(2.00)	-100%
TMRS	4,133.81	6,699.00	2,960.86	4,236.84	6,722.00	2,485.16	59%
HEALTH REIMBURSEMENT AGREEMENT	-	-	-	-	-	-	0%
INSURANCE POOL CONTRIBUTION	-	1,000.00	8,000.00	8,000.00	1,000.00	(7,000.00)	-88%
LONGEVITY PAY	-	-	-	-	-	-	0%
MEDICARE TAXES	520.11	737.00	274.84	336.60	685.00	348.40	104%
UNEMPLOYMENT INSURANCE	-	21.00	-	-	25.00	25.00	0%
WORKER'S COMPENSATION	-	2,044.00	487.80	325.20	1,431.00	1,105.80	340%
CONTRACT LABOR	-	-	-	-	-	-	0%
PROFESSIONAL SERVICES	6,777.25	-	5,819.61	7,500.00	-	(7,500.00)	-100%
GENERAL OFFICE SUPPLIES	95.74	500.00	-	-	500.00	500.00	0%
COMPUTER SUPPLIES	-	-	-	-	-	-	0%
MISCELLANEOUS SUPPLIES	6,709.33	500.00	739.60	1,000.00	1,000.00	-	0%
DUES & SUBSCRIPTIONS	487.39	-	-	-	-	-	0%
GENERAL LIABILITY INSURANCE	13.20	350.00	207.05	207.05	350.00	142.95	69%
EQUIPMENT MAINTENANCE	3,735.93	3,500.00	2,645.95	3,000.00	3,500.00	500.00	17%
GROUNDSKEEPING	73,884.94	110,000.00	70,190.60	85,680.00	85,000.00	(680.00)	-1%
BUILDING MAINTENANCE	26,882.97	13,500.00	24,409.01	60,000.00	42,820.00	(17,180.00)	-29%
PROPERTY	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	159,271.95	200,662.00	142,341.85	204,961.63	207,561.00	2,599.37	1%

Planning & Development Expenditures

CITY OF HUDSON OAKS, TX							
FY 2023-24 PLANNING AND DEVELOPMENT							
DEPARTMENTAL EXPENDITURES							
	ACTUAL FY 23	BUDGET FY 24	YTD 31-Jul-24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTION AMOUNT %	
PLANNING & DEVELOPMENT							
PROFESSIONAL SERVICES							
PROFESSIONAL SERVICES	49,205.04	66,000.00	23,213.25	37,218.00	50,000.00	12,782.00	34%
BUILDING INSPECTIONS	201,930.08	125,000.00	72,362.92	88,555.20	100,000.00	11,444.80	13%
HEALTH INSPECTIONS	-	-	-	-	-	-	0%
SEPTIC INSPECTIONS	-	-	-	-	-	-	0%
GENERAL OFFICE SUPPLIES	-	-	-	-	-	-	0%
MISCELLANEOUS SUPPLIES	-	-	-	-	-	-	0%
PRINTING	-	-	-	-	-	-	0%
POSTAGE	-	-	-	-	-	-	0%
SEMINARS & TRAINING	-	-	-	-	-	-	0%
COMMUNITY EVENTS	-	-	-	-	-	-	0%
TRAVEL EXPENSE	-	-	-	-	-	-	0%
MEALS & EXPENSES	-	-	-	-	-	-	0%
DUES & SUBSCRIPTIONS	1,799.02	2,000.00	-	-	-	-	0%
TELEPHONE	-	-	-	-	-	-	0%
ECON DEV AGREEMENTS	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	252,934.14	193,000.00	95,576.17	125,773.20	150,000.00	24,226.80	19%

Mayor & Council Expenditures

CITY OF HUDSON OAKS, TX						
<u>FY 2023-24 MAYOR AND COUNCIL</u>						
<u>DEPARTMENTAL EXPENDITURES</u>						
	ACTUAL FY 23	BUDGET FY 24	YTD 31-Jul-24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTION AMOUNT %
MAYOR & CITY COUNCIL						
EXPENDITURES						
COMPUTER & SUPPLIES	329.87	6,000.00	-	-	3,000.00	3,000.00 0%
UNIFORMS	380.66	1,500.00	-	-	500.00	500.00 0%
PRINTING	-	-	-	-	-	- 0%
POSTAGE	-	-	-	-	-	- 0%
SEMINARS & TRAINING	-	6,000.00	-	-	-	- 0%
COMMUNITY EVENTS	168.18	5,000.00	500.00	500.00	5,000.00	4,500.00 900%
AUTO MILEAGE REIMBURSEMENT	-	-	-	-	-	- 0%
TRAVEL EXPENSE	-	10,000.00	4,714.42	4,714.00	3,850.00	(864.00) -18%
MEALS & EXPENSES	608.99	1,000.00	-	-	1,000.00	1,000.00 0%
DUES & SUBSCRIPTIONS	-	1,000.00	-	-	-	- 0%
TELEPHONE	-	-	-	-	-	- 0%
SOFTWARE MEINTENANCE	127.79	-	-	-	-	- 0%
TOTAL EXPENDITURES	904.96	23,000.00	5,214.42	5,214.00	9,850.00	4,636.00 89%



Water Fund

Water Fund Summary

Revenues	2022-2023	2023-2024	2023-2024		2024-2025		Adopted FY24 vs Proposed FY25
	Actuals	Adopted Budget	YTD July 31	FY End Projections	Proposed Budget	Budget	
Water Sales	1,803,002	1,625,000	1,423,006	1,689,325	2,020,097		24%
Upper Trinity Groundwater Fees	46,654	40,000	33,645	40,000	40,000		0%
Impact Fees	24,146	10,000	-	-	10,000		0%
Transfer In	832,602	105,000	-	105,000	-		-100%
Other	67,484	69,000	47,997	64,674	69,000		0%
	2,773,888	1,849,000	1,504,648	1,898,999	2,139,097		16%
Expenditures	2022-2023	2023-2024	2023-2024		2024-2025		Adopted FY24 vs Proposed FY25
	Actuals	Adopted Budget	YTD July 31	FY End Projections	Proposed Budget	Budget	
Water	2,205,346	1,795,083	1,364,391	1,615,070	2,139,097		19%
	2,205,346	1,795,083	1,364,391	1,615,070	2,139,097		19%
Net Surplus (Deficit)	568,542	53,917	140,257	283,929	-		-100%

Water Fund Revenues

CITY OF HUDSON OAKS, TX

FY 2023-24 WATER FUND

REVENUES & EXPENDITURES

	ACTUAL FY 23	BUDGET FY 24	YTD 31-Jul-24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTION	
						AMOUNT	%
REVENUES							
Water Sales	1,803,002.36	1,625,000.00	1,423,006.22	1,689,325.00	2,020,097.00	330,772.00	20%
UTGCD - Hudson Oaks	46,653.73	40,000.00	34,944.97	40,000.00	40,000.00	-	0%
Services Charges	1,960.00	1,500.00	1,200.00	1,200.00	1,500.00	300.00	25%
Reconnect Fees	720.00	500.00	480.00	240.00	500.00	260.00	108%
Late Payment Penalties	11,156.35	8,000.00	8,891.65	11,000.00	8,000.00	(3,000.00)	-27%
Water Impact Fees - COHO	24,146.12	10,000.00	-	-	10,000.00	10,000.00	0%
Water Tap Fee	7,500.00	5,000.00	-	-	5,000.00	5,000.00	0%
Meter Fees	8,783.00	2,000.00	-	-	2,000.00	2,000.00	0%
Water Meter Fee	-	2,000.00	-	-	2,000.00	2,000.00	0%
Interest Revenue	20,069.60	50,000.00	37,424.95	52,234.00	50,000.00	(2,234.00)	-4%
MISCELLANEOUS REVENUE	17,294.60	-	-	-	-	-	-
Transfer in/Debt Service	832,602.15	105,000.00	-	105,000.00	-	(105,000.00)	-
TOTAL REVENUES	2,773,887.91	1,849,000.00	1,505,947.79	1,898,999.00	2,139,097.00	240,098.00	13%

Water Fund Expenditures

CITY OF HUDSON OAKS, TX							
FY 2023-24 WATER FUND							
REVENUES & EXPENDITURES	ACTUAL FY 23	BUDGET FY 24	YTD 31-Jul-24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTION	
						AMOUNT	%
<u>EXPENDITURES</u>							
Regular Pay	267,043.69	173,751.00	135,161.04	167,840.00	215,773.00	47,933.00	29%
Overtime Pay	39,113.66	27,000.00	7,181.71	8,000.00	27,000.00	19,000.00	238%
Certification Pay	-	5,000.00	-	-	3,000.00	3,000.00	0%
Medical Insurance	15,241.60	29,164.00	17,883.41	19,676.00	57,907.00	38,231.00	194%
Dental	1,953.12	2,633.00	1,968.40	2,428.00	3,483.00	1,055.00	43%
Life Insurance	477.73	-	305.08	340.00	-	(340.00)	-100%
AD & D	-	-	119.10	130.00	-	(130.00)	-100%
TMRS	3,777.73	23,543.00	18,724.57	19,780.00	30,699.00	10,919.00	55%
Insurance Pool Contribution	-	4,000.00	4,000.00	4,000.00	5,000.00	1,000.00	25%
Longevity Pay	-	192.00	-	192.00	336.00	144.00	75%
Medicare Taxes	4,135.21	2,519.00	2,036.49	2,169.00	3,129.00	960.00	44%
Unemployment Insurance	-	83.00	-	-	124.00	124.00	0%
Worker's Compensation	6,683.38	8,175.00	8,455.28	8,454.00	7,154.00	(1,300.00)	-15%
Auditing and Accounting	4,966.66	5,000.00	7,133.33	5,000.00	5,000.00	-	0%
Professional Services	85,545.72	50,000.00	41,504.87	74,000.00	70,000.00	(4,000.00)	-5%
Equipment Rental	2,209.09	1,000.00	1,094.84	1,000.00	1,000.00	-	0%
Well Tank & Inspections	2,500.00	2,500.00	4,248.64	2,500.00	4,000.00	1,500.00	60%
Water Sampling	6,375.21	6,000.00	4,291.31	1,500.00	6,000.00	4,500.00	300%
Gen Office Supplies	941.60	1,000.00	569.71	1,000.00	1,000.00	-	0%
Computer Supplies	179.99	1,700.00	29.69	100.00	1,500.00	1,400.00	1400%
Miscellaneous Supplies	8,160.66	4,000.00	3,831.02	6,000.00	4,000.00	(2,000.00)	-33%
Uniforms	5,995.42	7,620.00	6,893.66	9,000.00	9,000.00	-	0%
Water System Supplies	72,810.79	35,000.00	54,979.27	60,000.00	45,000.00	(15,000.00)	-25%
Chemicals	12,112.17	16,372.00	9,808.28	13,000.00	13,500.00	500.00	4%
Meters & Couplings	33,760.83	44,000.00	54,061.31	35,000.00	44,000.00	9,000.00	26%
Well Site Utilites	119,468.16	112,000.00	59,349.18	75,000.00	112,000.00	37,000.00	49%
Software Maintenacne	46,348.54	30,000.00	44,491.25	60,000.00	60,000.00	-	0%
Pre-Employment Screening	-	100.00	-	-	100.00	100.00	0%
Gen Lianility Insurance	6,899.95	-	9,387.88	10,000.00	10,000.00	-	0%
UTGCD	34,191.06	35,000.00	15,425.05	30,000.00	35,000.00	5,000.00	17%
Regional Water Purchases	186,477.40	215,000.00	185,864.32	230,000.00	300,000.00	70,000.00	30%
Regional Demand Fees	154,675.54	168,000.00	164,537.92	150,000.00	150,000.00	-	0%
ACCOUNTS MOVED TO GF IN FY24	60,800.89						
Vehicle Maintenance	10,323.76	7,000.00	7,730.21	9,000.00	9,000.00	-	0%
Gas & Oil	16,320.36	20,000.00	16,324.72	18,000.00	20,000.00	2,000.00	11%
Equipment Maitenance	7,743.31	5,000.00	4,125.81	5,500.00	5,000.00	(500.00)	-9%
Office Equipment Maintenanc	126.29	1,000.00	618.51	-	500.00	500.00	0%
Building	17,328.57	2,500.00	318.20	1,100.00	2,500.00	1,400.00	127%
Water Plant Maintenance	22,031.11	25,000.00	27,079.14	35,000.00	25,000.00	(10,000.00)	-29%
Water Plant Improvements	12,415.00	25,000.00	8,118.97	6,150.00	25,000.00	18,850.00	307%
Water Distribution Repair	4,737.82	25,000.00	4,477.18	4,000.00	66,041.00	62,041.00	1551%
Water Well Repairs	8,516.00	10,000.00	8,797.10	80.00	25,000.00	24,920.00	31150%
Transfer Out - Debt Service	922,958.19	664,231.00	553,637.10	664,231.00	736,351.00	72,120.00	
TOTAL EXPENDITURES	2,205,346.21	1,795,083.00	1,494,563.55	1,739,170.00	2,139,097.00	399,927.00	23%



Wastewater Fund

Wastewater Fund

CITY OF HUDSON OAKS, TX

FY 2023-24 WASTEWATER FUND

REVENUES & EXPENDITURES

	ACTUAL FY 23	BUDGET	YTD	PROJECTED	PROPOSED	CHANGE FROM PROJECTION	
		FY 24	31-Jul-24	FY 24	FY 25	AMOUNT	%
REVENUES							
Wastewater Charges	483,943.41	500,000.00	530,055.37	650,000.00	882,262.00	232,262.00	36%
WW Contract - Aledo ISD	54,000.00	76,320.00	43,300.00	73,000.00	61,800.00	(11,200.00)	-15%
Interest Revenue	11,415.42	5,000.00	18,050.58	20,000.00	15,000.00	(5,000.00)	-25%
TOTAL REVENUE	549,358.83	581,320.00	591,405.95	743,000.00	959,062.00	216,062.00	29%
EXPENDITURES							
Regular Pay	-	60,152.00	54,266.35	61,961.60	73,528.00	11,566.40	19%
Overtime Pay	-	6,150.00	8,724.12	14,778.00	-	(14,778.00)	-100%
Medical Insurance	-	7,291.00	4,983.14	5,874.86	11,581.00	5,706.14	97%
Dental Insurance	-	-	620.96	742.94	697.00	(45.94)	-6%
Life Insurance	-	-	107.68	125.00	-	(125.00)	-100%
AD&D	-	658.00	42.00	48.00	-	(48.00)	-100%
TMRS	-	8,151.00	8,509.54	10,200.00	10,461.20	261.20	3%
Insurance Pool Contribution	-	1,000.00	1,000.00	1,000.00	-	(1,000.00)	-100%
Longevity Pay	-	672.00	-	672.00	720.00	48.00	7%
Medicare Taxes	-	872.00	905.57	872.00	1,066.00	194.00	22%
Unemployment Insurance	-	21.00	-	21.00	-	(21.00)	-100%
Worker's Compensation	-	2,044.00	-	2,044.00	1,431.00	(613.00)	-30%
Professional Services	-	-	38,213.75	50,000.00	30,000.00	(20,000.00)	-40%
Wastewater Sampling	3,577.00	-	1,862.00	1,862.00	-	-	0%
Wastewater Treatment Service	156,370.54	150,000.00	177,701.92	227,000.00	240,000.00	13,000.00	6%
Wastewater Engineering	-	-	-	-	-	-	0%
Electric Utilities	5,602.19	6,500.00	4,085.15	6,100.00	6,500.00	400.00	7%
Wastewater System Supplies	-	-	250.25	250.25	-	(250.25)	-100%
Sewer Maintenance	480.00	3,000.00	-	-	3,000.00	3,000.00	0%
Transfer Out - Debt Service	201,210.84	197,196.00	164,209.50	197,196.00	560,428.65	363,232.65	184%
Transfer Out -	97,881.33	105,000.00	-	105,000.00	-	(105,000.00)	-100%
TOTAL EXPENDITURES	465,121.90	548,707.00	465,481.93	685,747.65	939,412.85	258,232.65	37%
NET SURPLUS (DEFICIT)	84,236.93	32,613.00	125,924.02	57,252.35	19,649.15	(42,170.65)	-66%



Dyegard Fund

Dyegard Fund

CITY OF HUDSON OAKS, TX							
<u>FY 2023-24 DYEGARD FUND</u>							
<u>REVENUES & EXPENDITURES</u>							
	ACTUAL FY 23	BUDGET FY 24	YTD 31-Jul-24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTION	
						AMOUNT	%
<u>REVENUES</u>							
WATER SALES - DYEGARD	308,509.50	270,000.00	245,215.52	285,000.00	301,016.00	16,016.00	6%
LATE PAYMENT PENALTIES	2,461.13	3,000.00	1,895.59	2,000.00	2,000.00	-	0%
WATER IMPACT FEES - DYEGARD	517.38	-	-				
METER FEES - DYEGARD	199.00	-	-				
TOTAL REVENUE	311,687.01	273,000.00	247,111.11	287,000.00	303,016.00	16,016.00	6%
							#REF!
<u>EXPENDITURES</u>							
AUDITING AND ACCOUNTING - DYE	1,000.00	3,000.00	2,500.00	2,500.00	3,000.00	500.00	20%
PROFESSIONAL SERVICES - DYE	2,696.65	500.00	12,602.65	1,000.00	2,500.00	1,500.00	150%
EQUIPMENT RENTAL - DYE	-	500.00	-	500.00	500.00	-	0%
WELL TANK INSPECTIONS AND REPAIR	900.00	1,000.00	900.00	1,000.00	1,000.00	-	0%
WATER SAMPLING - DYE	240.00	4,000.00	160.00	140.00	2,000.00	1,860.00	1329%
WATER SYSTEM SUPPLIES - DYEGARD	253.95	3,000.00	-	3,000.00	2,000.00	(1,000.00)	-33%
CHEMICALS - DYEGARD	1,691.89	1,000.00	-	1,000.00	2,000.00	1,000.00	
METERS- DYEGARD	3,738.16	-	-				
PRINTING - DYEGARD	1,177.98	1,500.00	1,074.14	1,200.00	1,500.00	300.00	
POSTAGE - DYEGARD	1,115.78	1,000.00	1,313.98	1,500.00	1,500.00	-	
WELL SITE UTILITIES - DYEGARD	17,186.00	9,000.00	32,804.34	40,000.00	40,000.00	-	
SOFTWARE MAINTENANCE	2,449.67	1,600.00	1,058.80	-	2,400.00	2,400.00	
EQUIPMENT MAINTENANCE - DYEGARD	-	1,000.00	-	1,000.00	1,000.00	-	
WATER PLANT MAINTENANCE - DYEGARD	11,464.50	20,000.00	220.00	20,000.00	20,000.00	-	
TRANSFER OUT - DYEGARD	202,626.36	146,363.00	121,968.90	146,363.00	144,380.25	(1,982.75)	
TOTAL EXPENDITURES	202,626.36	146,363.00	121,968.90	146,363.00	144,380.25	(1,982.75)	-1%
NET SURPLUS (DEFICIT)	109,060.65	126,637.00	125,142.21	140,637.00	158,635.75	17,998.75	13%



Stormwater Fund

Stormwater Fund

CITY OF HUDSON OAKS, TX							
FY 2023-24 STORMWATER FUND							
REVENUES & EXPENDITURES							
	ACTUAL FY 23	BUDGET FY 24	YTD 31-Jul-24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTION	
						AMOUNT	%
REVENUES							
Stormwater Fee	201,662.29	200,000.00	174,491.52	202,609.12	201,000.00	(1,609.12)	-1%
TOTAL REVENUES	201,662.29	200,000.00	174,491.52	202,609.12	201,000.00	(1,609.12)	-1%
							0%
EXPENDITURES							
MISCELLANEOUS EXPENSE	19,348.24	-	-	-	-		
Drainage System Repairs	-	90,000.00	19,300.08	19,300.08	62,825.00	43,524.92	226%
Street Repairs	-	50,000.00	-	-	50,000.00	50,000.00	
DEPRECIATION EXPENSE	33,957.38	-	-	-	-		
Debt Service - Principal	-	45,000.00	-	45,000.00	50,000.00	5,000.00	
Debt Service - Interest	20,406.91	38,875.00	-	38,875.00	37,175.00	(1,700.00)	
TOTAL EXPENDITURES	73,712.53	223,875.00	19,300.08	103,175.08	200,000.00	96,824.92	94%
NET SURPLUS (DEFICIT)	127,949.76	(23,875.00)	155,191.44	99,434.04	1,000.00	(98,434.04)	-99%

Trinity River Estates Fund

TRE Fund

CITY OF HUDSON OAKS, TX						
FY 2023-24 TRE FUND						
<u>REVENUES AND EXPENDITURES</u>						
	ACTUAL FY 23	BUDGET FY 24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTION AMOUNT	%
<u>REVENUES</u>						
WATER SALES	-	-	-	30,000.00	30,000.00	0%
LATE CHARGES	-	-	-	-	-	0%
TOTAL REVENUES		-	-	30,000.00	30,000.00	0%
					#REF!	
<u>EXPENDITURES</u>						
WATER SYSTEM IMPROVEMENTS	-	-	-	30,000.00	30,000.00	0%
TOTAL EXPENDITURES		-	-	30,000.00	30,000.00	0%
NET SURPLUS (DEFICIT)	-	-	-	-	-	-

Special Events Fund

Special Events Fund

CITY OF HUDSON OAKS, TX						
FY 2023-24 SPECIAL EVENTS FUND						
REVENUES AND EXPENDITURES						
	ACTUAL FY 23	BUDGET FY 24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTION AMOUNT	%
REVENUES						
CREDIT CARD REVENUES		-	-	-	-	0%
TICKET SALES - CRAFT/SPRING EVENT	14,328.15	15,000.00	-	-	-	0%
PACKAGE TICKET SALES		-	-	-	-	0%
SPONSORSHIPS - CRAFT/ SPRING EVENT	1,598.10	5,000.00	-	-	-	0%
SPONSORSHIPS - BOOMIN 4TH	32,950.00	50,000.00	71,000.00	50,000.00	(21,000.00)	-30%
VENDOR CHARGES	1,725.00	2,000.00	-	-	-	0%
SPONSORSHIPS - XMAS	4,250.00	3,250.00	5,500.00	6,000.00	500.00	9%
SPONSORSHIPS NAT DA	-	-	-	-	-	0%
SPONSORSHIPS - EASTER	3,930.00	4,000.00	2,870.00	3,520.00	650.00	23%
SPONSORSHIPS - TRUNK OR TREAT	-	-	2,800.00	2,800.00	-	0%
TRANSFER IN FROM GENERAL FUND	100,000.00	123,845.00	123,845.00	141,980.00	-	15%
TRANSFER IN FROM HOT FUND	-	-	-	5,000.00	-	0%
TOTAL REVENUE	158,781.25	203,095.00	206,015.00	209,300.00	(19,850.00)	2%
EXPENDITURES						
Overtime Pay	3,438.68	22,795.00	5,093.50	22,000.00	16,906.50	332%
Insurance	682.17	5,000.00	1,286.15	5,000.00	3,713.85	289%
Contract Labor	5,730.00	10,000.00	11,952.50	10,000.00	(1,952.50)	-16%
Miscellaneous Supplies	5,135.77	7,500.00	9,277.00	10,000.00	723.00	
Advertising - Boomin' 4th	793.84	1,000.00	1,000.00	1,000.00	-	
Printing	283.69	300.00	300.00	300.00	-	0%
Bank Charges	-	1,000.00	-	-	-	0%
Comm Events - Craft & Cork/3rd Big Eve	50,460.22	40,000.00	-	-	-	0%
Event Rentals - Craft & Cork/3rd Big Eve	550.00	20,000.00	-	-	-	0%
Comm Events - Boomin' Fourth	108,397.17	65,000.00	119,001.42	125,000.00	5,998.58	5%
Event Rentals - Boomin 4th	2,217.72	7,000.00	5,528.45	7,000.00	1,471.55	27%
Comm Events - Xmas Corridor	20,156.01	15,000.00	25,659.07	20,000.00	(5,659.07)	-22%
Event Rentals - Xmas Corridor	1,240.78	3,000.00	2,432.94	3,000.00	567.06	23%
Event Rentals - Trunk or Treat	558.12	500.00	-	1,000.00	1,000.00	0%
Community Events - Easter	4,539.64	5,000.00	5,783.98	5,000.00	(783.98)	-14%
OTHER OFFICE EQUIPMENT	36.80	-	129.91	-	-	
TOTAL SPECIAL EVENTS EXPENDITURES	204,220.61	203,095.00	187,444.92	209,300.00	21,984.99	12%
NET SURPLUS (DEFICIT)	(45,439.36)	-	18,570.08	-	(41,834.99)	-10%

Hotel Occupancy Tax Fund

Hotel Occupancy Tax Fund

CITY OF HUDSON OAKS, TX

FY 2023-24 HOT FUND

REVENUES AND EXPENDITURES

	ACTUAL FY 23	BUDGET FY 24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTED FY	
					AMOUNT	%
<u>Revenues</u>						
Taxes						
Hotel/Motel Occupancy Tax	-	-	-	5,000.00	5,000.00	0%
		-	-	-	-	0%
		-	-	-	-	0%
TOTAL REVENUES	-	-	-	5,000.00	5,000.00	0%
<u>Expenditures</u>						
TRANSFERS OUT						
TRANSFER OUT - SPECIAL EVENTS FUND	-	-	-	5,000.00	5,000.00	0%
TOTAL EXPENDITURES	-	-	-	5,000.00	5,000.00	0%
NET SURPLUS (DEFICIT)	-	-	-	-	-	-

Debt Service Fund

Debt Service Fund

FY 2023-24 DEBT SERVICE FUND					
REVENUES AND EXPENDITURES					
	BUDGET	PROJECTED	PROPOSED	CHANGE FROM PROJECTION	
	FY 24	FY 24	FY 25	AMOUNT	%
REVENUES					
Transfer in - PID	112,980.00	112,980.00	238,875.00	125,895.00	111%
Transfer in - Street	689,790.00	689,790.00	694,798.50	5,008.50	1%
Transfer in - Admin	187,112.00	187,112.00	62,354.08	(124,757.92)	-67%
Interest	500.00	-	-	-	0%
TOTAL DEBT SERVICE REVENUES	990,382.00	989,882.00	996,027.58	6,145.58	1%
DEBT SERVICE					
2007 Certificates of Obligation Principal	115,000.00	115,000.00	125,000.00	10,000.00	9%
2007 Certificates of Obligation Interest	20,705.00	20,705.00	15,990.00	(4,715.00)	-23%
2016A Certificates of Obligation Principal	200,000.00	200,000.00	205,000.00	5,000.00	3%
2016A Certificates of Obligation Interest	73,675.00	73,675.00	69,625.00	(4,050.00)	-5%
2018 Certificates of Obligation PID Principal	80,000.00	80,000.00	85,000.00	5,000.00	6%
2018 Certificates of Obligation PID Interest	67,850.00	67,850.00	63,725.00	(4,125.00)	-6%
2018 Certificates of Obligation Fiber Principal	15,000.00	15,000.00	15,000.00	-	0%
2018 Certificates of Obligation Fiber Interest	11,875.00	11,875.00	11,125.00	(750.00)	-6%
2021A General Obligation Refunding Principal	56,000.00	56,000.00	56,000.00	-	0%
2021A General Obligation Refunding Interest	3,692.00	3,692.00	6,354.08	2,662.08	72%
2021B General Obligation Taxable Principal	80,000.00	80,000.00	80,000.00	-	0%
2021B General Obligation Taxable Interest	22,360.00	22,360.00	20,783.50	(1,576.50)	-7%
2023 Certificates of Obligation Street Principal	65,000.00	65,000.00	70,000.00	5,000.00	8%
2023 Certificates of Obligation Street Interest	86,175.00	86,175.00	82,275.00	(3,900.00)	-5%
2023 Certificates of Obligation PID Principal	40,000.00	40,000.00	40,000.00	-	0%
2023 Certificates of Obligation PID Interest	52,550.00	52,550.00	50,150.00	(2,400.00)	-5%
TOTAL DEBT SERVICE EXPENDITURES	989,882.00	989,882.00	996,027.58	6,145.58	1%

Public Improvement District No. 1 Fund

PID No. 1 Fund

FY 2023-24 PID NO. 1						
FUND						
REVENUES AND EXPENDITURES						
	ACTUAL FY 23	BUDGET FY 24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTED FY 21	
					AMOUNT	%
<u>REVENUES</u>						
PID Assessments	68,217.00	112,730.00	112,980.00	311,520.73	198,540.73	176%
Interest Revenue	-	250.00	-	-	-	0%
TOTAL DEBT SERVICE REVENUES	68,217.00	112,980.00	112,980.00	311,520.73	198,540.73	176%
<u>EXPENDITURES</u>						
Professional Services						
Professional Services	-	-	-	25,000.00	25,000.00	0%
DEBT SERVICE						
Transfer Out - Debt Service	68,000.00	112,980.00	112,980.00	238,875.00	125,895.00	111%
TOTAL DEBT SERVICE EXPENDITURES	68,000.00	112,980.00	112,980.00	263,875.00	150,895.00	134%
NET SURPLUS (DEFICIT)	217.00	-	-	47,645.73	47,645.73	42%

Vehicle and Equipment Replacement Fund

VERF Fund

FY 2023-24 VERF FUND REVENUES AND EXPENDITURES						
	BUDGET FY 24	YTD 31-Jul-24	PROJECTED FY 24	PROPOSED FY 25	CHANGE FROM PROJECTION	%
<u>REVENUES</u>						
Transfers in						
Transfer from Public Safety	100,000.00	100,000.00	100,000.00	92,701.00	(7,299.00)	-7%
Transfer from Public Works	50,000.00	50,000.00	50,000.00	75,000.00	25,000.00	50%
Interest Revenue	500.00	-	-		-	0%
TOTAL TRANSFERS	150,500.00	150,000.00	150,000.00	167,701.00	17,701.00	12%
TOTAL VERF REVENUES	150,500.00	150,000.00	150,000.00	167,701.00	17,701.00	12%
<u>EXPENDITURES</u>						
CAPITAL PURCHASES						
Vehicle Purchases	136,239.00	51,145.00	148,000.00	103,851.00	(44,149.00)	-30%
Other Capital Purchases- PD	-	-		63,850.00	63,850.00	0%
TOTAL CAPITAL PURCHASES	136,239.00	51,145.00	148,000.00	167,701.00	19,701.00	13%
TOTAL VERF EXPENDITURES	136,239.00	51,145.00	148,000.00	167,701.00	19,701.00	13%
NET SURPLUS (DEFICIT)	14,261.00	98,855.00	2,000.00	-	(2,000.00)	-2%

Cash Balances

*As of July 31st, 2024

Cash		
General Fund		420,523
Police Forfeiture Fund		3,587
Court Technology Fund		2,156
Court Security Fund		13,190
Park Dedication Fund		2,924
Special Events Fund		-
PID No. 1		88,477
American Rescue Funds		615,475
Utility CIP		176,116
General Capital Projects		3,594
General Debt Service		-
Water Fund		(98,749)
Dyegard Fund		321,261
Wastewater Fund		12,376,606
Stormwater Fund		1,290,779
Total		15,215,940
Investments		
Investments	Fund	
Pooled Cash CD	General Fund	232,505
Texpool - General Reserve	General Fund	113,591
Texstar - General Reserve	General Fund	3,150,509
Texpool - Sales Tax Reserve	General Fund	183,648
Texstar - Wastewater	Wastewater	186,470
Total		3,866,723
Total Cash & Investments		19,082,663

Fund Balances

*As of July 31st, 2024

Fund	FY 2023 Actual	Projected Surplus/Deficit	Projected Ending Fund Balance
General Fund	4,239,172	222,599	4,461,771
Police Forfeiture Fund	3,587	-	3,587
Court Technology Fund	2,079	80	2,159
Court Security Fund	13,105	100	13,205
Park Dedication Fund	2,924	-	2,924
Special Events Fund	(4,410)	24,253	19,843
HOT Tax Fund	-	-	-
PID No. 1	207,207	-	207,207
American Rescue Funds	-	-	-
Utility CIP	-	-	-
General Capital Projects	-	-	-
General Debt Service	-	-	-
Water Fund	709,607	283,929	993,536
Dyegard Fund	299,766	67,797	367,563
TRE Fund	-	-	-
Wastewater Fund	505,019	57,252	562,271
Stormwater Fund	764,573	99,434	864,007
VERF	-	2,000	2,000

City Council Meeting Staff Agenda Report



Public hearing and consideration of Ordinance 2024-17, adopting an ordinance amending Sections 13.02.032 and 13.02.033 of the Hudson Oaks' Code of Ordinances to amend the city's water rates, amending Section 13.02.046 to amend the Dyegard System water rates, and amending Section 13.03.032 to amend the city's sewer rates		
Meeting date: September 26, 2024	Agenda Item #: E2	Action being considered: Adoption of Ordinance 2024-17

Staff Recommendation:

Approval of Ordinance 2024-17.

Prior Board or Council Action:

City Council last considered changes the Hudson Oaks and Dyegard water rate tables in August 2018 and sewer in April 2008.

Background Information/Analysis:

As the City of Hudson Oaks continues to grow, and in some cases age, demands on our water and sewer system have never been higher. Infrastructure that was once good enough is now in need of serious expansion to meet the standards our city has always kept. Adding new water mains, water storage, and wastewater force main will be pivotal in the future success of our city.

For nearly two decades the City of Hudson Oaks has partnered with the City of Weatherford to handle our wastewater needs as a wholesale customer. As both cities continue to grow, the need to separate has finally arrived. The City of Hudson Oaks has now partnered with the City of Willow Park to have an equity stake in the wastewater plant they are building as opposed to being a wholesale customer. The cost of doing business as a partner in wastewater as opposed to a wholesale customer does come with higher operational cost. However, this change will provide the City of Hudson Oaks more control over our future and provide a better service to our residents and businesses.

Adding a new water main to loop the system will allow us to fill our overhead storage at an increased rate, this is especially important during the summer months when watering yards have a huge tax on the system. Also being considered in a new storage tank on the east side of the city, further increasing our capacities.

Financial Considerations:

Revenue increases associated with this rate adjustment have been included in the FY24-25 budget.

Attachments:

DRAFT Ordinance 2024-17

Staff Contact:

Sterling Naron, city administrator
682-229-2408
sterling.naron@hudsonoaks.com

ORDINANCE NO. 2024-17

AN ORDINANCE AMENDING SECTIONS 13.02.032 AND 13.02.033 OF THE HUDSON OAKS' CODE OF ORDINANCES TO AMEND THE CITY'S WATER RATES, AMENDING SECTION 13.02.046 TO AMEND THE DYEGARD SYSTEM WATER RATES, AND AMENDING SECTION 13.03.032 TO AMEND THE CITY'S SEWER RATES; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE FOR NEW RATES.

WHEREAS, the City of Hudson Oaks is a type A general law municipality located in Parker County, Texas, created in accordance with the provisions of Chapter 6 of the Local Government Code and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City Council has reviewed the existing and proposed water and sewer rates and heard the recommendations of City staff; and

WHEREAS, the City Council finds that an increase in the water and sewer rates is necessary to cover the cost of City services consistent with a fiscally sound utility system and to ensure sound operating practices.

WHEREAS, a public hearing was held by the City Council on the 26th day of September, 2024, with respect to the proposed changes to the water and sewer rates; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUDSON OAKS, TEXAS:

SECTION 1.

Effective for the first billing cycle after October 1, 2024, that the minimum monthly service charges for the base water rates for service in the City and for service out of the City as set forth in Section 13.02.032 (a) and (b) of the Hudson Oaks Code of Ordinances are hereby amended to read as set forth in the attached Exhibit "A".

SECTION 2.

Effective for the first billing cycle after October 1, 2024, that the usage charges for water service as set forth in Section 13.02.033 of the Hudson Oaks Code of Ordinances are hereby amended to read as set forth in the attached Exhibit "B".

SECTION 3.

Effective for the first billing cycle after October 1, 2024, that the minimum monthly service charges and the usage charges for water service for service in the Dyegard water system as set forth in Section 13.02.046 (a) and (b) of the Hudson Oaks Code of Ordinances are hereby amended to read as set forth in the attached Exhibit "C".

SECTION 4.

Effective for the first billing cycle after October 1, 2024, that the minimum monthly service charges and the usage charges for wastewater service as set forth in Section 13.03.032 (b) of the Hudson Oaks Code of Ordinances are hereby amended to read as set forth in the attached Exhibit "D".

SECTION 6.

That this ordinance shall be cumulative of all other ordinances of the City of Hudson Oaks and shall not repeal any of the provisions of such ordinances, except in those instances where provisions of such ordinances are in direct conflict with the provisions of this ordinance.

SECTION 7.

That it is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared void, ineffective or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such voidness, ineffectiveness or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this ordinance, since the same would have been enacted by the City Council without the incorporation herein of any such void, ineffective or unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 8.

This ordinance shall be in full force and effect from and after its passage.

PASSED AND APPROVED ON THIS 26th DAY OF SEPTEMBER, 2024.

Tom Fitzpatrick
Mayor

ATTEST:

Shelley Scazzero
City Secretary

EXHIBIT “A”

(a) Base rates in the city – A minimum monthly service charge shall be made each month, or fraction thereof, for water service within the city limits. The minimum charge shall be based on the size of the service meter for both residential and commercial.

Meter Size (in inches)	Minimum Charge
0.75”	\$46.70
1.00”	\$88.84
1.50”	\$130.99
2.00”	\$279.06
3.00”	\$341.71

(b) Base rates out the city – A minimum monthly service charge shall be made each month, or fraction thereof, for water service outside the city limits. The minimum charge shall be based on the size of the service meter.

Meter Size (in inches)	Minimum Charge
0.75”	\$46.70
1.00”	\$88.84
1.50”	\$130.99
2.00”	\$279.06
3.00”	\$341.71

EXHIBIT "B"

The rates charged for the use of water by system customers shall be calculated by use of the following rate scales. This rate shall be in addition to the minimum monthly charges.

(1) Residential usage charges. Consumption (inside and outside city limits):

Monthly Consumption	Monthly Rate
0 to 5,000	\$4.72 per 1,000 gallons
5,001 to 10,000	\$5.45 per 1,000 gallons
10,001 to 30,000	\$6.97 per 1,000 gallons
30,001-60,000	\$8.34 per 1,000 gallons
60,001+	\$9.97 per 1,000 gallons

(2) Commercial usage charges. Consumption (inside and outside city limits)

Monthly Consumption	Monthly Rate
0 to 15,000	\$6.04 per 1,000 gallons
15,001 to 35,000	\$7.95 per 1,000 gallons
35,001 to 65,000	\$9.34 per 1,000 gallons
65,001+	\$10.99 per 1,000 gallons

EXHIBIT “C”

(a) Minimum monthly charge – base rate. A minimum monthly service charge shall be made each month, or fraction thereof, for water service within the city limits. The minimum charge shall be based on the size of the service meter.

Meter Size	Minimum Charge
0.75”	\$59.50
1.00”	\$82.00
1.50”	\$119.00
2.0”	\$215.00

(b) Usage charge. The rates charged for the use of water by Dyegard system customers shall be calculated by use of the following rate schedule. The rate shall be in addition to the minimum monthly charge:

Monthly Consumption	Monthly Rate
0 to 5,000	\$4.72 per 1,000 gallons
5,001 – 10,000	\$5.45 per 1,000 gallons
10,001 – 30,000	\$6.97 per 1,000 gallons
30,001-60,000	\$8.34 per 1,000 gallons
60,001+	\$9.97 per 1,000 gallons

(c) The remaining rates and charges for water service as set forth in this division shall apply to the Dyegard system customers.

EXHIBIT "D"

(b) A minimum monthly service charge (base rate) shall be made each month, or fraction thereof, for sewer service, in addition to a volume or usage charge, as specified below:

(1) Commercial:

(A) Base rate: \$25.74.

(B) Volume charge: \$16.30 per 1,000 gallons.

(2) Residential:

(A) Base rate: \$25.74

(B) Volume charge: \$6.84 per 1,000 gallons.

City Council Meeting Staff Agenda Report



Police Department monthly report		
Meeting date: September 26, 2024	Agenda Item #: F1	Action being considered: None

Staff Recommendation:

None.

Prior Board or Council Action:

None.

Background Information/Analysis:

None

Financial Consideration:

None

Attachments:

Monthly Activity Reports for August 2024

Staff Contact:

Michael R. Baldwin, Chief of Police
682-229-2421
michael.baldwin@hudsonoaks.com

Sterling Naron, City Administrator
682-229-2408
sterling.naron@hudsonoaks.com

Hudson Oaks Police Department
Monthly Activity Report
August 2024

Calls Dispatched	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	183	142	146	135	124	157	159	153	162	176	156	145	1,838
FY 19-20	171	167	157	133	120	138	102	144	159	151	117	140	1,699
FY 20-21	NA	NA	NA	NA	NA	NA	109	169	208	180	190	182	1,038
FY 21-22	161	168	144	126	141	132	144	179	153	170	172	191	1,881
FY 22-23	186	145	186	154	154	161	168	190	188	148	125	116	1,921
FY 23-24	154	145	145	131	137	145	141	143	147	152	183		1,623

Self-Initiated Calls	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	308	360	394	440	407	366	372	413	389	411	526	535	4,921
FY 19-20	488	490	508	438	398	327	215	252	197	173	340	395	4,221
FY 20-21	NA	NA	NA	NA	NA	NA	265	134	244	150	314	211	1,318
FY 21-22	146	140	213	193	119	213	247	156	145	84	93	185	1,934
FY 22-23	119	74	78	73	97	115	152	138	199	204	182	147	1,578
FY 23-24	94	93	100	215	181	186	178	150	121	147	153		1,618

Incidents Reported	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	26	14	20	17	11	23	11	13	13	22	9	15	194
FY 19-20	9	9	16	17	6	8	16	6	13	13	20	10	143
FY 20-21	25	26	29	19	26	51	62	36	58	35	41	29	437
FY 21-22	37	51	47	29	29	44	72	63	68	53	59	54	606
FY 22-23	66	39	56	38	30	64	54	48	51	62	55	48	611
FY 23-24	43	46	46	41	48	50	44	53	45	66	77		559

Arrests Made	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	7	4	4	8	3	9	7	6	3	3	1	6	61
FY 19-20	7	3	3	3	1	3	4	1	2	1	4	3	35
FY 20-21	13	4	9	1	4	10	12	5	6	3	5	1	73
FY 21-22	10	5	3	3	1	6	6	4	4	3	6	1	52
FY 22-23	5	3	2	2	1	6	4	6	7	6	6	5	53
FY 23-24	2	5	5	6	6	9	2	7	1	9	7		59

Accidents Worked	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	20	16	18	10	12	12	13	27	12	10	25	12	187
FY 19-20	18	26	12	7	18	10	9	24	18	21	10	12	185
FY 20-21	21	20	19	12	13	21	15	20	29	21	19	16	226
FY 21-22	9	11	17	13	12	17	13	30	26	22	18	25	213
FY 22-23	21	28	21	23	10	20	26	26	20	29	23	17	264
FY 23-24	31	29	25	18	22	15	17	23	18	26	18		242

Code Enforcement	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Total
FY 18-19	1	0	0	1	2	0	0	2	3	2	3	1	15
FY 19-20	0	0	0	0	0	2	2	0	2	1	1	0	8
FY 20-21	0	1	1	0	0	2	2	2	2	1	1	2	14
FY 21-22	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 22-23	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 23-24	0	0	0	0	0	0	0	0	0	0	0		0

Monthly Call/Incident Frequency		
Call Type	Jul	Aug
Alarms	9	10
Animals	6	6
Disturbances	19	12
DWI	2	0
Assault	0	1
Burglary	2	2
Drug Offense	0	0
Agency Assist	57	67
Animal Shelter	11	11

Community Outreach/Public Education Programs Held

NA = *Not Available as Parker County Communications data was corrupted.*

Aug

Business Checks: 613

Residential Checks: 305

City Council Meeting Staff Agenda Report



Staff report on the City's Financial Dashboards		
Meeting date: September 26, 2024	Agenda Item #: F2	Action being considered: None

Attachments:

Financial Dashboard for the month of August 2024.

Staff Contact:

Sterling Naron, City Administrator

682-229-2408

sterling.naron@hudsonoaks.com



City of Hudson Oaks FY24 Dashboard

Financial Overview: General Fund
 Period Ending: August 31, 2024

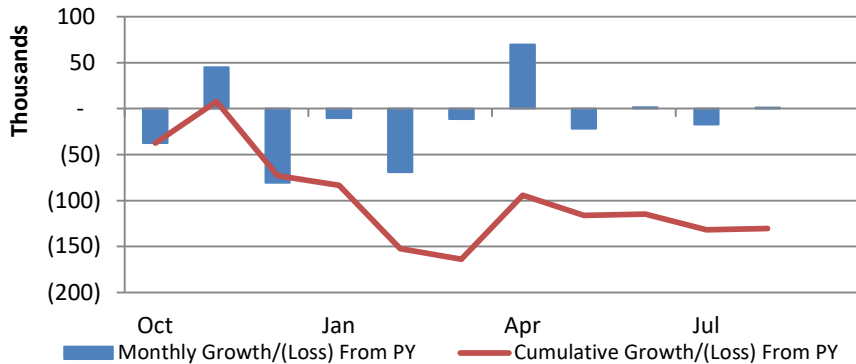
Revenue Summary

Past 12 Months	Budget	YTD	% of budget
Administration	\$ 5,545,754	\$ 5,065,143	91%
Municipal Court	\$ 7,500	4,255	57%
Parks & Recreation	\$ -	-	0%
Planning & Development	\$ 277,875	308,761	111%
Public Safety	\$ 67,100	62,625	93%
Total Revenue	5,898,229	5,440,784	92%

Expenditure Summary

Past 12 Months	Budget	YTD	% of budget
Administration	\$ 1,776,603	\$ 1,645,979	93%
Mayor & Council	\$ 30,500	5,214	17%
Municipal Court	\$ 3,100	5,916	191%
Parks & Recreation	\$ 200,663	197,575	98%
Planning & Development	\$ 193,000	92,254	48%
Public Safety	\$ 2,021,222	1,993,850	99%
Public Works	\$ 1,665,641	1,301,849	78%
Total Expenditures	5,890,729	5,242,637	89%

Sales Tax Summary



Key Revenue Sources

Past 12 Months	YTD	Budget	% of budget
Local Sales & Use Tax	\$ 4,137,254	\$ 4,715,901	88%
Franchise Fees	229,763	\$ 200,000	115%
Court Fines & Fees	4,256	\$ 7,500	57%
Licenses & Permits	305,887	\$ 270,125	113%

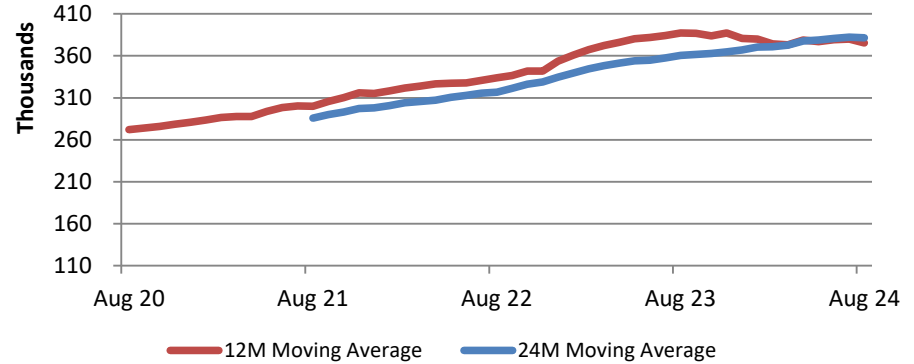
Moving Average Comparisons

12 Month Moving Average	Aug 2024	Aug 2023	% Change
Local Sales & Use Tax	\$ 375,913	\$ 387,176	-2.9%
Franchise Fees	20,182	18,424	9.5%
Court Fines & Fees	355	672	-47.3%
Licenses & Permits	26,537	64,997	-59.2%

Permit Summary

Past 12 Months	FY24	FY23	Five Year Average
Residential	1	0	2
Commercial	4	8	9

Sales Tax Historical Moving Averages





City of Hudson Oaks FY24 Dashboard

Financial Overview: Enterprise Fund
 Period Ending: August 31, 2024

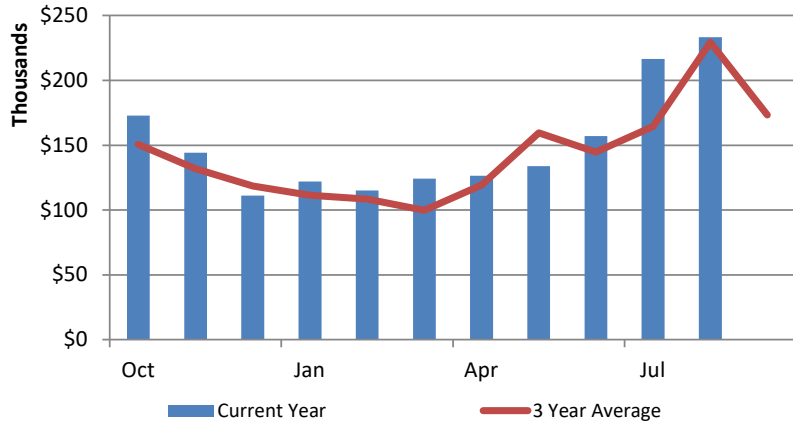
Revenue Summary

Past 12 Months	Budget	YTD	% of budget
Water Sales	\$ 1,625,000	\$ 1,656,296	102%
Charges for Services	\$ 224,500	53,270	24%
Wastewater Charges	\$ 500,000	600,875	120%
Other Wastewater	\$ -	87,453	0%
Transfers In/Misc	\$ 156,900	-	0%
Total Revenue	2,349,500	2,397,893	102%

Expenses Summary

Past 12 Months	Budget	YTD	% of budget
Personal & Professional	\$ 427,071	\$ 326,895	77%
Supplies	\$ 109,692	147,543	135%
Operations	\$ 725,100	690,900	95%
Maintenance & Repairs	\$ 123,500	83,692	68%
Debt Service/Capital	\$ 996,427	789,641	79%
Total Expenditures	2,381,790	2,038,670	86%

Historical Water Sales



Key Indicators Summary

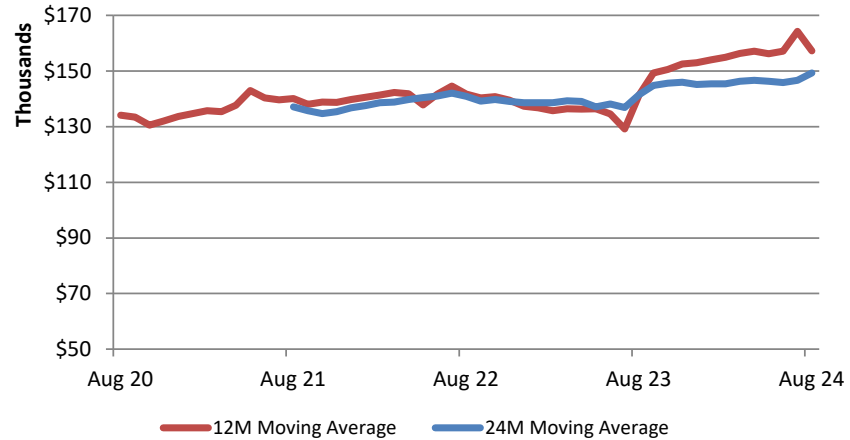
Past 12 Months	YTD	Three Year Hist Average	% Change
Water Sales	\$ 1,656,296	\$ 1,537,301	8%
Wastewater Charges	\$ 600,901	\$ 462,617	30%
Gallons Pumped*	163,452,000	154,259,833	6%
Gallons Sold	168,823,293	149,333,737	13%

**The gallons pumped YTD will be affected by the ability to purchase off Fort Worth*

Moving Average Comparisons

12 Month Moving Average	Aug 2024	Aug 2023	% Change
Water Sales	\$ 157,295	\$ 141,358	11%
Sewer Sales	\$ 51,150	\$ 42,939	19%
Gallons Pumped*	14,883,675	12,629,954	18%
Gallons Sold	16,251,791	12,842,369	27%
Water Loss	9%	2%	

Water Sales Historical Moving Averages





City of Hudson Oaks FY24 Dashboard

Financial Overview: Dyegard Fund & Stormwater Fund

Period Ending: August 31, 2024

Dyegard Fund

Revenue Summary

Past 12 Months	Budget	YTD	% of budget
Water Sales	\$ 270,000	\$ 284,680	105%
Charges for Services	\$ 3,000	2,162	72%
Total Revenue	273,000	286,842	105%

Expenditure Summary

Past 12 Months	Budget	YTD	% of budget
Professional Services	\$ 9,000	\$ 4,763	53%
Supplies	\$ 4,000	-	0%
Operations	\$ 13,100	41,118	314%
Maintenance & Repairs	\$ 21,000	220	1%
Debt Service	\$ 146,363	134,166	92%
Total Expenditures	193,463	180,267	93%

Stormwater Fund

Revenue Summary

Past 12 Months	Budget	YTD	% of budget
Stormwater Sales	\$ 200,000	\$ 197,254	99%
Charges for Services	-	-	0%
Grant Revenue	-	-	0%
Total Revenue	200,000	197,254	99%

Expenditure Summary

Past 12 Months	Budget	YTD	% of budget
Professional Services	\$ -	\$ -	-
Supplies	-	-	-
Operations	-	-	-
Maintenance & Repairs	140,000	18,300	13%
Debt Service	83,875	-	0%
Total Expenditures	223,875	18,300	8%



HUDSON OAKS

City of Hudson Oaks FY24 Dashboard

Financial Overview: Investment Report

Period Ending: August 31, 2024

Investment Report

Reserve Funds	Beginning	Interest	Ending
Reserve	Balance	Earned	Balance
TexPool General Reserve	\$ 114,103	\$ 1,527	\$ 115,117
TexPool Sales Tax Reserve	-	2,468	186,117
TexPool Enterprise Reserve	102,249	460	102,709
TexStar General Reserve	3,150,509	14,165	3,164,674
TexStar Capital Projects Reserve	31	0	31
TexStar 2023 General Cap CO	1,615,157	7,262	1,622,419
TexStar Water Projects Reserve	9,823	44	9,867
TexStar Wastewater Reserve	186,470	838	187,309
<i>Total</i>	<i>5,178,343</i>	<i>26,765</i>	<i>5,388,244</i>

Investments

Vehicle	Principle	Rate	Balance
Plains Capital CD	\$ 232,505	1.20%	\$ 232,505
<i>Total</i>	<i>232,505</i>		<i>232,505</i>