



City of Glenn Heights

City Council Meeting

Agenda Packet

January 19, 2021

Meeting starts at 7:00 PM



**NOTICE AND AGENDA
CITY COUNCIL
TUESDAY, JANUARY 19, 2021 7:00 P.M.
REGULAR CITY COUNCIL MEETING**

Notice is hereby given in accordance with the Order of the Office of the Governor issued March 16, 2020, that the City of Glenn Heights will conduct a Regular Meeting via telephone and video conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Novel Coronavirus (COVID-19).

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at <https://www.glennheightstx.gov/AgendaCenter>.

To view this Council Meeting live, please use the following link (you are not required to have a Facebook account to access this meeting):
<https://www.facebook.com/CityofGlennHeights>.

Notice is hereby given that the City of Glenn Heights City Council will hold a Regular City Council Meeting on Tuesday, January 19, 2021, beginning at 7:00 P.M. via telephone and video conference as prescribed by Vernon’s Texas Civil Statutes, Government Code Section §551.041, to consider and possibly take action on the following agenda items. Items do not have to be taken in the same order as shown in this meeting Notice and Agenda.

CALL TO ORDER

SWEARING-IN CEREMONY

Sonja A. Brown, Mayor Pro Tem-Elect

INVOCATION – Council Member Machanta Newson

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

If you would like to make a Public Comment during the “**Public Comment**” portion of the meeting, please email Brandi Brown, City Secretary, at brandi.brown@glennheightstx.gov, no later than **6:00 P.M. on January 19, 2021**.

Please include the following information in your email:

- Name
- Address
- Email Address and Phone Number
- Agenda Item or General Subject of your Comment

Once your request is received, you will be given information to access the meeting via telephone or video conference (which provides two-way communication during the Public Comment portion of the meeting).

CONSENT AGENDA

1. Discuss and take action to approve the City Council Meeting Minutes of the January 5, 2021, Regular Called City Council Meeting. (Brandi Brown, City Secretary)

AGENDA

1. Discuss and take action on Ordinance O-16-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending the Code of Ordinances of the City of Glenn Heights, Texas, by adding a new Article 1.24 "Citizens Police Advisory Committee" to Chapter 1 "General Provisions" and; providing a savings clause, providing a repealing clause; and providing for an effective date. (Second Reading) (Lucas Benson, Interim Chief of Police)
2. Discuss and take action on Resolution R-04-21, a Resolution of the City Council of the City of Glenn Heights, Texas, adopting the City of Glenn Heights Traffic Calming Policy for residential neighborhoods; and providing for an effective date. (Lucas Benson, Interim Chief of Police)
3. Presentation on City of Glenn Heights Boards and Commissions. (Michael Rogers, Deputy City Manager)
4. December 2020 Financial Report. (Phillip Conner, Finance Director)
5. Discuss and take action on Resolution R-06-21, a Resolution of the City Council of the City of Glenn Heights, Texas, approving a Master Agreement Governing Transportation Major Capital Improvement Programs with Dallas County; and providing an effective date. (Michael Rogers, Deputy City Manager)
6. Discuss and take action on an Assignment of Contract Agreement between S&J Meter, Inc., SecureVision of America, Inc., and the City of Glenn Heights. (David Hall, City Manager)

ADJOURNMENT

In accordance with the Americans with Disabilities Act, If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodations, please contact the City Secretary at least 48 hours in advance of the event at 972-223-1690 ext. 125 or email

brandi.brown@glennheightstx.gov. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

I, Brandi Brown, City Secretary, do hereby certify that the above Meeting Notice and Agenda was posted in a place convenient to the Public at Glenn Heights City Hall, 1938 South Hampton Road, Glenn Heights, Texas by 5:00 P.M. on Friday, January 15, 2021.

Pursuant to Section 551.071 of the Texas Government Code, the City Council reserves the right to consult in closed session with its attorney at any time during the course of this meeting and to receive legal advice regarding any item listed on this agenda.

Brandi Brown, City Secretary



Invocation

Council Member Machanta Newson

**MINUTES OF THE CITY COUNCIL OF
THE CITY OF GLENN HEIGHTS, TEXAS**

JANUARY 5, 2021

STATE OF TEXAS *
COUNTIES OF DALLAS AND ELLIS *
CITY OF GLENN HEIGHTS *

On the 5th day of January 2021, the City Council of the City of Glenn Heights, Texas, met in a Regular Called City Council Meeting via telephone and video conference with the following members present:

CITY COUNCIL:

Harry A. Garrett*	*	Mayor
Sonja A. Brown	*	Mayor Pro Tem
Emma Ipaye	*	Council Member
Jeremy Woods, Sr.	*	Council Member
Alisha M. Brown	*	Council Member
Shaunte L. Allen	*	Council Member
Machanta Newson	*	Council Member

*Mayor Harry A. Garrett joined the meeting at 7:18 P.M.

STAFF:

David Hall	*	City Manager
Michael Rogers	*	Deputy City Manager
Lucas Benson	*	Interim Chief of Police
Brandi Brown	*	City Secretary
Phillip Conner	*	Finance Director
Marlon Goff	*	Planning and Development Director
Byron Hardy	*	IT Administrator
Miamauni Hines	*	Planner
Keith Moore	*	Fire Chief
Jaynice Porter-Brathwaite	*	Human Resources Director

CONSULTANT:

Victoria Thomas	*	City Attorney's Office
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CALL TO ORDER

Mayor Pro Tem Sonja A. Brown called the City Council Meeting to order at 7:12 P.M., with a quorum of the City Council present.

INVOCATION

Mayor Pro Tem Sonja A. Brown delivered the Invocation.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Sonja A. Brown led the assembly in the Pledge of Allegiance.

PUBLIC COMMENT

There were no Public Comments.

PROCLAMATION

Mayor Pro Tem Sonja A. Brown read the following Proclamation:

- Martin Luther King Jr. Day, January 18, 2021

CONSENT AGENDA

1. Discuss and take action on the City Council Meeting Minutes of the November 30, 2020, Special Called City Council Meeting. (Brandi Brown, City Secretary)
2. Discuss and take action on the City Council Meeting Minutes of the December 1, 2020, Regular Called City Council Meeting. (Brandi Brown, City Secretary)
3. Discuss and take action on an Amended Plat by Goodwin & Marshall on behalf of Starlight Homes for Stone Creek IIIA. The final plat of the 53.400-acre parcel was approved by the City Council of the City of Glenn Heights on October 1, 2019 and recorded with Ellis County on May 5, 2020. The purpose of this Amending Plat is to change the front building line on Lots 15-25, inclusive in Block 1 from 25' to 30', update the site data table, and revise the rear lot line between Lots 22 and 23 in Block 1. (Miamauni Hines, Planner)

Council Member Jeremy Woods, Sr. made a motion to approve Consent Agenda items 1-3. Mayor Pro Tem Sonja A. Brown made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, S. Brown, Ipaye, Woods, A. Brown, Allen, and Newson

AGENDA

1. Discuss and first reading of Ordinance O-16-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending the Code of Ordinances of the City of Glenn Heights, Texas by adding a new Article 1.24 "Citizens Police Advisory Committee" to Chapter 1 "General Provisions" and; providing a savings clause, providing a repealing clause; and providing for an effective date.

Lucas Benson, Interim Chief of Police, completed a presentation regarding the organization, policies, purpose and goals, and duties of the Citizens Police Advisory Committee. He provided a brief history of community programming, discussed proposed training and an implementation schedule for the committee, and provided

recommended actions. Chief Benson, David Hall, City Manager, and Victoria Thomas, City Attorney, answered Council's questions related to training, duties of the committee, committee appointments, budgeting for this program, how citizen feedback will be used, and the frequency of committee reports being provided to Council.

2. Discuss and first reading of Ordinance O-17-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, adopting the City of Glenn Heights Traffic Calming Policy for residential neighborhoods; and providing for an effective date.

Michael Rogers, Deputy City Manager, completed a presentation regarding what traffic calming is, why it is necessary, methods of traffic calming, the policy purpose, and the proposed application process. Lucas Benson, Interim Chief of Police, completed a presentation regarding traffic calming options and a timeline for implementation. Mr. Rogers, Chief Benson, and David Hall, City Manager, answered Council's questions related to where traffic calming measures would be installed, neighborhood speed limits, school zones, methods of receiving applications, and timelines for implementation.

3. Discuss and take action on Resolution R-01-21, a Resolution of the City Council of the City of Glenn Heights, Texas, nominating a candidate for the Ellis Appraisal District Board of Directors' vacancy for the year 2021.

Brandi Brown, City Secretary, introduced this item to Council. Ms. Brown, David Hall, City Manager, and Victoria Thomas, City Attorney, answered Council's questions related to the nomination process, eligibility, and final appointment by the Ellis Appraisal District Board of Directors.

Mayor Harry A. Garrett nominated Council Member Machanta Newson to be Glenn Heights' candidate for the Ellis Appraisal District Board of Directors. Council Member Machanta Newson accepted the nomination. Council Member Shaunte L. Allen made the second. The nomination was confirmed with the following vote:

VOTE 7 Ayes – Garrett, S. Brown, Ipaye, Woods, A. Brown, Allen, and Newson

Council Member Shaunte L. Allen made a motion to approve Resolution R-01-21, a Resolution of the City Council of the City of Glenn Heights, Texas, nominating Council Member Machanta Newson as Glenn Heights' candidate for the Ellis Appraisal District Board of Directors' vacancy for the year 2021. Council Member Emma Ipaye made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, S. Brown, Ipaye, Woods, A. Brown, Allen, and Newson

4. Discuss and take action on Resolution R-02-21, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing the City Manager to institute and administer a temporary policy to make a limited paid personal leave available to qualifying

employees who suffer a documented adverse reaction to the COVID-19 vaccination, and providing for an effective date.

David Hall, City Manager, introduced this item and provided a brief overview. Jaynice Porter-Brathwaite, Human Resources Director, discussed eligibility and requirements. Mr. Hall answered Council's questions related Staff receiving the COVID-19 vaccination.

Council Member Shaunte L. Allen made a motion to approve Resolution R-02-21, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing the City Manager to institute and administer a temporary policy to make a limited paid personal leave available to qualifying employees who suffer a documented adverse reaction to the COVID-19 vaccination, and providing for an effective date. Council Member Jeremy Woods, Sr. made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, S. Brown, Ipaye, Woods, A. Brown, Allen, and Newson

5. Discuss and take action on Resolution R-03-21, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing a financing agreement with Government Capital Corporation for the purpose of procuring a water meter project; and providing an effective date.

David Hall, City Manager, completed a presentation regarding proposed costs, a program cost analysis, total estimated program costs, the water meter program, and financing. Mr. Hall answered Council's questions related to warranties, how malfunctioning meters may affect billing, and data monitoring/accessibility.

Council Member Shaunte L. Allen made a motion to approve Resolution R-03-21, a Resolution of the City Council of the City of Glenn Heights, Texas, authorizing a financing agreement with a maturity maximum of 15 years and an interest rate of 2.447% fixed with Government Capital Corporation for the purpose of procuring a water meter project; and providing an effective date. Council Member Machanta Newson made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, S. Brown, Ipaye, Woods, A. Brown, Allen, and Newson

6. Discuss and take action electing a Mayor Pro Tem.

Brandi Brown, City Secretary, introduced this item to Council. Victoria Thomas, City Attorney, discussed nomination and voting procedures.

Mayor Harry A. Garrett polled Council Members for their nomination. Mayor Garrett and Council Members Woods, A. Brown, Allen, and Newson nominated Mayor Pro Tem Brown. Council Member Ipaye stated she had no nomination but did not object to the current Mayor Pro Tem continuing to serve in that capacity.

Mayor Harry A. Garrett confirmed the consensus of Council in the nomination of Sonja A. Brown for Mayor Pro Tem. Council confirmed the nomination and re-elected Sonja A. Brown with the following vote:

VOTE 7 Ayes – Garrett, S. Brown, Ipaye, Woods, A. Brown, Allen, and Newson

7. November 2020 Financial Report.

Phillip Conner, Finance Director, completed a presentation regarding the City's revenues, expenditures, and fund balances through November 2020. He also answered Council's questions related to the fiscal/budget year start date.

EXECUTIVE SESSION

1. The City Council shall convene into Executive Session:

- A. pursuant to Government Code, Section 551.071, Consultation with Attorney; consult with City Attorney regarding legal issues related to administering the COVID vaccine to employees.

Council Member Shaunte L. Allen made a motion to convene into Executive Session. Mayor Pro Tem Sonja A. Brown made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, S. Brown, Ipaye, Woods, A. Brown, Allen, and Newson

City Council convened into Executive Session at 9:37 P.M.

2. The City Council shall reconvene into Open Session and take any action arising from Executive Session:

- B. pursuant to Government Code, Section 551.071, Consultation with Attorney; consult with City Attorney regarding legal issues related to administering the COVID vaccine to employees.

Council Member Shaunte L. Allen made a motion to reconvene into Open Session. Council Member Jeremy Woods, Sr. made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, S. Brown, Ipaye, Woods, A. Brown, Allen, and Newson

City Council reconvened into Open Session at 10:03 P.M.

Mayor Harry A. Garrett announced no action had been taken during Executive Session.

ADJOURNMENT

Council Member Jeremy Woods, Sr. made a motion to adjourn. Council Member Machanta Newson made the second. The motion carried with the following vote:

VOTE 7 Ayes – Garrett, S. Brown, Ipaye, Woods, A. Brown, Allen, and Newson

Mayor Harry A. Garrett adjourned the meeting at 10:05 P.M.

Harry A. Garrett, Mayor

Attest:

Brandi Brown, City Secretary
Passed and approved on the 19th day of January 2021



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: January 19, 2021

SUBJECT

This agenda item will allow City Council to amend the Code of Ordinances and review the associated funding related to establishing a Citizens Police Advisory Committee (CPAC).

REPORT IN BRIEF

Discuss and take action on Ordinance O-16-20, an Ordinance of the City Council of the City of Glenn Heights, Texas, amending the Code of Ordinances of the City of Glenn Heights, Texas by adding a new Article 1.24 "Citizens Police Advisory Committee" to Chapter 1 "General Provisions" and; providing a savings clause, providing a repealing clause; and providing for an effective date.

BACKGROUND / DISCUSSION

In July of 2020, Mayor Pro Tem Brown requested a discussion on a Police Advisory Committee. On August 18, 2020, Chief V.E. Dooley completed a presentation at the City Council Meeting related to what a Citizen Police Advisory Committee would look like, how the committee would be formed, and a timeline of implementation.

The City Council provided feedback requesting the formation of a committee similar to the Parks and Recreation Board or the Planning and Zoning Board. The application process is established, and the Ordinance has been drafted for legal review. A training plan has been developed for the City Council's review and feedback.

The Office of Community Oriented Policing Services (COPS Office) defines community

policing as "a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime" (Community Policing Defined, 2014). Community policing is more than a program; it is a guiding philosophy for law enforcement agencies.

"Community policing emphasizes working with community residents to co-produce public safety," the final report of the Task Force on 21st Century Policing states. "Law enforcement agencies should, therefore, work with community members to identify problems and collaborate on implementing solutions that produce meaningful results for the community" (President's Task Force on 21st Century Policing, Final Report of the President's Task Force on 21st Century Policing, 2015).

The implementation of the Citizen Police Advisory Committee meets the President's Task Force on 21st Century Policing recommendations as follows:

- Law enforcement agencies should establish a culture of transparency and accountability in order to build public trust and legitimacy. This will help ensure decision making is understood and in accord with stated policy.
- In order to achieve external legitimacy, law enforcement agencies should involve the community in the process of developing and evaluating policies and procedures.
- Law enforcement agencies should collaborate with community members to develop policies and strategies in communities and neighborhoods disproportionately affected by crime for deploying resources that aim to reduce crime by improving relationships, greater community engagement, and cooperation.
- Some form of civilian oversight of law enforcement is important in order to strengthen trust with the community. Every community should define the appropriate form and structure of civilian oversight to meet the needs of that community.
- Law enforcement agencies should develop and adopt policies and strategies that reinforce the importance of community engagement in managing public safety.

- Community policing emphasizes working with neighborhood residents to coproduce public safety. Law enforcement agencies should work with community residents to identify problems and collaborate on implementing solutions that produce meaningful results for the community.
- Law enforcement agencies should engage community members in the training process.

The Glenn Heights Police Department previously had a Citizen Police Advisory Committee. This committee was implemented in 2012, however, the committee was not sustained. The Glenn Heights Police Department then began a Citizen Police Academy that had significant interest in 2014, but this program ended in 2015.

A Citizen Police Advisory Committee can be defined as a group of individuals appointed to examine a public issue or set of issues, who meet over an extended period and develop alternative solutions and new ideas through comprehensive interaction. Rather than being open to all members of the public, a citizen advisory board is restricted to a small number of individuals who are expected to represent the interests of the public (Thomas, 2008). A law enforcement organization can utilize a citizen advisory board for advice and input on a myriad of issues. A board may be asked to conduct research, generate new ideas or solutions, or provide informed recommendations on public policies and practices (Reece & Macy, 2015).

Strengthening community-police relations requires understanding community dynamics and building individual connections between community members and their law enforcement agencies. When police and community members engage with each other, departments receive valuable feedback and assistance, while community members gain insight into how departments function.

The implementation of the Citizen Police Advisory Committee would be in the best interest of the Glenn Heights Police Department as well as the community. There has been significant research indicating the committee's implementation enhanced relationships between the community and the police department. In the past, citizen police partnership programs have increased the transparency of the department as well

as increased volunteerism and engagement. At the conclusion of their term, a Citizen Police Advisory Committee member would be able to shift to a volunteer position.

PUBLIC CONTACT

The Glenn Heights Police Department has received continued interest in reimplementing the Citizen's Police Academy and a Police Explorer Program. The Citizen Police Advisory Committee can serve as a further extension of voluntary service to the City of Glenn Heights and the Glenn Heights Police Department to help guide future outreach efforts.

FISCAL IMPACT

Staff is recommending approval of Ordinance O-16-20, forming The Glenn Heights Citizen Police Advisory Committee and expenditure of an additional \$5,000 for training.

RECOMMENDATIONS / ALTERNATIVES

Staff is recommending approval of Ordinance O-16-20, forming The Glenn Heights Citizen Police Advisory Committee.

PREPARED BY

Lucas Benson, Interim Chief of Police

REVIEWED BY

Keith Moore, Fire Chief

ATTACHMENTS

- I. GHPD Policy 343 – Community Relations
- II. Citizen Police Advisory Committee Training Plan
- III. Ordinance O-16-20

Community Relations

343.1 PURPOSE AND SCOPE

Best Practice TPCA - 2.24

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Policy.
- Suspicious Activity Reporting Policy.

343.2 POLICY

Best Practice TPCA - 2.24

It is the policy of the Glenn Heights Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

343.3 POLICE DEPARTMENT MEMBER RESPONSIBILITIES

Best Practice MODIFIED TPCA - 2.24

Officers should, as time and circumstances reasonably permit:

- (a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).
- (b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.
- (c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.
- (d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and Dispatch of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Dispatch of their location and status during the foot patrol.

Community Relations

343.4 COMMUNITY RELATIONS COORDINATOR

Best Practice MODIFIED TPCA - 2.24

The Chief of Police or authorized designee shall serve as the community relations coordinator. He/she is responsible for:

- (a) Obtaining department-approved training related to his/her responsibilities.
- (b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.
- (c) Organizing surveys to measure the condition of the department's relationship with the community.
- (d) Working with community groups, department members and other community resources to:
 1. Identify and solve public safety problems within the community.
 2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.
- (e) Developing patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.
- (f) Recognizing department and community members for exceptional work or performance in community relations efforts.
- (g) Attending City council and other community meetings to obtain information on community relations needs.
- (h) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.
- (i) Informing the City Manager and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

343.5 SURVEYS

Best Practice MODIFIED TPCA - 2.24

The community relations coordinator should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

- (a) Overall performance of the Department
- (b) Overall competence of department members
- (c) Attitude and behavior of department members
- (d) Level of community trust in the Department

Community Relations

- (e) Safety, security or other concerns

A written summary of the compiled results of the survey should be maintained by the Chief of Police.

343.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

Best Practice TPCA - 2.24

The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

- (a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).
- (b) Police-community get-togethers (e.g., cookouts, meals, charity events).
- (c) Youth leadership and life skills mentoring.
- (d) School resource officer/Drug Abuse Resistance Education (D.A.R.E.®) programs.
- (e) Neighborhood Watch and crime prevention programs.

343.7 INFORMATION SHARING

Best Practice MODIFIED TPCA - 2.24

The community relations coordinator should develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

- (a) Community meetings.
- (b) Social media (see the Department Use of Social Media Policy).
- (c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

343.8 LAW ENFORCEMENT OPERATIONS EDUCATION

Best Practice TPCA - 2.24

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

- (a) Development and distribution of informational cards/flyers.
- (b) Department website postings.
- (c) Presentations to driver education classes.
- (d) Instruction in schools.

Glenn Heights Police Department

Policy Manual

Community Relations

- (e) Department ride-alongs (see the Ride-Alongs Policy).
- (f) Scenario/Simulation exercises with community member participation.
- (g) Youth internships at the Department.
- (h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

343.9 SAFETY AND OTHER CONSIDERATIONS

Best Practice

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, should not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

343.10 CITIZENS POLICE ADVISORY COMMITTEE

Best Practice MODIFIED TPCA - 2.24

The City Council should establish a committee of volunteers consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the committee should reflect the demographics of the community as much as practicable.

The committee should convene regularly to:

- (a) Provide a public forum for gathering information about public safety concerns in the community.
- (b) Work with the Department to develop strategies to solve public safety problems.
- (c) Generate plans for improving the relationship between the Department and the community.
- (d) Participate in community outreach to solicit input from community members, including youth from the community.

The Chief of Police should arrange for initial and ongoing training for committee members on topics relevant to their responsibilities.

Glenn Heights Police Department

Policy Manual

Community Relations

The committee shall establish bylaws that will define their duties. These bylaws are required to be approved by City Council.

The Chief of Police may include the committee in the evaluation and development of department policies and procedures and may ask them to review certain personnel complaints for the purpose of providing recommendations regarding supervisory, training or other issues as appropriate.

343.10.1 LEGAL CONSIDERATIONS

Best Practice MODIFIED

The Chief of Police should work with the City Attorney as appropriate to ensure the committee complies with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.

343.11 TRANSPARENCY

Best Practice

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officer, suspects or case numbers. The community relations coordinator should work with the community advisory committee to identify information that may increase transparency regarding department operations.

343.12 TRAINING

Best Practice TPCA - 2.24

Subject to available resources, members should receive training related to this policy, including training on topics such as:

- (a) Effective social interaction and communication skills.
- (b) Cultural, racial and ethnic diversity and relations.
- (c) Building community partnerships.
- (d) Community policing and problem-solving principles.
- (e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

Psychology of Crisis Encounters	1-hour	Following the Concepts of FBI Behavioral Science Studies, Student will Understand the Concept of Fear-Based Responses to Active Threat Encounters
Vision	1-hour	Discussion on the Parameters of Vision Related Movement
Fundamentals of Human Performance	1-hour	Outline Basic Fundamental Principles Regarding Human Response Capacity Supported by Empirical Research
Facing Violence	1-hour	Using Concepts of Predatory and Social Violence Responses, Student will Understand Types of Freezes and What Your Body is Telling You During High-Risk Responses to Threats
Traffic Stops	2-hours	SCENARIO BASED TRAINING – Students will Learn Basic Concepts in Routine and High-Risk Traffic Stops
Building Clearing	2-hours	SCENARIO BASED TRAINING – Students will have a Basic Understanding of Room and Building Clearing Procedures
Taser X7 Familiarization	1-hour	SCENARIO BASED TRAINING – Students Will have a Basic Understanding of the Taser X7 Less Lethal Device
Defensive Tactics	1-hour	SCENARIO BASED TRAINING – Students will have a Basic Understanding of the Three Most Commonly Taught Law Enforcement Defensive Tactics – Krav Maga, Brazilian Ju Jitsu, and Pressure Point Control Tactics (PPCT)
Firearms Familiarization	1-hour	SCENARIO BASED TRAINING – Students will have a Basic Understanding of the Use of Firearms and Stress Inoculated Shooting

TOTAL TRAINING TIME 18 hours

**AN ORDINANCE OF THE CITY OF GLENN HEIGHTS, TEXAS
ORDINANCE NO. O-16-20**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF GLENN HEIGHTS, TEXAS BY ADDING A NEW ARTICLE 1.24 “CITIZENS POLICE ADVISORY COMMITTEE” TO CHAPTER 1 “GENERAL PROVISIONS” AND; PROVIDING A SAVINGS CLAUSE, PROVIDING A REPEALING CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has determined that establishing a Citizens Police Advisory Committee (“CPAC”) will increase transparency and community input in policing policies, and will promote and enhance citizen understanding, communication, and cooperation between the Glenn Heights Police Department (“GHPD”) and the community; and

WHEREAS, the Home Rule Charter provides the City Council with the authority, by ordinance, to establish such boards and commissions as it may deem necessary for the conduct of City business; and

WHEREAS, the City Council finds it to be in the best interest of the citizens of the City of Glenn Heights to establish a Citizens Police Advisory Committee;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THAT:

SECTION 1. The Code of Ordinances of the City of Glenn Heights, Texas is hereby amended by adding a new Article 1.24 “Citizens Police Advisory Committee” to Chapter 1 “General Provisions”, to read as follows:

“Chapter 1. General Provisions

. . .

Section 1.24 Citizens Police Advisory Committee

A. There is hereby established the Glenn Heights Citizens Police Advisory Committee (“Committee” or “CPAC”). The Committee shall be solely advisory. Its purposes are as follows:

- (1) To work together with the Chief of Police to develop a more transparent police department;
- (2) To be involved in the review of and assist in the decision-making process of improving the Glenn Heights Police

Department's policies and procedures and continue to foster community trust and confidence in the GHPD; and

- (3) To perform such other advisory tasks as the City Council may from time to time direct.

B. The Committee shall consist of seven (7) Committee members. The Mayor and each member of the City Council (Places 1 through 6) shall appoint one (1) Committee member, for a total of seven *7) Committee members. All appointed Committee members must be residents of the City of Glenn Heights. Committee members are appointed for a term of two (2) years. Committee members may be reappointed to serve additional terms but are prohibited from serving more than three (3) consecutive terms.

C. Committee members are appointed for a term of two (2) years, with three (3) members' terms ending during odd-numbered years and four (4) members' terms ending during even-numbered years. The three (3) members rotating off CPAC each odd-numbered year shall be those members appointed by Council Member Places One, Three, and Five. The remaining CPAC members shall rotate off CPAC each even-numbered year. No initial appointee's term shall be less than two (2) years; the first term of an initial appointee to CPAC may, where necessary, be extended by one (1) year to ensure that the appointee is allowed to serve at least two (2) years.

D. The Committee's duties and responsibilities shall include, but may not be limited to:

- (1) Becoming familiar with GHPD's policies and procedures;
- (2) Gathering, evaluating and discussing all information relative to specific use of force incidents and to review and discuss specific GHPD Policies, Procedures and Processes, as allowed by law and rules of evidence;
- (3) Identifying policing issues suitable for further review as requested by the Chief of Police, City Manager, or the City Council;
- (4) Recommending changes in the GHPD's policies and procedures to the Chief of Police or City Manager, as needed, relating to GHPD's Administrative Directives, Policies, Procedures and Processes; and
- (5) Reviewing GHPD policies as requested by the Chief of Police or City Manager.

- E. On at least a quarterly basis, providing a summary report of CPAC activity to the City Council.
- F. The Committee may establish its own rules of procedure subject to the following:
 - (1) The Committee may meet on a monthly basis (if there is business to be conducted).
 - (2) A quorum of the Committee, required to conduct business, shall be four (4) members.
 - (3) The Committee shall select from its membership a chairperson by majority vote of the membership, who shall preside over meetings of the Committee.
 - (4) The Committee shall elect from its membership a vice-chairperson, who shall preside over meetings of the Committee in the absence of the chairperson, and a secretary, who shall be responsible for maintaining the minutes of the meetings.
 - (5) The chairperson shall be a voting member of the Committee.
 - (6) All actions of the Committee must be approved by a majority of the membership of the Committee.
 - (7) Three absences from regularly scheduled CPAC meetings without excuse approved by majority vote of members present shall be grounds for the immediate removal of the member from the appointed position on CPAC.”

SECTION 2. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this ordinance, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said ordinance which shall remain in full force and effect.

SECTION 3. All ordinances of the City of Glenn Heights, Texas, in conflict with the provisions of this ordinance be, and the same are hereby, repealed; provided, however, that all other provisions of said ordinances not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 4. This ordinance shall take effect immediately from and after its passage, as the law and charter in such cases provide.

DULY ORDAINED, PASSED AND ADOPTED by the City Council of the City of Glenn Heights, Texas, on the 19th day of January 2021.

CITY OF GLENN HEIGHTS, TEXAS

ATTEST:

APPROVED:

Brandi Brown, City Secretary

Harry A. Garrett, Mayor

APPROVED AS TO FORM:

Victoria W. Thomas, City Attorney
(090320vwtTM117762)



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: January 19, 2021

SUBJECT

On August 18th, 2020, Chief Dooley provided a brief to the City Council on implementing a Traffic Calming Policy for Residential Neighborhoods program. The Council provided feedback requesting additional information for the implementation of the program.

The program was researched and programs from multiple cities were reviewed. The recommendations have been included in the attached Traffic Calming Policy for Residential Neighborhoods.

REPORT IN BRIEF

Discuss and take action on Resolution R-04-21, a Resolution of the City Council of the City of Glenn Heights, Texas, adopting the City of Glenn Heights Traffic Calming Policy for residential neighborhoods; and providing for an effective date.

BACKGROUND / DISCUSSION

To increase safety and reduce violations of speed laws, cities have implemented traffic calming policies in residential neighborhood programs. These types of programs include traffic calming options that are designed to encourage drivers to reduce driving speeds. Traffic devices can take the form of physical impediments such as speed humps, cushions, and curbing, or it can involve visual changes such as speed display signs, variable message signs, and visible traffic enforcement.

A traffic study conducted by the U.S. Department of Transportation Federal Highway Administration found that speeds are consistently reduced, and safety is increased with the use of physical devices such as speed humps and tables.

In addition to speed humps, other forms of traffic calming such as signage similar to “reduce speed” signs, radar mounted speed signs, and traffic studies with enforcement, are shown to decrease speed violations in volatile areas.

Example Application Process

- Step 1:** A resident circulates a petition to those property owners within a specified radius of the street for the requested speed humps. Signatures must exceed a threshold of 51% in the primary affected area as defined in Section 2 of the proposed Traffic Calming Policy for Residential Areas of the speed hump request. The resident completes the application and applies with the petition to the City Traffic Engineer defined by the City of Glenn Heights Ordinance 12.01.004 as the Chief of Police.
- Step 2:** City staff conducts a traffic study defined in section 4.2.1 of the proposed Traffic Calming Policy for Residential Neighborhoods to determine if the subject street meets the eligibility requirements.
- Step 3:** A review of the request is submitted to affected city departments.
- Step 4:** Once studies and a review are complete; the City Traffic Engineer will recommend the type of traffic calming option that is most viable.
- Step 6:** Recommendation by staff is made to City Council.
- Step 7:** Final Design and Implementation is approved by City Council (based on funding availability) and implemented by the City Traffic Engineer.

Options Available in the Traffic Calming Policy for Residential Neighborhoods

Speed Calming Signage – This lower-cost option would be made available to place static signage, such as children at play, speed limit signage, or other signage meeting the speed calming criteria set on both ends of the roadway.

Speed Calming Trailer – Glenn Heights Police Department will place a speed observation trailer in the affected area for a specific time. The system will post the

speed of vehicle traffic in the affected area. With the additional add on of an automatic license plate reader, the trailer can be mounted with a camera to take photographs of vehicles in violation of the speed limit. Courtesy notices can be sent to the violators observed with the speed trailer.

Speed Control Signs – Speed control signs are pole-mounted signs often permanently placed in a specific area. This signage has a speed limit and will display the traffic speed of roadway traffic. The LED sign can be set to flash when a vehicle is traveling over the posted speed limit.

Speed Humps – Speed humps can be ordered and placed or built into the roadway. Speed humps are designed to reduce the speed of vehicular traffic. The construction of speed humps can vary from asphalt, concrete, recycled plastic, or vulcanized rubber based on the road construction and conditions.

Targeted Traffic Enforcement – This option would be made available to an applicant when the study indicates there is some enforcement action that can be taken based on specific times discovered during the feasibility study, but does not meet the threshold of the proposed Traffic Calming Policy for Residential Neighborhoods. The data would be reviewed, and the times where the majority of violations occurred would be set up for traffic enforcement by the Police Department for approximately two weeks.

Options of Traffic Calming Devices



Speed Hump



Plastic Speed Hump



Traffic Calming Sign



Speed Data and Analysis System



Speed Trailer

PUBLIC CONTACT

There have been several requests from residents for traffic enforcement in residential areas. We have worked to fulfill those requests, but only with additional patrols and traffic enforcement when a traffic enforcement location is available.

FISCAL IMPACT

On average, speed humps cost approximately \$1,400 each based on the current residential roadway design and conditions. The exact costs range from about \$1,000 to \$6,900 based on the roadway design, width, construction, and vehicle usage.

A traffic calming sign is approximately \$69.95. With pole and installation, approximately \$100 per sign. A LED option may run the cost to approximately \$300.

Speed control devices are estimated to cost approximately \$4,000 each. These devices can be relocated if studies show a sustained pattern of speed compliance.

A speed trailer can cost up to \$19,400. The addition of an automatic license plate reader to send notices to violators would cost an additional \$2,500 per year. The request will be for one trailer.

Speed Data and Analysis System cost \$4,300 per unit. The request would be for two units for a total cost of \$8,600.

RECOMMENDATIONS / ALTERNATIVES

The recommendation is to adopt Resolution R-04-21, implementing the Traffic Calming Policy for Residential Neighborhoods.

PREPARED BY

Lucas Benson, Interim Chief of Police

REVIEWED BY

Keith Moore, Fire Chief

ATTACHMENTS

- I. Resolution R-04-21

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF GLENN HEIGHTS, TEXAS
RESOLUTION NO. R-04-21**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, ADOPTING THE CITY OF GLENN HEIGHTS TRAFFIC CALMING POLICY FOR RESIDENTIAL NEIGHBORHOODS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council desires to adopt a policy for the purpose of slowing the speed of motor vehicular traffic in residential neighborhoods; and

WHEREAS, as a means of slowing residential traffic, the Traffic Calming Policy for Residential Neighborhoods attached hereto as Exhibit A has been promulgated and recommended by City staff; and

WHEREAS, the City Council finds that adoption of the Traffic Calming Policy for Residential Neighborhoods, attached as Exhibit A, will serve the public safety and general welfare and is in the best interest of the citizens of the City of Glenn Heights;

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

SECTION 1. The City of Glenn Heights Traffic Calming Policy for Residential Neighborhoods attached hereto as Exhibit A, having been reviewed by the City Council of the City of Glenn Heights, Texas, is found to be acceptable and in the best interest of the City and its citizens and it is, accordingly, approved and adopted.

SECTION 2. Notwithstanding the criteria and procedures described in this policy, the City Council, at its discretion, may construct improvements on any public street within the City when deemed necessary to preserve or protect the public health, safety and welfare.

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Glenn Heights, Texas, on the 19th day of January 2021.

CITY OF GLENN HEIGHTS, TEXAS

ATTEST:

APPROVED:

Brandi Brown, City Secretary

Harry A. Garrett, Mayor

APPROVED AS TO FORM:

Victoria W. Thomas, City Attorney
(081820vwtTM117764)

EXHIBIT A
[City of Glenn Heights Traffic Calming Policy for Residential Neighborhoods]



Traffic Calming Policy for Residential Neighborhoods

January 5, 2021

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Appendix

1. Citizens Handbook for Requesting Traffic Calming Devices – Application
 2. Traffic Calming Petition Form
 3. Primary Affected Area - Example
- Exhibit 1. Speed Survey/Traffic Enforcement
- Exhibit 2. Speed / Slow Signage Examples
- Exhibit 3. Speed Control Signs/Radar Speed Signs
- Exhibit 4. Speed Control Signs/Radar Speed Signs
- Exhibit 5. Speed Humps



Traffic Calming Policy for Residential Neighborhoods

1. Purpose

The purpose of this policy is to provide property owners living in Glenn Heights residential neighborhoods with guidelines for requesting a traffic calming device on their local street. The guidelines included herein emphasize a citizen-driven method to calming traffic on neighborhood streets. Larger thoroughfares, which include the arterial and collector streets identified in the City's Thoroughfare Plan, are not eligible for the traffic calming guidelines included in this handbook.

The City of Glenn Heights is committed to preserving the integrity of residential neighborhoods while meeting the needs of motorists. The City has a diverse network of roadways, ranging from large divided thoroughfares that move traffic through and across the City, to the local streets that provide access to homes. This policy is focused on addressing neighborhood traffic concerns on local neighborhood streets in the City.

This policy provides an organized method by which property owners have the opportunity to request the installation of certain Traffic Calming measures and establishes a procedure for the evaluation of such requests. The Traffic Calming guidelines included specify the types of streets eligible for consideration, how a request is made, what procedures will be used to evaluate a request, and how the cost of installing the Traffic Calming measure will be paid.

When a Traffic Calming device is installed, it may affect adjacent and surrounding streets. These guidelines provide for the participation of nearby property owners who may be affected. The City will provide the opportunity for affected property owners to participate in the process and provide feedback on a request. If the installation of a traffic calming device is approved, the City will also work with the neighborhood to select the appropriate device to meet the primary goal of preserving the integrity of the neighborhood.

The Police Department is responsible for the program application process and implementation of any approved Traffic Calming Measures. The installation of Traffic Calming Devices through this program is limited by the annual budget adopted by the City Council each year.

Nothing contained in this Policy nor any action taken pursuant thereto shall affect the City Council's right and sole discretion, subject to applicable state and federal law, with regard to placement, installation, construction, modification, and/or removal of any and all Traffic Calming measures and/or devices within the City. The City Council retains the sole discretion to determine those matters.



Traffic Calming Policy for Residential Neighborhoods

2. Definitions

An **applicant** is a property owner living on the block of the street in the request, and is the *Individual* designated as the contact person for the property owners making the traffic calming request.

An **application** will consist of a completed form provided by the City, along with a petition in favor of the proposed Traffic Calming device, signed as described herein, and the required Application Fee as shown in the City of Glenn Heights Master Fee Schedule.

The **City Traffic Engineer** is defined by City Code 12.01.004. The chief of police shall serve as city traffic engineer in addition to his other functions until such time as the city council shall determine otherwise and shall exercise the powers and duties with respect to traffic as provided the City's Code of Ordinances and in this Traffic Calming Policy.

Critical service routes consist of streets necessary for the provision of services to the community by Police, Fire, and the bus routes of Dallas and Red Oak Independent School Districts.

Neighborhood concurrence is the percentage of property owners in the Primary Affected Area that must concur with the placement of either a temporary or permanent Traffic Calming device.

The **Primary Affected Area** is defined as the private property determined by the City Traffic Engineer to meet the following:

- 1) Private property with an address or driveway on the block of the street being considered for a traffic calming device;
- 2) Property is located within a 200-foot radius of the proposed location of the traffic calming device. For more than one traffic calming device, the area is extended for the duration between the traffic calming devices.
- 3) Private property zoned single family residential that has a street address or a driveway on a block of an immediately adjacent parallel street that is likely to experience an increase in traffic volume resulting from diversion of traffic as a result of the proposed traffic calming measure.

The boundary of the Primary Affected Area shall not exceed the following limits:

- 1) An existing arterial road as shown in the City of Glenn Heights Thoroughfare Plan
- 2) An existing collector road as shown in the City of Glenn Heights Thoroughfare Plan
- 3) The City limits as defined by City Ordinances and recorded with the City Secretary

The City Traffic Engineer or other qualified person or entity designated by the City manager will determine the Primary Affected Area for each proposed Traffic Calming measure and will provide the limits of the Primary Affected Area to the Applicant at the pre-application meeting.

Street length is the distance measured along the centerline of the street from the projection of the curb line at the last intersecting street or an existing acceptable turn-around point to the center of the proposed turn-around, dead-end, or cul-de-sac.



Traffic Calming Policy for Residential Neighborhoods

A *traffic calming measure or device* is a physical barrier, electronic device, or a geometric design feature installed for the purpose of reducing the speed of vehicles traveling a roadway and classified as speed control measures. Traffic Calming measures include speed monitor display signs (temporary or permanent), speed humps, speed cushions, speed tables, traffic circles, chicanes, center island narrowing, midblock narrowing, and intersection neckdowns.

The *85th percentile speed* is the speed at or below which 85% of vehicles on the roadway travel.

3. General Information

Any request/petition for a Traffic Calming device must be in writing and include a completed Traffic Calming Request Application. The application must be signed and submitted with the required signature of the Applicant. Applications must be turned in to the City Traffic Engineer or other person or entity designated by the City Manager to receive such applications to be eligible for consideration. Each request will be evaluated according to the requirements and procedures outlined below.

Traffic calming measures require approval from the City Council. In order for a request to be forwarded to the City Council for consideration, all eligibility requirements must be met. This is done by meeting the minimum threshold criteria, achieving the appropriate level of concurrence from the impacted property owners, and conducting the necessary traffic impact analyses.

3.1 Eligibility Requirements

To be eligible for consideration of installation of a new traffic calming device, a roadway shall meet the following requirements:

3.1.1 Operational Characteristics:

- The roadway must be classified as a two-lane local street. The traffic calming guidelines herein do not pertain to Major Arterials, Minor Arterials, and Collector Streets as depicted in the appendix.
- Properties with an address on or having vehicular access to the street must be predominantly zoned as single family residential.
- If the street is a critical service route as identified by the Police, Fire, or an Independent School District, the list of acceptable traffic calming devices or measures includes only: Speed Control Signs or Speed Humps. When the City Council considers the approval of the installation of a traffic calming device, City staff will provide the City Council with a determination of whether the street is a critical service route, and the list of acceptable traffic calming devices.
- A Traffic Calming device or measure must not eliminate the only means of vehicular, pedestrian, or service vehicle access to any property or restrict access to utilities.



Traffic Calming Policy for Residential Neighborhoods

- A Traffic Calming device measure must not create terminated roadway segments, dead-end blocks, or cul-de-sacs that are greater than 500' in length.

3.1.2 Geometric Characteristics:

- The street must have adequate sight distances to safely accommodate the Traffic Calming measure as determined by the City Traffic Engineer.
- The street must not have curves or grades that prevent safe placement of the Traffic Calming measure. The Traffic Calming measure may not be located on streets that have a vertical grade of more than 5% on their immediate approaches.
- The street must be paved and be at least 1,000 feet in length. If there is no curb and gutter, a special design shall be used to prevent vehicles from maneuvering around the device.
- The design and implementation of the traffic calming device must not interfere with the existing street drainage, property access, or driveways.
- The street should not be scheduled for resurfacing or reconstruction within the next two years.

3.1.3 Other Characteristics:

- A traffic calming device shall not be placed in front of a driveway.
- A traffic calming device shall not be placed in front of a property whose owner is opposed to the device installation.

For application requests meeting the above requirements, City staff will proceed with the analysis described in Section 4.2. If a request is found to not be eligible for a traffic calming device, the Applicant will be notified in writing.

3.2 Cost Responsibility

3.2.1 Traffic Calming Measure Costs:

Installation cost - The installation of various traffic calming devices (including accompanying signs, pavement markings, etc.) that meet the eligibility and petition requirements and are approved by the City Council will be funded by the City in order of approved applications.

3.3 Location of Traffic Calming Device



Traffic Calming Policy for Residential Neighborhoods

Many factors must be considered in locating Traffic Calming devices for optimal effectiveness. If not correctly placed, localized reductions in speed or volume may occur instead of overall speed or volume reductions along the entire block. Specific site details and conditions should be the dominant consideration in determining the location for each device.

3.4 Removal of Traffic Calming Device

The process and procedure for requesting removal or alteration of Traffic Calming devices is the same as the process for installation.

Notwithstanding the criteria and procedures described in this policy, the City Council, at its discretion, may cause alterations and/or improvements to be made to any public street within the City when deemed necessary to preserve or protect the public health, safety, and welfare.

3.5 Street Maintenance

3.5.1 Maintenance of Traffic Calming Devices

All traffic calming devices installed under this policy shall be maintained by the City of Glenn Heights.

3.5.2 Street Reconstruction

Streets scheduled for reconstruction that contain a traffic calming device installed under this policy will be evaluated prior to reconstruction. If the petition requirements of Section 4.5.2 are met, the City Traffic Engineer will include the device in the construction documents and project scope for the reconstruction of the road.

3.6. Design Standards and Procedures

The City Traffic Engineer shall prepare and maintain design standards and installation procedures for Traffic Calming devices in accordance with these guidelines.

4. Procedures for Requesting and Installing a Traffic Calming Device

4.1 Project Request, Application, and Petition

The initial request for installation of traffic calming measures shall originate from a property owner(s) residing on the street(s) in question. A request in writing must be mailed or delivered to the City of Glenn Heights City Traffic Engineer or other person or entity designated by the City



Traffic Calming Policy for Residential Neighborhoods

Manager to receive such applications to be eligible for consideration at the address: 550 E. Bear Creek Rd., Glenn Heights, Texas 75154.

The application will consist of a completed Traffic Calming Request form supplied by the City Traffic Engineer to the Applicant and the required petition with signatures. The petition must be signed by greater than 51% of the total number of property owners in the Primary Affected Area. The City Traffic Engineer will utilize Dallas and/or Ellis County Appraisal District data to determine the property owners in the Primary Affected Area. Properties that are not zoned as single-family properties will not be included in determining the number of total property owners in the Primary Affected Area for purposes of the petition. All signatures must be dated within six months of the issuance of the petition. The applicant is responsible for submitting all of the components of the application to the City Traffic Engineer in order for review of the Traffic Calming proposal to commence.

A dated petition form will be issued by the City Traffic Engineer to the Applicant after the pre-application meeting. It will include the names and addresses of property owners within the Primary Affected Area.

The Applicant must obtain the signatures. The petition form in the appendix is only an example.

4.2 Implementation Process for Device Installation

After the application and all other required components have been submitted to the city, the City Traffic Engineer will evaluate the request and make a recommendation to the City Council relative to the proposed Traffic Calming device based on a combination of the factors listed below and accepted engineering principles and practices. The following procedures must be followed for a traffic calming device placement request.

4.2.1 The City Traffic Engineer and City Staff will conduct a traffic study to determine if the subject street meets the eligibility requirements and an infrastructure review to confirm existing conditions. The study may include, but is not limited to, the following:

- A review of pertinent issues and conditions, including but not limited to, existing traffic conditions, projected traffic conditions, vehicle and pedestrian safety, bus routes (i.e., speed, volume etc.) and other factors.
- 24-hour traffic counts, speed studies, accident history for the prior three years and crime statistics for the prior three years.
- An examination of the technical feasibility, physical conditions, and anticipated impacts of the proposed device.
- A review of safe school routes and pedestrian flow.



Traffic Calming Policy for Residential Neighborhoods

- Confirmation that the proposed device and resulting traffic flow modifications will not exceed the capacity of streets and intersections impacted by the diverted traffic.
- 4.2.2 A summary of the review conducted by the City Traffic Engineer and City staff will be sent to all affected City departments, including Public Works, Community Engagement, Fire Department as well as school district(s) for comment.
- 4.2.3 After comments are received and reviewed and once all required studies are completed, the City staff will determine if the subject street meets the eligibility requirements and is a good candidate for a Traffic Calming device. If the street either does not meet the eligibility criteria or the petition requirements are not met, the Applicant will be notified of this in writing by the City staff.
- 4.2.4 The City Traffic Engineer will determine the most practical options available for a proposed traffic calming device on the subject street and prepare a recommendation of appropriate traffic calming devices for the City Council to consider. Device cost may be a consideration.
- 4.2.5 If a traffic calming measure meets the eligibility and petition requirements, the City Council will be briefed on the request and consider approval. Approval of the City Council is required prior to installation of any traffic calming device.

5. *Types of Traffic Calming Measures*

Traffic Calming measures are installed to control vehicle speed on neighborhood streets. Allowable measures are listed below with a description.

5.1 *Speed Survey/Traffic Enforcement*

- An up to seven-day speed survey will be conducted using a speed data analyzer.
- The City Traffic Engineer will analyze the data and determine primary offense times.
- Patrol units will be placed in the area to conduct speed enforcement during the primary offense times.
- A Traffic Enforcement Activity Report can be provided to the Applicant at the conclusion of the enforcement period at their choosing.
- Reference Exhibit #1 in the Appendix

5.2 *Speed Calming Signage*

- Pole mounted signage that display speed limit, children at play, or other approved speed calming signage will be provided in both directions in the area of the survey area.



Traffic Calming Policy for Residential Neighborhoods

- At the discretion of Council, flagging the sign or LED illumination may be provided for the signage
- Reference Exhibit #2 in the Appendix

5.3 *Speed Calming Trailer*

- Portable speed calming trailer will be provided for the area for a period not to exceed seven days.
- Trailer will be placed in an area to detect and notify violators of the speed violation as well as signage to indicate the speed limit for the area.
- A traffic analysis report can be provided at the end of the placement period to the Applicant if they choose.
- Reference Exhibit #3 in the Appendix

5.4 *Speed Control Display Signs*

- Either pole mounted or portable signs that display the speed of approaching vehicles. The displays will be installed only with solar powered cells on appropriate support structures, either installed, or existing.
- The device may or may not include a sign displaying the posted speed limit.
- Reference Exhibit #4 in the Appendix.

5.5 *Speed Humps*

- A pavement overlay that measures 6 feet by 7 feet, about 3 inches high, placed in sets of two or more across a roadway depending on the width of the roadway. Speed humps are wide enough that they force regular vehicles to travel over them, but they allow wide axle vehicles (i.e. emergency vehicles) to travel over them without slowing down.
- Reference Exhibit #5 in the Appendix.



Appendix

Citizens Handbook for Requesting Traffic Calming Devices - Application

Prior to submission of an application, the Applicant must meet with the City of Glenn Heights Police Department staff to discuss eligibility requirements, the Primary Affected Area of impact, the evaluation procedure and the implementation process. A completed application with a petition must be submitted to initiate the evaluation of the request.

Submittal Date _____

Neighborhood

(Subdivision Name and Street Name)

**Brief Description
of Traffic**

Calming Request

(Include Street Name and address limits of requested Traffic Calming device, attach a map with limits of the desired Traffic Calming area clearly identified)

**Reason for
Request**

Attach an "Applicant's Statement" to this application detailing the reason for the requested Traffic Calming device.

**Application
Petition**

The City will provide a petition form that must be signed by at least 51% of the property owners in the Primary Affected Area as determined by the City to initiate a review of the request.

(Please print legibly or type on the lines below).

**Acknowledgement
and Applicant's
Signature**

Applicant / Contact Person

Title (if applicable)

Address

City, State, Zip

Telephone

Fax

e-mail address

Signature *(must be original signature)*

City of Glenn Heights

Traffic Calming Petition Form

This petition is required by the City of Glenn Heights in order to consider an application requesting the placement of a Traffic Calming device on a residential street. The purpose of the City’s Traffic Calming Policy is to provide uniform guidelines for evaluation and implementation of citizens’ requests for Traffic Calming devices. The policy and procedures specify what type of streets may be modified, what procedures should be used to evaluate the request, how to implement the process and how the cost for the device should be paid. Since the placement of a Traffic Calming device may affect other streets, the policy provides a means for area property owners to participate in this process and to understand the impact on all affected streets prior to a permanent modification.

An application for speed control measures must consist of a petition in favor of the proposed device signed by greater than 75% of the residents in the Primary Affected Area. Obtaining a completed petition is only one step in the process and does not guarantee a street will be modified.

By signing this petition, the residents in the Primary Affected Area concur with the request for a study to be conducted on the feasibility of placing a Traffic Calming device on the subject street. Fifty One Percent of all property owners in the Primary Affected Area must concur with the request for the study and review process and must concur for permanent placement of a traffic calming device, such as a speed hump.

Property Address	Mailing Address	Property Owner	Signature
123 Main Street	123 Main Street	John Doe	
124 Main Street	124 Main Street	George and Mary Smith	
125 Main Street	125 Main Street	Billy and Betty Johnson	
126 Main Street	126 Main Street	Susie Taylor	
127 Main Street	127 Main Street	Mark Marks	
128 Main Street	128 Main Street	Rocky Roads	
129 Main Street	129 Main Street	Sally Streets	

Primary Affected Area - Example

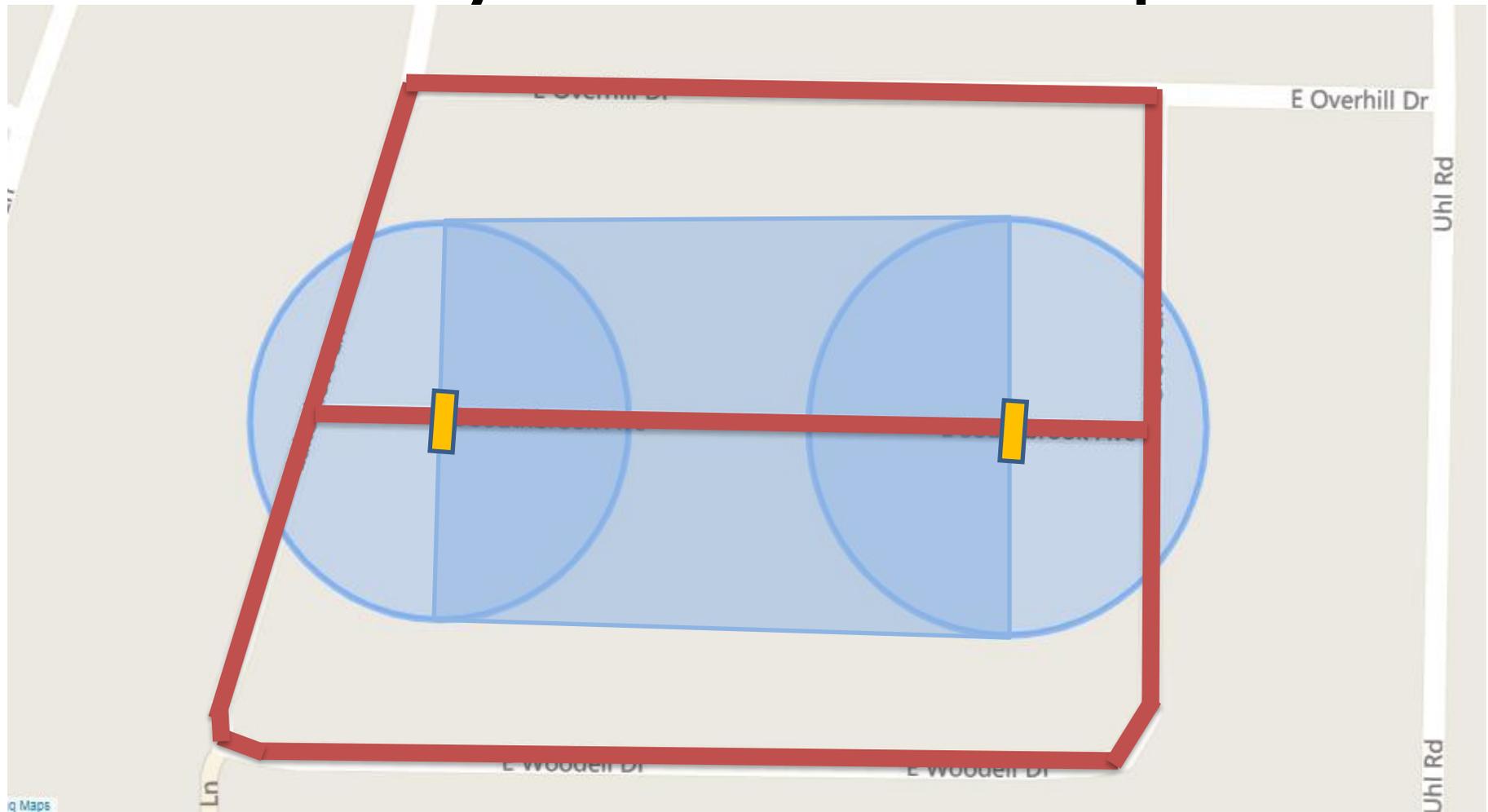


Exhibit 1. Speed Survey/Traffic Enforcement



Exhibit 2. Speed / Slow Signage Examples



Exhibit 3. Speed Control Signs/Radar Speed Signs



Exhibit 4. Speed Control Signs/Radar Speed Signs



Exhibit 5. Speed Humps





CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: January 19, 2021

SUBJECT

The need to fill City Board & Commission vacancies.

REPORT IN BRIEF

Volunteers are vital to the operations of the City. The City of Glenn Heights simply could not operate without the countless hours that citizens contribute while serving on a city board, committee, or commission. As an interested citizen and community leader, individuals can provide invaluable service to the City of Glenn Heights through City board and commission membership and participation. All members must be residents and qualified voters of the City of Glenn Heights, membership to a board or commission is officially appointed by the City Council. Currently 14 of 26 (**53.8%**) of all the boards & commissions places are vacant or have an expired termed member named.

BACKGROUND / DISCUSSION

Article 12. BOARDS AND COMMISSIONS Section 12.01 of the Home Rule Charter gives the City Council the authority to establish by ordinance such boards and commissions as it may deem necessary for the conduct of City business of municipal affairs including appointments of city hall officers to such boards and commissions except as otherwise provided in the charter The responsibilities of such boards and commissions are spelled out in the ordinance that established such board or commission.

Planning and Zoning Commission

The Planning and Zoning Commission meets to advise the City Council on issues related to commercial and residential development, zoning, development plans, plats, and master plan amendments. The commission consists of seven members as appointed by the City Council with three-year term. The Commission currently has all six (6) member terms filled and one (1) vacancy. Planning and Zoning Commission members also are members of the below two boards:

Development Regulation Variance Board

The Development Regulation Variance Board, comprised of 7 volunteers, was created by the City Council and established by Ordinance O-04-13, and consists of members of the City's Planning and Zoning Commission. The Development Regulation Variance Board hears applications for variances and special exceptions from the Development Regulation requirements of Article 15 of the City of Glenn Heights Code of Ordinances. The Development Regulation Variance Board meets on an as-needed basis.

Sign Control Board

The Development Regulation Variance Board, comprised of 7 volunteers, was created by the City Council and established by Ordinance O-04-13, and consists of members of the City's Planning and Zoning Commission. The Development Regulation Variance Board hears applications for variances and special exceptions from the Development Regulation requirements of Article 15 of the City of Glenn Heights Code of Ordinances. The Sign Control Board meets on an as-needed basis.

Parks & Recreation Board

The Parks and Recreation Board was created by ordinance 770-04, sec 3, adopted 2/16/2004 to advise the City Council on issues related to the city park system including recreational programs and facilities. The parks and recreation board consist of seven (7) citizens of the City. Currently the board has one (1) vacancy. The duties of this board consist of the following: 1) Recommending a comprehensive plan for the physical development of the parks and recreation facilities. 2) Advise the staff and city council in policy matters. 3) Assist the staff and city council in the planning process for parks and recreational programs. 4) Recommend to city council approval or disapproval of proposed changes in the park's recreational facilities and programs. 5) Assist the city manager, in an advisory capacity, to supervise, manage and control the parks,

recreational facilities and programs. 6) Promote park use and recreation program participation. 7) Assist the staff and the city council in the recruitment of volunteers and solicitation of voluntary contributions.

Zoning Board of Adjustment

This board is a statutorily created board which is authorized to make special exceptions or grant variances to the Zoning Ordinance, to hear and decide any appeals that allege error in an order, requirement, decision or determination made by an administrative official in the enforcement of the Zoning Ordinance, and any other powers or duties granted by the ordinance and Texas Local Government Code, Chapter 211. The Zoning Board of Adjustments consists of five (5) members as appointed by the City Council with two-year terms. The Board currently five (5) vacancies and two (2) members with expired terms.

Building & Standards Commission

The Building and Standards Commission's primary purpose is to address building and structural safety issues to ensure that buildings and structures are maintained to standards that will protect the health, safety and welfare of the public. The Building and Standards Commission, comprised of 5 volunteers, was created by the City Council, by Ordinance O-10-10, via the Substandard Building Code. This Commission has "quasi-judicial" enforcement authority. The Building and Standards Commission meets on an as-needed basis. The Board currently contains three (3) vacant positions and two (2) members with expired terms.

PUBLIC CONTACT

The City of Glenn Heights posts on the City website descriptions of all boards and commissions. Application for membership is also contained on the City Website.

FISCAL IMPACT

No fiscal impact is considered as membership is voluntary.

RECOMMENDATION / ALTERNATIVES

This Council item is for information purposes only.

PREPARED BY

Michael Rogers, Deputy City Manager

REVIEWED BY

David Hall, JD, City Manager

GENERAL FUND
FOR THE MONTH ENDED DECEMBER 31 , 2020

Summary
Revenues & Expenditures - Budget & Actual

SUMMARY OF GENERAL FUND REVENUES (8.3% of FY)

		<u>Original Budget</u>	<u>AMENDED</u>	<u>YTD Actual</u>	<u>Budget %</u>
TOTAL REVENUES:		\$ 9,492,489	\$ -	\$ 5,537,385	58.3%

		<u>Original Budget</u>	<u>AMENDED</u>	<u>YTD Actual</u>	<u>Budget %</u>
Property Tax :		\$ 5,639,664	\$ -	\$ 4,284,614	76.0%
Property taxes are due in January and become delinquent after January 31st.					

		<u>Original Budget</u>	<u>AMENDED</u>	<u>YTD Actual</u>	<u>Budget %</u>
Sales Tax:		\$ 700,000	\$ -	\$ 218,555	31.2%

		<u>Original Budget</u>	<u>AMENDED</u>	<u>YTD Actual</u>	<u>Budget %</u>
Franchise Fees:		\$ 495,554	\$ -	\$ 184,791	37.3%
Franchise fees are paid to the City annually, quarterly, and monthly depending on the type of franchise. Individual sources are listed below					

Type	Pay Cycle	<u>Original Budget</u>	<u>AMENDED</u>	<u>YTD Actual</u>	<u>Budget %</u>
Electric	Oncor pays annually; Hilco pays quarterly	262,156		153,853	58.7%
Telephone	AT&T pays annually; all others quarterly	19,515		4,862	24.9%
Gas	Atmos pays annually in March	56,690		-	0.0%
Cable	All pay quarterly	87,385		11,076	12.7%
Garbage	Pays quarterly on commercial roll offs	-		-	0.0%
Video	Paid quarterly	9,808		-	0.0%
Water/WW	Paid monthly	60,000		15,000	25.0%
TOTAL:		\$ 495,554	\$ -	\$ 184,791	37.3%

		<u>Original Budget</u>	<u>AMENDED</u>	<u>YTD Actual</u>	<u>Budget %</u>
Permits & Fees:		\$ 1,149,121	\$ -	\$ 494,091	43.0%
Permits include Building Permits, garage sale permits, trade, and other miscellaneous permits					

New Housing Development Growth expected to increase this FY 21 as compared with FY 20.

Type	<u>Original Budget</u>	<u>AMENDED</u>	<u>YTD Actual</u>	<u>Budget %</u>
Building Permit Fees	500,000		128,365	25.7%
Miscellaneous Permits	70,000		21,225	30.3%
Backflow and Irrigation Permits	39,130		14,715	37.6%
Infrastructure Inspection Fee	100,000		200,588	200.6%
Zoning Fee	8,000		3,125	39.1%
Plan Review	281,876		80,013	28.4%
Inspection Fee - Alcohol	-		-	0.0%
Filing Fee	-		-	0.0%
Plats	3,000		4,475	149.2%
Trade Permits	94,815		28,396	29.9%

	CURRENT FISCAL YEAR					PRIOR FISCAL YEAR					
	BUDGET		ACTUAL		PROJECTED	BUDGET		FY ACTUAL			
	FY 2020-21		M-T-D	Y-T-D	Y-T-D	FY 2020-21		FY 2019-20		FY 2019-20	
Insurance proceeds	-	-	-	-	-	-	-	-	-	-	-
Non-cash Transactions:											
Capital lease proceeds	-	-	-	-	-	-	-	-	-	-	-
Capital expenditures	-	-	-	-	-	-	-	-	-	-	-
Transfers In (Out):	-	-	-	-	-	-	-	-	-	-	-
Utility Fund-Reimbursement for Costs	-	-	-	-	-	-	-	-	-	-	-
Utility Fund-Reimbursement for Debt	-	-	-	-	-	-	-	-	-	-	-
Transfer from GH Dev Co. & HFC to GF	550,000	-	-	0.0%							
Transfer to Fund 410 Capital Project Fur	-	-	-	-			(453,400)	-	-	0.0%	
Transfer to Fund 402 City Hall Project	-	-	-	-							
Transfer from Fund 407-Disaster Recove	-	-	-	-							
Transfer from Fund 205-911 Wireless	\$ 33,000	\$ 2,750	\$ 8,250	25.0%			\$ 33,000	\$ 33,000	\$ 2,750	\$ 8,250	25.0%
Transfer from Drainage Fund	\$ 15,775	\$ 1,315	\$ 3,944	25.0%			\$ 15,775	\$ 15,775	\$ 1,315	\$ 3,944	25.0%
Operating Transfers (Technology)		\$ -									
Vehicle Replacement Fund	(250,000)			0.0%			(100,000)	(100,000)	\$ -	\$ (100,000)	100.0%
Reserved for Contingency		-					-	(200,000)	-	-	0.0%
Net Change in Fund Balance	\$ 1,205,660	\$ -	\$ 3,923,684				\$ 647,183	\$ 2,930,672		\$ 3,436,786	
Total Unassigned Fund Balance - BOY	7,724,246		7,724,246				1,462,225	1,496,001		1,496,001	
Total Fund Balance - EOY	\$ 8,929,906	\$ -	\$ 11,647,930				\$ 2,109,408	\$ 4,426,673		\$ 4,932,787	
Less: Commitments for Specific Use	-	-	-				-	-	-	-	
Less: Assigned for Specific Use	-	-	-				-	-	-	-	
Ending Fund Balance - Unassigned	\$ 8,929,906	\$ -	\$ 11,647,930				\$ 2,109,408	\$ 4,426,673		\$ 4,932,787	
AVERAGE DAILY EXPENDITURES	23,618	-	17,826								
Number of Days In Reserve	378		653								
			12/31/2020				12/31/2020				
			10/1/2020				10/1/2020				
			91				91				

WATER AND SEWER FUND
FOR THE MONTH ENDED DECEMBER 31 , 2020

Summary
Revenues & Expenditures - Budget & Actual

SUMMARY OF WATER & SEWER FUND REVENUES

		Budget	AMENDED	Actual	Budget %
TOTAL REVENUES:		\$ 6,273,000	\$ -	\$ 1,253,564	20.0%
Water and Sewer sales					
		Budget	AMENDED	Actual	Budget %
Water Sales		\$ 2,850,000	\$ -	\$ 577,309	20.3%
		Budget	AMENDED	Actual	Budget %
Miscellaneous Income		\$ 4,000	\$ -	\$ 595	14.9%

SUMMARY OF WATER & SEWER FUND EXPENDITURES

		Budget	AMENDED	Actual	Budget %
TOTAL EXPENDITURES:		\$ 5,467,246	\$ -	\$ 1,571,462	28.7%
		Budget	AMENDED	Actual	Budget %
Meter Services:		\$ 226,384	\$ -	\$ 37,367	16.5%
SUMMARY OF YEAR-END PROJECTIONS					

WATER & SEWER FUND							
REVENUES AND EXPENDITURES - BUDGET AND ACTUAL							
FY 2020-21 WITH PRIOR YEAR COMPARISON							
FOR THE MONTH ENDED DECEMBER 31 , 2020							
					25.0%		
CURRENT FISCAL YEAR							
	BUDGET		ACTUAL			PROJECTED	
	FY 2020-21		M-T-D	Y-T-D	Y-T-D	FY 2020-21	
	Original Budget	Amended Budget	Dec-20	Dec-20	% Budget	Dec-20	% Budget
Revenues:							
Water Sales	\$ 2,850,000		\$ 229,018	\$ 577,309	20.3%	\$ 712,500	25.0%
Sewer Sales	3,250,000		272,150	646,020	19.9%	\$ 812,500	25.0%
Late Charges	50,000		-	-	0.0%	\$ 12,500	25.0%
Reconnection Fees	30,000		-	-	0.0%	\$ 7,500	25.0%
Water Meters	5,000		-	555	11.1%	\$ 1,250	25.0%
Tap Fees	7,000		-	1,375	19.6%	\$ 1,750	25.0%
Convenience Fee	73,000		9,055	26,978	37.0%	\$ 18,250	25.0%
Interest Earnings	4,000		232	732	18.3%	\$ 1,000	25.0%
Miscellaneous	4,000		245	595	14.9%	\$ 1,000	25.0%
Transfer From Tornado Fund	-				0.0%	-	0.0%
Total Revenues	\$ 6,273,000	\$ -	\$ 510,700	\$ 1,253,564	20.0%	\$ 1,568,250	25.0%
Expenditures:							
Utility Administration	\$ 273,069		\$ 20,999	\$ 61,362	22.5%	\$ 68,267	25.0%
Meter Services	226,384		16,301	37,367	16.5%	\$ 56,596	25.0%
Water Operations	1,829,828		208,725	417,797	22.8%	\$ 457,457	25.0%
Wastewater Operations	3,116,965		305,308	1,049,686	33.7%	\$ 779,241	25.0%
Capital Project Hwy 664 Relocation	-		-	-	0.0%	\$ -	0.0%
G&A Reimbursement from Utility Fund MG	15,000		1,250	3,750	25.0%	\$ 3,750	25.0%
General Fund - Reimbursement for City	6,000		500	1,500	25.0%	\$ 1,500	25.0%
Total Expenditures	\$ 5,467,246	\$ -	\$ 553,083	\$ 1,571,462	28.7%	\$ 1,366,812	25.0%
Total Revenues Over (Under) Exp	\$ 805,754	\$ -	\$ (42,383)	\$ (317,897)		\$ 201,439	
Other Funding Sources (Uses):							
Debt service - bond payments						-	
SIB Loan							
Non-cash transactions:							
Capital lease proceeds	-		-	-		-	
Capital expenditures	-		-	(2,307)		-	

	CURRENT FISCAL YEAR						
	BUDGET		ACTUAL			PROJECTED	
	FY 2020-21		M-T-D	Y-T-D	Y-T-D	FY 2020-21	
	Original Budget	Amended Budget	Dec-20	Dec-20	% Budget	Dec-20	% Budget
SIB Loan Proceeds							
Transfers In (Out):							
Debt Service Payments	-		-				
Transfer to Fund 402							
Transfer from Disaster Recovery Fund	-						
Transfer to GF Technology							
G&A Reimbursement from Utility Fund MGI	-						
General Fund - Reimbursement for City	-		-	-			
General Fund - Reimbursement for Taxe	-		-	-		-	
General Fund - Debt Repayment	-		-	-			
Transfer to GF - Operating Transfer (Tech)			-			-	
Capital Projects Fund - City Commitmen	-	-	-	-		-	
Net Change in Fund Balance	\$ 805,754	\$ -		\$ (321,984)			
Total Unrestricted Fund Balance - BOY	2,242,162			2,242,162			
Total Fund Balance - EOY	\$ 3,047,916	\$ -		\$ 1,920,178		\$ -	
Less: Commitments for Specific Use				-		-	
Less: Assigned for Specific Use				-		-	
Ending Fund Balance - Unrestricted	\$ 3,047,916	\$ -		\$ 1,920,178		\$ -	
AVERAGE DAILY EXPENDITURES	14,979	-		17,269			
Number of Days In Reserve	203			111			
				12/31/2020			
				10/1/2020			
				91			

DRAINAGE FUND
FOR THE MONTH ENDED DECEMBER 31 , 2020

Summary
Revenues & Expenditures - Budget & Actual

DRAINAGE FUND												
REVENUES AND EXPENDITURES - BUDGET AND ACTUAL												
FY 2020-21 WITH PRIOR YEAR COMPARISON												
FOR THE MONTH ENDED DECEMBER 31, 2020												
												25.0%
CURRENT FISCAL YEAR							PRIOR FISCAL YEAR					
BUDGET			ACTUAL			FY PROJECTED		BUDGET		FY ACTUAL		
FY 2020-21			M-T-D	Y-T-D	Y-T-D	FY 2020-21		FY 2019-20		FY 2019-20		
Original Budget	Amended Budget		Dec-20	Dec-20	% Budget	Dec-20	% Budget	Original Budget	Amended Budget	M-T-D	Y-T-D	Y-T-D
			Dec-20	Dec-20	% Budget	Dec-20	% Budget	December- 19	December- 19	December- 19	December- 19	% Budget
Revenues:												
Drainage Fees - Residential	\$ 300,000		\$ 27,037	\$ 64,874	21.6%	\$ 50,000	16.7%	\$ 283,030	\$ 305,257	\$ 24,874	\$ 60,410	19.8%
Drainage Fees - Commercial	30,000		2,615	6,312	21.0%	5,000	16.7%	30,782	31,230	2,585	7,755	24.8%
Interest	-		0	0	0.0%	-	0.0%	-	23	3	9	0.0%
Total Revenues	\$ 330,000	\$ -	\$ 29,652	\$ 71,186	21.6%	\$ 55,000	16.7%	\$ 313,812	\$ 336,510	\$ 27,462	\$ 68,174	22%
Expenditures:												
Storm Water Operations	266,258		\$ 17,280	\$ 55,018	20.7%	\$ 44,376	16.7%	315,928	\$ 288,664	\$ 24,411	\$ 74,637	25.9%
Operating Transfer to General Fund	15,775	\$ -	\$ 1,315	\$ 3,944	25.0%	\$ 5,258	0.0%	-	\$ 15,775	\$ 1,315	\$ 3,944	0.0%
Total Expenditures	\$ 282,033	\$ -	\$ 18,595	\$ 58,962	20.9%	\$ 49,635	17.6%	\$ 315,928	\$ 304,439	\$ 25,726	\$ 78,581	25%
Total Revenues Over (Under) Exp	\$ 47,967	\$ -	\$ 11,058	\$ 12,224		\$ 5,365		\$ (2,116)	\$ 32,071	\$ 1,736	\$ (10,407)	
Other Financing Sources (Uses):												
Capital grant contributions	-	-	-	-		-		-	-	-	-	
Capital grant expenditures	-	-	-	-		-		-	-	-	-	
Non-cash transactions:												
Capital lease proceeds	-	-	-	-		-		-	-	-	-	
Capital lease expenditures	-	-	-	-		-		-	-	-	-	
Transfers In (Out) to Capital Proj Funds:												
Operating Transfer to General Fund	(15,775)		(1,315)	(3,945)	25.0%	-		(15,775)	(15,775)	(1,315)	(3,945)	25.0%
Capital Projects Fund - City Commitm	-	-	-	-		-		-	-	-	-	
Net Change in Fund Balance	\$ 32,192	\$ -		\$ 8,279				\$ (17,891)	\$ 16,296		\$ (14,352)	
Total Unrestricted Fund Balance - BOY	265,645			265,645				\$ 464,768	\$ 288,977		\$ 288,977	
Total Fund Balance - EOY	\$ 297,837	\$ -		\$ 273,924		\$ -		\$ 446,877	\$ 305,273		\$ 274,625	
Less: Commitments for Specific Use	-	-		-		-		-	-		-	
Ending Fund Balance - Unrestricted	\$ 297,837	\$ -		\$ 273,924		\$ -		\$ 446,877	\$ 305,273		\$ 274,625	
AVERAGE DAILY EXPENDITURES	\$ 773	\$ -		\$ 648				\$ 866	\$ 834			
Number of Days In Reserve	385			423				516	366			
				12/31/2020				12/31/2020				
				10/1/2020				10/1/2020				
				91				91				

OTHER FUNDS
FOR THE MONTH ENDED DECEMBER 31 , 2020

Summary
Revenues & Expenditures - Budget & Actual

SUMMARY OF OTHER FUNDS

DEBT SERVICE FUND					
	Budget	AMENDED	Actual	Budget %	
TOTAL REVENUES:	\$ 1,475,571	\$ -	\$ 1,092,080	74.0%	
	Budget	AMENDED	Actual	Budget %	
TOTAL EXPENDITURES:	\$ 1,475,689	\$ -	\$ 156,477	10.6%	
E911 FUND					
	Budget	AMENDED	Actual	Budget %	
TOTAL REVENUES:	\$ 70,000	\$ -	\$ 20,298	29.0%	
	Budget	AMENDED	Actual	Budget %	
TOTAL EXPENDITURES:	\$ 300,000	\$ -	\$ 8,556	0.00%	
VEHICLE REPLACEMENT FUND					
	BUDGET	AMENDED	Actual	Budget %	
TOTAL REVENUES:	\$ -	\$ -	\$ -	#DIV/0!	
	BUDGET	AMENDED	Actual	Budget %	
TOTAL EXPENDITURES:	\$ 100,000	\$ -	\$ -	0.0%	
WATER SEWER IMPACT FUND					
	BUDGET	AMENDED	Actual	Budget %	
TOTAL REVENUES:	\$ 750,000	\$ -	\$ 150,119	20.0%	
	BUDGET	AMENDED	Actual	Budget %	
TOTAL EXPENDITURES:	\$ 1,720,000	\$ -	\$ 145,234	8.4%	

OTHER FUNDS: FINANCIAL SUMMARY
REVENUES AND EXPENDITURES - BUDGET AND ACTUAL
FOR THE MONTH ENDED DECEMBER 31 , 2020

FUND	FUND NAME	BUDGET					Y-T-D ACTUAL								
		Revenues	Expenditures	Change in Fund Balances	Fund Balance Beginning of Year	Fund Balance End of Year	Revenues	% Budget	Expenditures	% Budget	Change in Fund Balances	% Budget	Fund Balance Beginning of Year	Y-T-D Fund Balance Projection	
DEBT SERVICE FUND															
300	Debt Service Fund	\$ 1,475,571	\$ 1,475,689	\$ (118)	\$ 194,977	\$ 194,859	\$ 1,092,080	74%	\$ 156,477	11%	\$ 935,602	-792883.4%	\$ 194,977	\$ 1,130,580	
SPECIAL REVENUE FUNDS															
200	Court Technology Fund	\$ 3,000	\$ -	\$ 3,000	\$ 4,136	\$ 7,136	\$ 339	11%	\$ -	0%	\$ 339	11.3%	\$ 4,136	\$ 4,474	
201	Court Security Fund	2,812	-	2,812	43,942	46,754	956	34%	-	0%	956	34.0%	43,942	44,898	
205	E911 Fund	70,000	300,000	(230,000)	234,607	4,607	20,298	29%	8,556	0%	11,742	-5.1%	234,607	246,350	
207	Family Festival	-	-	-	-	-	-	0%	-	0%	-	0.0%	-	-	
213	Federal Seizure Fund	-	-	-	2,974	2,974	1	0%	-	0%	1	0.0%	2,974	2,974	
214	State Seizure Fund	-	-	-	7,926	7,926	2	0%	-	0%	2	0.0%	7,926	7,927	
250	Operating Grants Fund	1,367	-	1,367	151,550	152,917	451,088	0%	104,259	0%	346,829	25371.5%	151,550	498,379	
		\$ 77,179	\$ 300,000	\$ (222,821)	\$ 445,134	\$ 222,313	\$ 472,683		\$ 112,815		\$ 359,868		\$ 445,134	\$ 805,002	
CAPITAL PROJECTS FUND															
215	Street Impact Fees (restri)	\$ 387,500	\$ 1,000,000	\$ (612,500)	\$ 2,072,850	\$ 1,460,350	\$ 74,711	19%	\$ -	0%	\$ 74,711	-12.2%	\$ 2,072,850	\$ 2,147,560	
230	Park Fees	175,750	470,000	(294,250)	1,017,090	722,840	35,484	20%	21,566	5%	13,918	-4.7%	1,017,090	1,031,008	
400	2006 Bonds	-	6	(6)	18,748	18,742	12	0%	-	0%	12	-197.2%	18,748	18,760	
402	City Hall Capital Proj Fund	-	345,820	(345,820)	763,292	417,472	749	0%	988,698	0%	(987,950)	285.7%	763,292	(224,658)	
406	Vehicle Replacement Fund	-	100,000	(100,000)	351,708	251,708	-	#DIV/0!	-	0%	-	0.0%	351,708	351,708	
403	2016 GO Bonds	-	7,000,000	(7,000,000)	13,879,462	6,879,462	3,079	#DIV/0!	224,088	0%	(221,010)	3.2%	13,879,462	13,658,453	
410	Reserved for Capital Projects	181,000	3,000,000	(2,819,000)	6,227,921	3,408,921	-	0%	17,341	0%	(17,341)	0.6%	6,227,921	6,210,580	
412	Veterans Memorial	-	-	-	(3,095)	(3,095)	-	0%	-	0%	-	-	(3,095)	(3,095)	
425	COVID-19 Response	-	155,900	-	(288,309)	(288,309)	-	-	91,900	-	(91,900)	-	(288,309)	(380,209)	
515-1&2	Water Sewer Impact Fund	750,000	1,720,000	(970,000)	3,447,595	2,477,595	150,119	20%	145,234	8%	4,886	-0.5%	3,447,595	3,452,480	
		\$ 1,494,250	\$ 13,791,726	\$ (12,141,576)	\$ 27,516,186	\$ 15,374,610	\$ 266,431		\$ 1,520,031		\$ (1,253,600)		\$ 27,516,186	\$ 26,262,586	

DECEMBER 2020 CASH AND INVESTMENT REPORT													
POOLED CASH RECONCILIATION				OTHER PROSPERITY BANK ACCOUNTS RECONCILIATION						TEXSTAR RECONCILIATION			
Fund	Balance In Pooled Cash Per General Ledger	Bank Account	GL Balance	Beginning Balance Per Bank Statement	Add: Deposits in Transit	Less: Outstanding Checks	Other Reconciling Items	Ending GL Balance	Unreconciled Difference	Fund	GL Balance - Texstar	Add: Interest/Other	Balance Per Bank Statement
100 General Fund	9,990,460.18	Cash Benefits Trust	\$ 8,562.49	\$ 8,562.49	\$ 56,337.68	\$ (56,857.18)	\$ 7.29	\$ 8,050.28	\$ -	General Fund	\$ 329,363.90	\$ 18.92	\$ 329,382.82
200 Court Technology	4,488.77	Seizure Hold	\$ 5,447.66	\$ 5,447.66		\$ -	\$ 2.31	\$ 5,449.97	\$ -				
201 Court Security	22,449.07	2015 C/O Bond	\$ 407,399.24	\$ 407,399.24	\$ 521,721.00		\$ 250.93	\$ 929,371.17	\$ -	W/S Fund	\$ 53,283.82	\$ 3.08	\$ 53,286.90
202 Court Comptroller	\$ 1,966.39		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Water Debt Serv	\$ 2,114.52	\$ 0.04	\$ 2,114.56
205 911 Wireless	246,079.07	2006 Bond	\$ 9,411.73	\$ 9,411.73		\$ -	\$ 3.99	\$ 9,415.72	\$ -	General Debt Service	\$ 6,175.61	\$ 0.32	\$ 6,175.93
207 Family Festival	\$ -	Customer W/S Deposits	\$ 452,757.53	\$ 452,757.53		\$ -	\$ 191.74	\$ 452,949.27	\$ -	SIB Loan	\$ 644,855.63	\$ 37.04	\$ 644,892.67
	\$ -	Park Fees	\$ 205,552.28	\$ 205,552.28	\$ -	\$ -	\$ 87.05	\$ 205,639.33	\$ -	Drainage	\$ 2,243.55	\$ 0.05	\$ 2,243.60
	\$ -	W/S Impact Fees	\$ 391,351.68	\$ 391,351.68	\$ -	\$ -	\$ 165.74	\$ 391,517.42	\$ -	Court Security	\$ 22,482.48	\$ 1.28	\$ 22,483.76
213 Federal Seizure	\$ -	Street Impact	\$ 259,386.20	\$ 259,386.20	\$ -	\$ -	\$ 109.85	\$ 259,496.05	\$ -	Court Tech	\$ 0.82	\$ -	\$ 0.82
214 State Seizure	\$ (2,600.29)	Chamber of Commerce	\$ 16,909.51	\$ 16,909.51		\$ -	\$ 7.16	\$ 16,916.67	\$ -	2008 Bond	\$ -	\$ -	\$ -
215 Street Impact	\$ 1,734,383.12	Veterans Memorial	\$ 2,851.44	\$ 2,851.44	\$ -	\$ -	\$ 1.21	\$ 2,852.65	\$ -	911 Wireless	\$ 738.90	\$ 0.01	\$ 738.91
216 Keep GH Beautiful	\$ -	TOTAL OTHER PROSP	\$ 1,759,629.76							Fed Seizure	\$ 2,978.92	\$ 0.26	\$ 2,979.18
223 PEG	(200.00)									State Seizure	\$ 8,542.37	\$ 0.56	\$ 8,542.93
230 Park Fees	\$ 732,671.98									Keep GH	\$ 247.95	\$ -	\$ 247.95
250 Operating Grants	\$ 498,378.93									2016 GO Bond	\$ 13,286,059.81	\$ (562,968.84)	\$ 12,723,090.97
300 Debt Service	\$ 1,087,077.70												
400 2006 Bonds	\$ 35,796.64												
402 2015 CO Bond	\$ (433,465.48)												
403 2016 GO BOND	\$ 941,015.94												
406 Vehicle Replacement	\$ 351,708.02												
407 Disaster Recovery	\$ 79,437.39												
401 2008 Bonds	\$ (104,168.00)												
412 Veterans Memorial	\$ -	TOTAL CASH/INVESTMENT BAL											
425 COVID	\$ (409,374.66)	FUND	CASH BALANCE										
500 Water & Sewer	\$ 1,168,792.19	General Fund	\$ 10,319,843.00		1001	POOLED CASH ACCOUNT	\$ 25,650,826.54						
515 W/S Impact	\$ 2,810,577.44	Court Technology	\$ 4,489.59		1015	BENEFITS TRUST ACCOUNT	\$ 8,050.28			TOTAL TEXSTAR	\$ 13,796,181.00		
550 Drainage	\$ 277,006.64	Court Security	\$ 44,932.83		1001	STREET IMPACT FEES (4593)	\$ 259,496.05						
700 CFAAG	\$ -	911 Wireless	\$ 246,817.98		1030	W/WW IMPACT FEES (7207)	\$ 391,517.42						
410 GF Capital Projects	\$ 6,210,579.71	2016 GO Bond	\$ 13,664,106.91			SEIZURE HOLD	\$ 5,449.97						
TOTAL POOLED CASH - GL	\$ 25,243,060.75	SIB Account	\$ 644,892.67			2015 C/O BOND	\$ 929,371.17						
		Family Festival	\$ -			1050	CASH PARK FEES (2949)	\$ 205,639.33				APR %	
Balance per Bank Statement	\$ 25,650,826.54	State Seizure	\$ 8,542.93			1002	CASH-2006 BONDS (8055)	\$ 9,415.72		Prosperity Bank	0.3500%		
Reconciling Items:		Street Impact Fees	\$ 1,993,879.17			1001	WATER CUSTOMER DEPOSITS	\$ 452,949.27		TexStar	0.0719%		
Add: Deposits In-Transit		Veterans Memorial	\$ 2,852.65										
Less: Outstanding Checks		Park Fees	\$ 938,311.31										
Less: Outstanding Other		Operating Grants	\$ 498,378.93										
Adjusting Items	\$ 2,363,347.80	Debt Service	\$ 1,087,077.70										
Adjusted GL Balance	\$ 28,014,174.34	2006 Bonds	\$ 45,212.36										
		W/S Fund	\$ 1,677,142.92										
		W/S Impact Fees	\$ 3,202,094.86										
		Drainage	\$ 279,250.24										
Unreconciled Difference	\$ (2,771,113.59)	2008 Bond	\$ (104,168.00)										
		Fed Seizure	\$ 2,979.18										
		Keep GH	\$ 247.95										
			\$ 34,556,885.18										

COMPANY: 100 - GENERAL FUND
 ACCOUNT: 1-00-1000 CLAIM ON POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
MISCELLANEOUS:								
1-00-1000	12/10/2020	MISC.	000001	OPTUM BANK, INC.	12.50	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000002	OPTUM BANK, INC.	20.00	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000003	PO HOLDING LLC	31.73	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000004	PO HOLDING LLC	4.16	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000005	AMERICAN HERITAGE LIFE INSURAN	42.08	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000006	AMERICAN HERITAGE LIFE INSURAN	82.89	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000007	AMERICAN HERITAGE LIFE INSURAN	14.77	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000008	AMERICAN HERITAGE LIFE INSURAN	52.57	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000009	AMERICAN HERITAGE LIFE INSURAN	19.05	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000010	Superior Vision of Texas	2.83	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000011	Superior Vision of Texas	27.44	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000012	Superior Vision of Texas	3.43	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000013	Superior Vision of Texas	11.76	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000014	Superior Vision of Texas	1.20	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000015	Superior Vision of Texas	24.96	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000016	Superior Vision of Texas	8.98	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000017	UNITEDHEALTHCARE INSURANCE COM	225.63	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000018	UNITEDHEALTHCARE INSURANCE COM	546.98	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000019	UNITEDHEALTHCARE INSURANCE COM	273.49	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000020	UNITEDHEALTHCARE INSURANCE COM	578.37	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000021	UNITEDHEALTHCARE INSURANCE COM	1,004.04	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000022	UNITEDHEALTHCARE INSURANCE COM	1,143.16	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000023	UNITEDHEALTHCARE INSURANCE COM	285.79	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000024	UNITEDHEALTHCARE INSURANCE COM	193.86	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000025	UNITEDHEALTHCARE INSURANCE COM	581.58	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000026	UNITEDHEALTHCARE INSURANCE COM	193.86	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000027	UNITEDHEALTHCARE INSURANCE COM	350.33	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000028	UNITEDHEALTHCARE INSURANCE COM	481.00	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000029	LINCOLN NATIONAL LIFE INSURANC	26.01	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000030	LINCOLN NATIONAL LIFE INSURANC	153.54	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000031	LINCOLN NATIONAL LIFE INSURANC	17.06	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000032	LINCOLN NATIONAL LIFE INSURANC	110.55	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000033	LINCOLN NATIONAL LIFE INSURANC	22.26	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000034	LINCOLN NATIONAL LIFE INSURANC	135.84	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000035	LINCOLN NATIONAL LIFE INSURANC	67.75	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000036	LINCOLN NATIONAL LIFE INSURANC	1.04	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000037	LINCOLN NATIONAL LIFE INSURANC	64.87	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000038	LINCOLN NATIONAL LIFE INSURANC	22.88	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000039	LINCOLN NATIONAL LIFE INSURANC	3.51	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000040	LINCOLN NATIONAL LIFE INSURANC	81.74	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000041	LINCOLN NATIONAL LIFE INSURANC	4.96	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000042	LINCOLN NATIONAL LIFE INSURANC	4.00	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000043	LINCOLN NATIONAL LIFE INSURANC	36.70	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000044	LINCOLN NATIONAL LIFE INSURANC	2.11	OUTSTND	A	0/00/0000

COMPANY: 100 - GENERAL FUND
 ACCOUNT: 1-00-1000 CLAIM ON POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
MISCELLANEOUS:								
1-00-1000	12/23/2020	MISC.	000001	PO HOLDING LLC	20.01	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000002	PO HOLDING LLC	4.16	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000003	OPTUM BANK, INC.	1.63	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000004	OPTUM BANK, INC.	10.87	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000005	OPTUM BANK, INC.	11.69	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000006	OPTUM BANK, INC.	16.59	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000007	DEER OAKS EAD SERVICES, LLC	6.97	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000008	DEER OAKS EAD SERVICES, LLC	12.67	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000009	DEER OAKS EAD SERVICES, LLC	3.32	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000010	AMERICAN HERITAGE LIFE INSURAN	55.68	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000011	AMERICAN HERITAGE LIFE INSURAN	78.32	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000012	AMERICAN HERITAGE LIFE INSURAN	29.57	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000013	AMERICAN HERITAGE LIFE INSURAN	47.65	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000014	AMERICAN HERITAGE LIFE INSURAN	15.50	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000015	Superior Vision of Texas	9.24	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000016	Superior Vision of Texas	24.75	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000017	Superior Vision of Texas	2.86	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000018	Superior Vision of Texas	3.30	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000019	Superior Vision of Texas	9.49	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000020	Superior Vision of Texas	4.30	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000021	Superior Vision of Texas	22.30	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000022	Superior Vision of Texas	14.17	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000023	UNITEDHEALTHCARE INSURANCE COM	627.72	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000024	UNITEDHEALTHCARE INSURANCE COM	439.78	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000025	UNITEDHEALTHCARE INSURANCE COM	222.39	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000026	UNITEDHEALTHCARE INSURANCE COM	951.24	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000027	UNITEDHEALTHCARE INSURANCE COM	878.17	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000028	UNITEDHEALTHCARE INSURANCE COM	122.39	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000029	UNITEDHEALTHCARE INSURANCE COM	153.17	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000030	UNITEDHEALTHCARE INSURANCE COM	1,095.85	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000031	UNITEDHEALTHCARE INSURANCE COM	231.05	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000032	UNITEDHEALTHCARE INSURANCE COM	198.85	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000033	UNITEDHEALTHCARE INSURANCE COM	659.16	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000034	UNITEDHEALTHCARE INSURANCE COM	162.01	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000035	UNITEDHEALTHCARE INSURANCE COM	141.13	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000036	UNITEDHEALTHCARE INSURANCE COM	290.59	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000037	UNITEDHEALTHCARE INSURANCE COM	92.76	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000038	UNITEDHEALTHCARE INSURANCE COM	388.24	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000039	UNITEDHEALTHCARE INSURANCE COM	97.78	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000040	LINCOLN NATIONAL LIFE INSURANC	58.61	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000041	LINCOLN NATIONAL LIFE INSURANC	148.01	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000042	LINCOLN NATIONAL LIFE INSURANC	13.88	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000043	LINCOLN NATIONAL LIFE INSURANC	31.96	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000044	LINCOLN NATIONAL LIFE INSURANC	90.33	OUTSTND	A	0/00/0000

COMPANY: 100 - GENERAL FUND
 ACCOUNT: 1-00-1000 CLAIM ON POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
MISCELLANEOUS:								
1-00-1000	12/23/2020	MISC.	000045	LINCOLN NATIONAL LIFE INSURANC	33.69	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000046	LINCOLN NATIONAL LIFE INSURANC	124.31	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000047	LINCOLN NATIONAL LIFE INSURANC	107.31	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000048	LINCOLN NATIONAL LIFE INSURANC	18.46	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000049	LINCOLN NATIONAL LIFE INSURANC	59.07	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000050	LINCOLN NATIONAL LIFE INSURANC	18.67	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000051	LINCOLN NATIONAL LIFE INSURANC	17.28	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000052	LINCOLN NATIONAL LIFE INSURANC	78.03	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000053	LINCOLN NATIONAL LIFE INSURANC	4.02	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000054	LINCOLN NATIONAL LIFE INSURANC	20.22	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000055	LINCOLN NATIONAL LIFE INSURANC	36.50	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000056	LINCOLN NATIONAL LIFE INSURANC	9.60	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000057	LINCOLN NATIONAL LIFE INSURANC	4.79	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000058	LINCOLN NATIONAL LIFE INSURANC	6.69	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000059	LINCOLN NATIONAL LIFE INSURANC	2.40	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000060	LINCOLN NATIONAL LIFE INSURANC	17.46	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000061	LINCOLN NATIONAL LIFE INSURANC	35.97	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000062	LINCOLN NATIONAL LIFE INSURANC	1.70	OUTSTND	A	0/00/0000

TOTALS FOR ACCOUNT 1-00-100	CHECK	TOTAL:	0.00
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	15,069.54
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00

COMPANY: 100 - GENERAL FUND
 ACCOUNT: 1-00-1015 CASH-BENEFITS TRUST
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-00-1015	12/02/2020	CHECK	920654	Superior Vision of Texas	633.19CR	OUTSTND	A	0/00/0000
1-00-1015	12/02/2020	CHECK	920655	LINCOLN NATIONAL LIFE INSURANC	6,642.62CR	OUTSTND	A	0/00/0000
1-00-1015	12/02/2020	CHECK	920656	DEER OAKS EAD SERVICES, LLC	76.50CR	OUTSTND	A	0/00/0000
1-00-1015	12/02/2020	CHECK	920657	UNITEDHEALTHCARE INSURANCE COM	45,264.85CR	OUTSTND	A	0/00/0000
1-00-1015	12/02/2020	CHECK	920658	AMERICAN HERITAGE LIFE INSURAN	1,117.86CR	OUTSTND	A	0/00/0000
1-00-1015	12/11/2020	CHECK	920659	PO HOLDING LLC	561.16CR	OUTSTND	A	0/00/0000
1-00-1015	12/11/2020	CHECK	920660	OPTUM BANK, INC.	759.40CR	OUTSTND	A	0/00/0000
1-00-1015	12/23/2020	CHECK	920661	PO HOLDING LLC	561.16CR	OUTSTND	A	0/00/0000
1-00-1015	12/23/2020	CHECK	920662	OPTUM BANK, INC.	720.94CR	OUTSTND	A	0/00/0000
1-00-1015	12/31/2020	CHECK	920663	Superior Vision of Texas	638.09CR	OUTSTND	A	0/00/0000
1-00-1015	12/31/2020	CHECK	920664	DEER OAKS EAD SERVICES, LLC	76.50CR	OUTSTND	A	0/00/0000
1-00-1015	12/31/2020	CHECK	920665	AMERICAN HERITAGE LIFE INSURAN	1,103.36CR	OUTSTND	A	0/00/0000

TOTALS FOR ACCOUNT 1-00-101	CHECK	TOTAL:	58,155.63CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00

TOTALS FOR GENERAL FUND	CHECK	TOTAL:	58,155.63CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	15,069.54
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00

COMPANY: 402 - CITY HALL CAPITAL PROJ FU
 ACCOUNT: 1-00-1099 2015 C/O BOND
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-00-1099	12/21/2020	CHECK	001045	GROSSMAN DESIGN BUILD, LLC	521,721.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	001046	GROSSMAN DESIGN BUILD, LLC	180,500.00CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-00-109				CHECK	TOTAL:	702,221.00CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR CITY HALL CAPITAL PROJ FU				CHECK	TOTAL:	702,221.00CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

COMPANY: 425 - COVID-19 RESPONSE
ACCOUNT: 1-00-1000 CLAIM ON CASH
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
MISCELLANEOUS:								
1-00-1000	12/10/2020	MISC.	000001	PO HOLDING LLC	31.73CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000002	AMERICAN HERITAGE LIFE INSURAN	42.08CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000003	AMERICAN HERITAGE LIFE INSURAN	14.77CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000004	Superior Vision of Texas	2.83CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000005	Superior Vision of Texas	1.20CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000006	Superior Vision of Texas	8.98CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000007	UNITEDHEALTHCARE INSURANCE COM	225.63CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000008	UNITEDHEALTHCARE INSURANCE COM	578.37CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000009	UNITEDHEALTHCARE INSURANCE COM	193.86CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000010	LINCOLN NATIONAL LIFE INSURANC	26.01CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000011	LINCOLN NATIONAL LIFE INSURANC	22.26CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000012	LINCOLN NATIONAL LIFE INSURANC	67.75CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000013	LINCOLN NATIONAL LIFE INSURANC	1.04CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000014	LINCOLN NATIONAL LIFE INSURANC	3.51CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000015	LINCOLN NATIONAL LIFE INSURANC	4.00CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000001	PO HOLDING LLC	20.01CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000002	OPTUM BANK, INC.	1.63CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000003	OPTUM BANK, INC.	11.69CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000004	DEER OAKS EAD SERVICES, LLC	6.97CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000005	AMERICAN HERITAGE LIFE INSURAN	55.68CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000006	AMERICAN HERITAGE LIFE INSURAN	29.57CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000007	Superior Vision of Texas	9.24CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000008	Superior Vision of Texas	3.30CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000009	Superior Vision of Texas	4.30CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000010	Superior Vision of Texas	14.17CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000011	UNITEDHEALTHCARE INSURANCE COM	627.72CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000012	UNITEDHEALTHCARE INSURANCE COM	951.24CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000013	UNITEDHEALTHCARE INSURANCE COM	122.39CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000014	UNITEDHEALTHCARE INSURANCE COM	153.17CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000015	UNITEDHEALTHCARE INSURANCE COM	198.85CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000016	UNITEDHEALTHCARE INSURANCE COM	141.13CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000017	UNITEDHEALTHCARE INSURANCE COM	92.76CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000018	UNITEDHEALTHCARE INSURANCE COM	97.78CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000019	LINCOLN NATIONAL LIFE INSURANC	58.61CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000020	LINCOLN NATIONAL LIFE INSURANC	31.96CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000021	LINCOLN NATIONAL LIFE INSURANC	33.69CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000022	LINCOLN NATIONAL LIFE INSURANC	107.31CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000023	LINCOLN NATIONAL LIFE INSURANC	18.46CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000024	LINCOLN NATIONAL LIFE INSURANC	17.28CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000025	LINCOLN NATIONAL LIFE INSURANC	20.22CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000026	LINCOLN NATIONAL LIFE INSURANC	4.79CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000027	LINCOLN NATIONAL LIFE INSURANC	17.46CR	OUTSTND	A	0/00/0000

COMPANY: 425 - COVID-19 RESPONSE
 ACCOUNT: 1-00-1000 CLAIM ON CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
TOTALS FOR ACCOUNT 1-00-100				CHECK	TOTAL:			0.00
				DEPOSIT	TOTAL:			0.00
				INTEREST	TOTAL:			0.00
				MISCELLANEOUS	TOTAL:			4,075.40CR
				SERVICE CHARGE	TOTAL:			0.00
				EFT	TOTAL:			0.00
				BANK-DRAFT	TOTAL:			0.00
TOTALS FOR COVID-19 RESPONSE				CHECK	TOTAL:			0.00
				DEPOSIT	TOTAL:			0.00
				INTEREST	TOTAL:			0.00
				MISCELLANEOUS	TOTAL:			4,075.40CR
				SERVICE CHARGE	TOTAL:			0.00
				EFT	TOTAL:			0.00
				BANK-DRAFT	TOTAL:			0.00

COMPANY: 500 - WATER & SEWER FUND
 ACCOUNT: 1-00-1000 CLAIM ON POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
MISCELLANEOUS:								
1-00-1000	12/10/2020	MISC.	000001	OPTUM BANK, INC.	12.50CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000002	OPTUM BANK, INC.	20.00CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000003	PO HOLDING LLC	4.16CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000004	AMERICAN HERITAGE LIFE INSURAN	82.89CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000005	AMERICAN HERITAGE LIFE INSURAN	52.57CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000006	Superior Vision of Texas	27.44CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000007	Superior Vision of Texas	24.96CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000008	UNITEDHEALTHCARE INSURANCE COM	546.98CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000009	UNITEDHEALTHCARE INSURANCE COM	1,004.04CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000010	UNITEDHEALTHCARE INSURANCE COM	1,143.16CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000011	UNITEDHEALTHCARE INSURANCE COM	581.58CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000012	UNITEDHEALTHCARE INSURANCE COM	350.33CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000013	LINCOLN NATIONAL LIFE INSURANC	153.54CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000014	LINCOLN NATIONAL LIFE INSURANC	135.84CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000015	LINCOLN NATIONAL LIFE INSURANC	64.87CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000016	LINCOLN NATIONAL LIFE INSURANC	81.74CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000017	LINCOLN NATIONAL LIFE INSURANC	36.70CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000001	PO HOLDING LLC	4.16CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000002	OPTUM BANK, INC.	10.87CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000003	OPTUM BANK, INC.	16.59CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000004	DEER OAKS EAD SERVICES, LLC	12.67CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000005	AMERICAN HERITAGE LIFE INSURAN	78.32CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000006	AMERICAN HERITAGE LIFE INSURAN	47.65CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000007	Superior Vision of Texas	24.75CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000008	Superior Vision of Texas	22.30CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000009	UNITEDHEALTHCARE INSURANCE COM	439.78CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000010	UNITEDHEALTHCARE INSURANCE COM	878.17CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000011	UNITEDHEALTHCARE INSURANCE COM	1,095.85CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000012	UNITEDHEALTHCARE INSURANCE COM	659.16CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000013	UNITEDHEALTHCARE INSURANCE COM	290.59CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000014	LINCOLN NATIONAL LIFE INSURANC	148.01CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000015	LINCOLN NATIONAL LIFE INSURANC	124.31CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000016	LINCOLN NATIONAL LIFE INSURANC	59.07CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000017	LINCOLN NATIONAL LIFE INSURANC	78.03CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000018	LINCOLN NATIONAL LIFE INSURANC	36.50CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000019	LINCOLN NATIONAL LIFE INSURANC	6.69CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000020	LINCOLN NATIONAL LIFE INSURANC	35.97CR	OUTSTND	A	0/00/0000

TOTALS FOR ACCOUNT 1-00-100	CHECK	TOTAL:	0.00
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	8,392.74CR
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00

COMPANY: 500 - WATER & SEWER FUND
 ACCOUNT: 1-00-1000 CLAIM ON POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
TOTALS FOR WATER & SEWER FUND					CHECK TOTAL:			
					DEPOSIT TOTAL:			
					INTEREST TOTAL:			
					MISCELLANEOUS TOTAL:	8,392.74CR		
					SERVICE CHARGE TOTAL:	0.00		
					EFT TOTAL:	0.00		
					BANK-DRAFT TOTAL:	0.00		

COMPANY: 550 - MUNICIPAL DRAINAGE FUND
 ACCOUNT: 1-00-1000 CLAIM ON POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
MISCELLANEOUS:								
1-00-1000	12/10/2020	MISC.	000001	AMERICAN HERITAGE LIFE INSURAN	19.05CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000002	Superior Vision of Texas	3.43CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000003	Superior Vision of Texas	11.76CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000004	UNITEDHEALTHCARE INSURANCE COM	273.49CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000005	UNITEDHEALTHCARE INSURANCE COM	285.79CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000006	UNITEDHEALTHCARE INSURANCE COM	193.86CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000007	UNITEDHEALTHCARE INSURANCE COM	481.00CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000008	LINCOLN NATIONAL LIFE INSURANC	17.06CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000009	LINCOLN NATIONAL LIFE INSURANC	110.55CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000010	LINCOLN NATIONAL LIFE INSURANC	22.88CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000011	LINCOLN NATIONAL LIFE INSURANC	4.96CR	OUTSTND	A	0/00/0000
1-00-1000	12/10/2020	MISC.	000012	LINCOLN NATIONAL LIFE INSURANC	2.11CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000001	DEER OAKS EAD SERVICES, LLC	3.32CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000002	AMERICAN HERITAGE LIFE INSURAN	15.50CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000003	Superior Vision of Texas	2.86CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000004	Superior Vision of Texas	9.49CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000005	UNITEDHEALTHCARE INSURANCE COM	222.39CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000006	UNITEDHEALTHCARE INSURANCE COM	231.05CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000007	UNITEDHEALTHCARE INSURANCE COM	162.01CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000008	UNITEDHEALTHCARE INSURANCE COM	388.24CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000009	LINCOLN NATIONAL LIFE INSURANC	13.88CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000010	LINCOLN NATIONAL LIFE INSURANC	90.33CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000011	LINCOLN NATIONAL LIFE INSURANC	18.67CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000012	LINCOLN NATIONAL LIFE INSURANC	4.02CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000013	LINCOLN NATIONAL LIFE INSURANC	9.60CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000014	LINCOLN NATIONAL LIFE INSURANC	2.40CR	OUTSTND	A	0/00/0000
1-00-1000	12/23/2020	MISC.	000015	LINCOLN NATIONAL LIFE INSURANC	1.70CR	OUTSTND	A	0/00/0000

TOTALS FOR ACCOUNT 1-00-100	CHECK	TOTAL:	0.00
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	2,601.40CR
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00

TOTALS FOR MUNICIPAL DRAINAGE FUND	CHECK	TOTAL:	0.00
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	2,601.40CR
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	0.00
	BANK-DRAFT	TOTAL:	0.00

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1-00-1099 POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
BANK DRAFT:								
1-00-1099	12/11/2020	BANK-DRAFT	000223	INTERNAL REVENUE SERVICE	44,177.01CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	BANK-DRAFT	000224	TEXAS CHILD SUPPORT	1,480.16CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	BANK-DRAFT	000225	State Disbursement Unit	398.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	BANK-DRAFT	000226	TEXAS CHILD SUPPORT	789.23CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	BANK-DRAFT	000227	TEXAS CHILD SUPPORT	789.23CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	BANK-DRAFT	000228	INTERNAL REVENUE SERVICE	43,729.97CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	BANK-DRAFT	000229	INTERNAL REVENUE SERVICE	1,716.91CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	BANK-DRAFT	000230	TEXAS CHILD SUPPORT	2,269.39CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	BANK-DRAFT	000231	State Disbursement Unit	398.00CR	OUTSTND	A	0/00/0000
CHECK:								
1-00-1099	12/30/2020	CHECK	000001	PAYROLL CHECK	0.00	OUTSTND	P	0/00/0000
1-00-1099	12/30/2020	CHECK	000002	PAYROLL CHECK	0.00	OUTSTND	P	0/00/0000
1-00-1099	12/30/2020	CHECK	000003	PAYROLL CHECK	0.00	OUTSTND	P	0/00/0000
1-00-1099	12/30/2020	CHECK	000004	PAYROLL CHECK	0.00	OUTSTND	P	0/00/0000
1-00-1099	12/30/2020	CHECK	000005	PAYROLL CHECK	0.00	OUTSTND	P	0/00/0000
*** 1-00-1099	12/02/2020	CHECK	121410	KEITH'S ACE HARDWARE	7.73CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121411	FEDEX	11.39CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121412	PITNEY BOWES GLOBAL FINANCIAL	187.11CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121413	PITNEY BOWES INC	75.59CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121414	SIRCHIE FINGER PRINT	252.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121415	TARRANT COUNTY COLLEGE DISTRIC	225.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121416	LEADSONLINE, LLC	1,188.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121417	AT&T	1,150.92CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121418	PURCHASE POWER	1,220.99CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121419	GOVQA, LLC	1,735.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121420	DALLAS COUNTY CLERK	102.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121421	KYOCERA DOCUMENT SOLUTIONS AME	163.51CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121422	ONCORE HEALTHCARE SOLUTIONS, L	404.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121423	CASS ROBERT CALLAWAY	2,000.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121424	BACKDRAFT OPCO, LLC.	2,332.20CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121425	MDLAB, LLC	2,100.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121426	TOM LOFTUS INC	1,179.02CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121427	CROWDSOURCED GEOFENCING LLC	900.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121428	CARDINAL TRACKING INC,	18,288.90CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121429	HILCO ELECTRIC	7,136.16CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121430	GOVQA, LLC	7,080.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121431	GOVERNMENTJOBS.COM, INC.	3,545.09CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121432	TPX COMMUNICATIONS	6,085.36CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121433	Swagit Productions, LLC	11,400.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121434	LEGACY CONTRACTING, LP	23,432.03CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121435	WADE TRIM INC	1,905.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121436	MDLAB, LLC	8,300.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/02/2020	CHECK	121437	DIKITA ENTERPRISES, INC.	48,015.00CR	OUTSTND	A	0/00/0000

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1-00-1099 POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
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1-00-1099	12/04/2020	CHECK	121439	KEITH'S ACE HARDWARE	213.30CR	OUTSTND	A	0/00/0000
1-00-1099	12/04/2020	CHECK	121440	BRITTON METER REPAIR	813.23CR	OUTSTND	A	0/00/0000
1-00-1099	12/04/2020	CHECK	121441	Home Depot Credit Services	179.70CR	OUTSTND	A	0/00/0000
1-00-1099	12/04/2020	CHECK	121442	BSN SPORTS	271.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/04/2020	CHECK	121443	MASSEY'S TIRES & WHEELS	771.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/04/2020	CHECK	121444	OFFICE DEPOT (ONLINE)	287.36CR	OUTSTND	A	0/00/0000
1-00-1099	12/04/2020	CHECK	121445	SUNBELT RENTALS	586.53CR	OUTSTND	A	0/00/0000
1-00-1099	12/04/2020	CHECK	121446	LOWE'S COMPANIES, INC.	4.74CR	OUTSTND	A	0/00/0000
1-00-1099	12/04/2020	CHECK	121447	WADE TRIM INC	1,395.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/04/2020	CHECK	121448	TBI SOLUTIONS, LLC	1,630.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/04/2020	CHECK	121449	T-MOBILE USA INC.	2,052.99CR	OUTSTND	A	0/00/0000
1-00-1099	12/10/2020	CHECK	121450	PAYROLL CHECK	3,966.64CR	OUTSTND	P	0/00/0000
1-00-1099	12/10/2020	CHECK	121451	PAYROLL CHECK	353.95CR	OUTSTND	P	0/00/0000
1-00-1099	12/10/2020	CHECK	121452	PAYROLL CHECK	1,764.78CR	OUTSTND	P	0/00/0000
1-00-1099	12/11/2020	CHECK	121453	ICMA	1,810.55CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121454	TEXAS CHILD SUPPORT	789.23CR	VOIDED	A	12/11/2020
1-00-1099	12/11/2020	CHECK	121455	KEITH'S ACE HARDWARE	51.57CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121456	AIR SUPPLY	45.04CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121457	C & M CONCRETE	9,245.44CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121458	CARDINAL TRACKING INC,	6,472.80CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121459	CITY OF GLENN HEIGHTS	4,668.47CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121460	DALLAS CENTRAL APPRAISAL DISTR	4,439.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121461	DALLAS WATER UTILITIES	115,860.39CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121462	EAGLE FIRE EXTINGUISHER	1,722.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121463	ELLIS APPRAISAL DISTRICT	4,398.10CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121464	GALLS INCORPORATED	6,736.10CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121465	IMPERATIVE INFORMATION GROUP,	145.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121466	MASSEY'S TIRES & WHEELS	15.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121467	NATIONAL ALL PRO QUICK LUBE	108.90CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121468	NORTH CENTRAL TEXAS COUNCIL	2,000.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121469	O'REILLY AUTOMOTIVE, INC.	46.37CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121470	OFFICE DEPOT (ONLINE)	128.46CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121471	SUNBELT RENTALS	6,382.93CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121472	TEXAS MUNICIPAL	33,090.48CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121473	TXU ENERGY	8,438.33CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121474	TRINITY RIVER AUTHORITY	1,071.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121475	METRO FIRE APPARATUS SPECIALIS	92.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121476	TCEQ	17,975.65CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121477	LEXISNEXIS RISK DATA MANAGEMEN	62.50CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121478	DALLAS CO. DEPT OF HEALTH & HU	3,375.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121479	CITY OF DESOTO	5,000.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121480	CHARTER BUSINESS COMMUNICATION	69.37CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121481	ELLIS COUNTY TREASURER	8,445.34CR	OUTSTND	A	0/00/0000

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1-00-1099 POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

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1-00-1099	12/11/2020	CHECK	121482	MIDLOTHIAN POLICE DEPARTMENT	5,500.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121483	DATAPROSE	3,595.42CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121484	AT&T	69.65CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121485	INTRADO LIFE & SAFETY SOLUTION	575.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121486	ARLENE D. HONZA	73.50CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121487	RML WAXAHACHIE FORD	77.50CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121488	LUIS E. HERNANDEZ LLC	210.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121489	LEXIPOL, LLC	6,207.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121490	THE ADT SECURITY CORPORATION D	54.11CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121491	TAYLOR'S TINS LLC	43.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/11/2020	CHECK	121492	NERY PENA	26.35CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121493	NEVILL FINANCIAL LEASING (CH)	2,757.40CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121494	BUSBY, EUGENE	41.03CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121495	CARTER, TIESHIA	34.35CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121496	MARTINEZ, ROBERTO	94.65CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121497	GRAY, ARCHIE & VIRGI	116.22CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121498	LAGRONE, VALERIE	109.03CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121499	SFR JV-1 2019 BORROW	49.96CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121500	LARREA, ELIZABETH	39.73CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121501	RUEHL, ANDREAS	24.03CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121502	JOEY JAKSON, DAVID S	103.24CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121503	FORTUNE REAL PROPERT	50.72CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121504	COTTON, ROY J	47.45CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121505	HUMPHREY, RODERICK &	82.75CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121506	THERESA CRUZ, BLAKE	103.78CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121507	GOYCO, ALFREDO	13.67CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121508	FORTUNE REAL PROPERT	41.12CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121509	MILLER, PAUL	15.54CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121510	ELMORE, MARLON	128.35CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121511	KHALDIEH YASIN , ALL	65.60CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121512	LOPEZ, ROGER	2.08CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121513	COX, CECIL	66.16CR	OUTSTND	A	0/00/0000
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1-00-1099	12/14/2020	CHECK	121515	WHITTEN, EVERETT	45.94CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121516	JOHNSON, ARKAYSHUN	69.06CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121517	STANLEY, ROBERT & DO	164.85CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121518	COLLINS, LARRY	19.90CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121519	COLE, DONALD	33.40CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121520	CROCKETT, ANDREA & D	40.36CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121521	WILLIS, MERCEDES & J	68.21CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121522	DR HORTON	13.56CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121523	DR HORTON	0.33CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121524	DR HORTON	4.90CR	OUTSTND	A	0/00/0000
1-00-1099	12/14/2020	CHECK	121525	WILLEMS, DAN	92.65CR	OUTSTND	A	0/00/0000

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1-00-1099 POOLED CASH
 TYPE: All
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ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
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1-00-1099	12/14/2020	CHECK	121528	MURPHY, TAWONA, AARO	89.53CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121529	TEXAS ECONOMIC DEVELOPMENT COU	525.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121530	WONDERLAND SMILES, PLLC	5,000.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121531	TOM THUMB	1,199.80CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121532	RIVERSIDE LAWN SPRINKLER	260.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121533	KEITH'S ACE HARDWARE	53.97CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121534	ATMOS ENERGY	360.45CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121535	BRITTON METER REPAIR	804.29CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121536	MIPA ENTERPRISES, LLC	130.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121537	TYLER TECHNOLOGIES	433.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121538	NATIONAL ALL PRO QUICK LUBE	68.40CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121539	OFFICE DEPOT (ONLINE)	298.25CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121540	METRO FIRE APPARATUS SPECIALIS	36,438.32CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121541	AT&T LONG DISTANCE	2.78CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121542	PRIMARY HEALTH, INC d/b/a CARE	144.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121543	NICHOLS, JACKSON, DILLARD, HAG	8,524.50CR	OUTSTND	A	0/00/0000
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1-00-1099	12/17/2020	CHECK	121546	TEXAS UNDERGROUND, INC.	499.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121547	STRYKER SALES CORPORATION	24,303.57CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121548	NATIONAL LEAGUE OF CITIES	1,563.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121549	ARLENE D. HONZA	147.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121550	LINEBARGER GOGGAN BLAIR & SAMP	339.30CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121551	FIRE SAFETY USA, INC.	7,320.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121552	BLUE SAFETY PRODUCTS INC.	9,035.45CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121553	MDLAB, LLC	100.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121554	MICHAEL T. CURRY	9,170.20CR	OUTSTND	A	0/00/0000
1-00-1099	12/17/2020	CHECK	121555	SPDI, INC.	11,987.76CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121556	PAYROLL CHECK	3,966.65CR	OUTSTND	P	0/00/0000
1-00-1099	12/23/2020	CHECK	121557	PAYROLL CHECK	1,732.35CR	OUTSTND	P	0/00/0000
1-00-1099	12/22/2020	CHECK	121558	TRINITY RIVER AUTHORITY	307,046.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/22/2020	CHECK	121559	CITI BANK	5,388.40CR	OUTSTND	A	0/00/0000
1-00-1099	12/22/2020	CHECK	121560	RICH & BURNS UTILITIES, LLC	17,341.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121561	PAYROLL CHECK	5,000.45CR	OUTSTND	P	0/00/0000
1-00-1099	12/23/2020	CHECK	121562	KEITH'S ACE HARDWARE	100.97CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121563	ATMOS ENERGY	78.05CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121564	GALLS INCORPORATED	75.53CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121565	LANGUAGE LINE SERVICES	38.87CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121566	NATIONAL ALL PRO QUICK LUBE	165.20CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121567	RED OAK AUTO PARTS	4.60CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121568	BOUND TREE MEDICAL, LLC.	2,658.91CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121569	FLEET SERVICES	48.23CR	OUTSTND	A	0/00/0000

COMPANY: 999 - POOLED CASH FUND
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CHECK:								
1-00-1099	12/23/2020	CHECK	121570	MOTOROLA SOLUTIONS, INC.	92,658.12CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121571	MDLAB, LLC	3,600.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121572	CORBALEY, STACIE OR	2,439.12CR	OUTSTND	A	0/00/0000
1-00-1099	12/23/2020	CHECK	121573	ICMA	1,571.93CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121574	KEITH'S ACE HARDWARE	196.83CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121575	USA BLUEBOOK	196.48CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121576	BRITTON METER REPAIR	1,529.85CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121577	FEDEX	19.87CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121578	Home Depot Credit Services	95.76CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121579	TRINITY RIVER AUTHORITY	809.20CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121580	RML WAXAHACHIE FORD	575.37CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121581	J.T. HORN OIL CO., INC.	2,202.35CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121582	WADE TRIM INC	752.50CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121583	GROSSMAN DESIGN BUILD, LLC	175,833.60CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121584	INSIGHT PUBLIC SECTOR	3,456.72CR	OUTSTND	A	0/00/0000
1-00-1099	12/29/2020	CHECK	121585	ALL ABOUT TIRES, LLC	135.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/31/2020	CHECK	121586	KEITH'S ACE HARDWARE	85.97CR	OUTSTND	A	0/00/0000
1-00-1099	12/31/2020	CHECK	121587	BRITTON METER REPAIR	3,211.06CR	OUTSTND	A	0/00/0000
1-00-1099	12/31/2020	CHECK	121588	TYLER TECHNOLOGIES	433.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/31/2020	CHECK	121589	TEXAS MUNICIPAL	34,220.56CR	OUTSTND	A	0/00/0000
1-00-1099	12/31/2020	CHECK	121590	AT&T	1,157.53CR	OUTSTND	A	0/00/0000
1-00-1099	12/31/2020	CHECK	121591	TEXAS COMPTROLLER OF PUBLIC AC	100.00CR	OUTSTND	A	0/00/0000
1-00-1099	12/31/2020	CHECK	121592	DALLAS COUNTY CLERK	34.00CR	OUTSTND	A	0/00/0000

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1-00-1099	12/01/2020	DEPOSIT		ONLINE PAYMNT 12/01/2020	7.00	OUTSTND	C	0/00/0000
1-00-1099	12/01/2020	DEPOSIT	000001	CASH RECEIPTS	530.80	OUTSTND	M	0/00/0000
1-00-1099	12/01/2020	DEPOSIT	000002	CREDIT CARDS 12/01/2020	602.88	OUTSTND	C	0/00/0000
1-00-1099	12/01/2020	DEPOSIT	000003	REGULAR DAILY DEP 12/01/2020	43,658.50	OUTSTND	C	0/00/0000
1-00-1099	12/01/2020	DEPOSIT	000004	CREDIT CARDS 12/01/2020	1,447.15	OUTSTND	C	0/00/0000
1-00-1099	12/01/2020	DEPOSIT	000005	REGULAR DAILY DEP 12/01/2020	17,457.17	OUTSTND	C	0/00/0000
1-00-1099	12/01/2020	DEPOSIT	000006	CREDIT CARDS 12/01/2020	3,358.53	OUTSTND	C	0/00/0000
1-00-1099	12/01/2020	DEPOSIT	000007	REGULAR DAILY DEP 12/01/2020	1,699.18	OUTSTND	C	0/00/0000
1-00-1099	12/01/2020	DEPOSIT	000008	ONLINE PAYMNT 12/01/2020	7,715.34	OUTSTND	C	0/00/0000
1-00-1099	12/02/2020	DEPOSIT		ONLINE PAYMNT 12/02/2020	7.00	OUTSTND	C	0/00/0000
1-00-1099	12/02/2020	DEPOSIT	000001	CASH RECEIPTS	1,314.50	OUTSTND	M	0/00/0000
1-00-1099	12/02/2020	DEPOSIT	000002	CREDIT CARDS 12/02/2020	2,023.50	OUTSTND	C	0/00/0000
1-00-1099	12/02/2020	DEPOSIT	000003	ONLINE PAYMNT 12/02/2020	6,370.77	OUTSTND	C	0/00/0000
1-00-1099	12/02/2020	DEPOSIT	000004	CREDIT CARDS 12/02/2020	3,070.44	OUTSTND	C	0/00/0000
1-00-1099	12/02/2020	DEPOSIT	000005	REGULAR DAILY DEP 12/02/2020	8,584.84	OUTSTND	C	0/00/0000
1-00-1099	12/03/2020	DEPOSIT		ONLINE PAYMNT 12/03/2020	3.50	OUTSTND	C	0/00/0000
1-00-1099	12/03/2020	DEPOSIT	000001	CASH RECEIPTS	464.90	OUTSTND	M	0/00/0000
1-00-1099	12/03/2020	DEPOSIT	000002	CREDIT CARDS 12/03/2020	621.86	OUTSTND	C	0/00/0000
1-00-1099	12/03/2020	DEPOSIT	000003	REGULAR DAILY DEP 12/03/2020	5.00	OUTSTND	C	0/00/0000

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1-00-1099 POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
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1-00-1099	12/03/2020	DEPOSIT	000005	CREDIT CARDS 12/03/2020	4,152.53	OUTSTND	C	0/00/0000
1-00-1099	12/03/2020	DEPOSIT	000006	REGULAR DAILY DEP 12/03/2020	10,875.82	OUTSTND	C	0/00/0000
1-00-1099	12/03/2020	DEPOSIT	000007	ONLINE PAYMNT 12/03/2020	7,715.52	OUTSTND	C	0/00/0000
1-00-1099	12/03/2020	DEPOSIT	000008	CREDIT CARDS 12/03/2020	1,319.65	OUTSTND	C	0/00/0000
1-00-1099	12/03/2020	DEPOSIT	000009	DAILY PAYMENT POSTING - ADJ	170.00CR	OUTSTND	U	0/00/0000
1-00-1099	12/04/2020	DEPOSIT		ONLINE PAYMNT 12/04/2020	10.50	OUTSTND	C	0/00/0000
1-00-1099	12/04/2020	DEPOSIT	000001	CASH RECEIPTS	1,374.00	OUTSTND	M	0/00/0000
1-00-1099	12/04/2020	DEPOSIT	000002	CREDIT CARDS 12/04/2020	1,339.00	OUTSTND	C	0/00/0000
1-00-1099	12/04/2020	DEPOSIT	000003	REGULAR DAILY DEP 12/04/2020	2,024.48	OUTSTND	C	0/00/0000
1-00-1099	12/04/2020	DEPOSIT	000004	CREDIT CARDS 12/04/2020	3,847.49	OUTSTND	C	0/00/0000
1-00-1099	12/04/2020	DEPOSIT	000005	ONLINE PAYMNT 12/04/2020	7,760.61	OUTSTND	C	0/00/0000
1-00-1099	12/04/2020	DEPOSIT	000006	CREDIT CARDS 12/04/2020	780.39	OUTSTND	C	0/00/0000
1-00-1099	12/04/2020	DEPOSIT	000007	REGULAR DAILY DEP 12/04/2020	16,715.39	OUTSTND	C	0/00/0000
1-00-1099	12/07/2020	DEPOSIT		CREDIT CARDS 12/07/2020	314.15	OUTSTND	C	0/00/0000
1-00-1099	12/07/2020	DEPOSIT	000001	REGULAR DAILY DEP 12/07/2020	16,195.04	OUTSTND	C	0/00/0000
1-00-1099	12/07/2020	DEPOSIT	000002	CREDIT CARDS 12/07/2020	257.00	OUTSTND	C	0/00/0000
1-00-1099	12/07/2020	DEPOSIT	000003	CREDIT CARDS 12/07/2020	3,769.63	OUTSTND	C	0/00/0000
1-00-1099	12/07/2020	DEPOSIT	000004	REGULAR DAILY DEP 12/07/2020	8,809.49	OUTSTND	C	0/00/0000
1-00-1099	12/07/2020	DEPOSIT	000005	ONLINE PAYMNT 12/07/2020	9,626.84	OUTSTND	C	0/00/0000
1-00-1099	12/07/2020	DEPOSIT	000006	DAILY PAYMENT POSTING - ADJ	110.56CR	OUTSTND	U	0/00/0000
1-00-1099	12/08/2020	DEPOSIT		ONLINE PAYMNT 12/08/2020	7.00	OUTSTND	C	0/00/0000
1-00-1099	12/08/2020	DEPOSIT	000001	CASH RECEIPTS	1,161.90	OUTSTND	M	0/00/0000
1-00-1099	12/08/2020	DEPOSIT	000002	REGULAR DAILY DEP 12/08/2020	282.00	OUTSTND	C	0/00/0000
1-00-1099	12/08/2020	DEPOSIT	000003	CREDIT CARDS 12/08/2020	813.70	OUTSTND	C	0/00/0000
1-00-1099	12/08/2020	DEPOSIT	000004	REGULAR DAILY DEP 12/08/2020	85,478.55	OUTSTND	C	0/00/0000
1-00-1099	12/08/2020	DEPOSIT	000005	ONLINE PAYMNT 12/08/2020	4,128.83	OUTSTND	C	0/00/0000
1-00-1099	12/08/2020	DEPOSIT	000006	CREDIT CARDS 12/08/2020	927.16	OUTSTND	C	0/00/0000
1-00-1099	12/08/2020	DEPOSIT	000007	CREDIT CARDS 12/08/2020	335.69	OUTSTND	C	0/00/0000
1-00-1099	12/08/2020	DEPOSIT	000008	DAILY PAYMENT POSTING - ADJ	218.16CR	OUTSTND	U	0/00/0000
1-00-1099	12/09/2020	DEPOSIT		CREDIT CARDS 12/09/2020	2,593.84	OUTSTND	C	0/00/0000
1-00-1099	12/09/2020	DEPOSIT	000001	REGULAR DAILY DEP 12/09/2020	24,876.23	OUTSTND	C	0/00/0000
1-00-1099	12/09/2020	DEPOSIT	000002	CREDIT CARDS 12/09/2020	1,673.75	OUTSTND	C	0/00/0000
1-00-1099	12/09/2020	DEPOSIT	000003	REGULAR DAILY DEP 12/09/2020	105.00	OUTSTND	C	0/00/0000
1-00-1099	12/09/2020	DEPOSIT	000004	ONLINE PAYMNT 12/09/2020	7.00	OUTSTND	C	0/00/0000
1-00-1099	12/09/2020	DEPOSIT	000005	CASH RECEIPTS	896.90	OUTSTND	M	0/00/0000
1-00-1099	12/09/2020	DEPOSIT	000006	ONLINE PAYMNT 12/09/2020	5,125.89	OUTSTND	C	0/00/0000
1-00-1099	12/09/2020	DEPOSIT	000007	CREDIT CARDS 12/09/2020	1,201.85	OUTSTND	C	0/00/0000
1-00-1099	12/09/2020	DEPOSIT	000008	REGULAR DAILY DEP 12/09/2020	15,382.60	OUTSTND	C	0/00/0000
1-00-1099	12/09/2020	DEPOSIT	000009	CREDIT CARDS 12/09/2020	2,795.31	OUTSTND	C	0/00/0000
1-00-1099	12/10/2020	DEPOSIT		CASH RECEIPTS	792.70	OUTSTND	M	0/00/0000
1-00-1099	12/10/2020	DEPOSIT	000001	CREDIT CARDS 12/10/2020	556.20	OUTSTND	C	0/00/0000
1-00-1099	12/10/2020	DEPOSIT	000002	REGULAR DAILY DEP 12/10/2020	4,917.94	OUTSTND	C	0/00/0000
1-00-1099	12/10/2020	DEPOSIT	000003	CREDIT CARDS 12/10/2020	224.89	OUTSTND	C	0/00/0000

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1-00-1099 POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT----	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
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1-00-1099	12/10/2020	DEPOSIT	000005	REGULAR DAILY DEP 12/10/2020	8,938.81	OUTSTND	C	0/00/0000
1-00-1099	12/10/2020	DEPOSIT	000006	ONLINE PAYMNT 12/10/2020	8,312.28	OUTSTND	C	0/00/0000
1-00-1099	12/11/2020	DEPOSIT		CASH RECEIPTS	116.90	OUTSTND	M	0/00/0000
1-00-1099	12/11/2020	DEPOSIT	000001	CREDIT CARDS 12/11/2020	103.00	OUTSTND	C	0/00/0000
1-00-1099	12/11/2020	DEPOSIT	000002	REGULAR DAILY DEP 12/11/2020	25,090.84	OUTSTND	C	0/00/0000
1-00-1099	12/11/2020	DEPOSIT	000003	CREDIT CARDS 12/11/2020	1,203.28	OUTSTND	C	0/00/0000
1-00-1099	12/11/2020	DEPOSIT	000004	ONLINE PAYMNT 12/11/2020	14,299.33	OUTSTND	C	0/00/0000
1-00-1099	12/11/2020	DEPOSIT	000005	CREDIT CARDS 12/11/2020	187.28	OUTSTND	C	0/00/0000
1-00-1099	12/11/2020	DEPOSIT	000006	CREDIT CARDS 12/11/2020	4,368.54	OUTSTND	C	0/00/0000
1-00-1099	12/11/2020	DEPOSIT	000007	REGULAR DAILY DEP 12/11/2020	12,651.53	OUTSTND	C	0/00/0000
1-00-1099	12/14/2020	DEPOSIT		CASH RECEIPTS	1,144.80	OUTSTND	M	0/00/0000
1-00-1099	12/14/2020	DEPOSIT	000001	CASH RECEIPTS	225.00	OUTSTND	M	0/00/0000
1-00-1099	12/14/2020	DEPOSIT	000002	CREDIT CARDS 12/14/2020	4,447.51	OUTSTND	C	0/00/0000
1-00-1099	12/14/2020	DEPOSIT	000003	ONLINE PAYMNT 12/14/2020	27,074.15	OUTSTND	C	0/00/0000
1-00-1099	12/14/2020	DEPOSIT	000004	CREDIT CARDS 12/14/2020	1,596.50	OUTSTND	C	0/00/0000
1-00-1099	12/14/2020	DEPOSIT	000005	REGULAR DAILY DEP 12/14/2020	500.00	OUTSTND	C	0/00/0000
1-00-1099	12/14/2020	DEPOSIT	000006	ONLINE PAYMNT 12/14/2020	338.91	OUTSTND	C	0/00/0000
1-00-1099	12/14/2020	DEPOSIT	000007	CREDIT CARDS 12/14/2020	1,425.20	OUTSTND	C	0/00/0000
1-00-1099	12/14/2020	DEPOSIT	000008	REGULAR DAILY DEP 12/14/2020	129,345.05	OUTSTND	C	0/00/0000
1-00-1099	12/14/2020	DEPOSIT	000009	DRAFT POSTING	21,629.64	OUTSTND	U	0/00/0000
1-00-1099	12/15/2020	DEPOSIT		CC DRAFT POSTING	16,583.33	OUTSTND	U	0/00/0000
1-00-1099	12/15/2020	DEPOSIT	000001	ONLINE PAYMNT 12/15/2020	7.00	OUTSTND	C	0/00/0000
1-00-1099	12/15/2020	DEPOSIT	000002	CASH RECEIPTS	1,748.60	OUTSTND	M	0/00/0000
1-00-1099	12/15/2020	DEPOSIT	000003	ONLINE PAYMNT 12/15/2020	32,561.20	OUTSTND	C	0/00/0000
1-00-1099	12/15/2020	DEPOSIT	000004	CREDIT CARDS 12/15/2020	8,886.64	OUTSTND	C	0/00/0000
1-00-1099	12/15/2020	DEPOSIT	000005	REGULAR DAILY DEP 12/15/2020	828.10	OUTSTND	C	0/00/0000
1-00-1099	12/15/2020	DEPOSIT	000006	CREDIT CARDS 12/15/2020	2,919.50	OUTSTND	C	0/00/0000
1-00-1099	12/16/2020	DEPOSIT		ONLINE PAYMNT 12/16/2020	3.50	OUTSTND	C	0/00/0000
1-00-1099	12/16/2020	DEPOSIT	000001	CASH RECEIPTS	1,073.80	OUTSTND	M	0/00/0000
1-00-1099	12/16/2020	DEPOSIT	000002	CREDIT CARDS 12/16/2020	3,591.46	OUTSTND	C	0/00/0000
1-00-1099	12/16/2020	DEPOSIT	000003	REGULAR DAILY DEP 12/16/2020	1,500.00	OUTSTND	C	0/00/0000
1-00-1099	12/16/2020	DEPOSIT	000004	CREDIT CARDS 12/16/2020	407.00	OUTSTND	C	0/00/0000
1-00-1099	12/16/2020	DEPOSIT	000005	ONLINE PAYMNT 12/16/2020	21,628.66	OUTSTND	C	0/00/0000
1-00-1099	12/16/2020	DEPOSIT	000006	CREDIT CARDS 12/16/2020	2,030.92	OUTSTND	C	0/00/0000
1-00-1099	12/16/2020	DEPOSIT	000007	CREDIT CARDS 12/16/2020	3,617.74	OUTSTND	C	0/00/0000
1-00-1099	12/16/2020	DEPOSIT	000008	REGULAR DAILY DEP 12/16/2020	24,423.43	OUTSTND	C	0/00/0000
1-00-1099	12/17/2020	DEPOSIT		ONLINE PAYMNT 12/17/2020	3.50	OUTSTND	C	0/00/0000
1-00-1099	12/17/2020	DEPOSIT	000001	CASH RECEIPTS	603.40	OUTSTND	M	0/00/0000
1-00-1099	12/17/2020	DEPOSIT	000002	CREDIT CARDS 12/17/2020	765.76	OUTSTND	C	0/00/0000
1-00-1099	12/17/2020	DEPOSIT	000003	ONLINE PAYMNT 12/17/2020	6,550.79	OUTSTND	C	0/00/0000
1-00-1099	12/17/2020	DEPOSIT	000004	CREDIT CARDS 12/17/2020	4,926.57	OUTSTND	C	0/00/0000
1-00-1099	12/17/2020	DEPOSIT	000005	REGULAR DAILY DEP 12/17/2020	3,331.36	OUTSTND	C	0/00/0000
1-00-1099	12/17/2020	DEPOSIT	000006	DAILY PAYMENT POSTING - ADJ	127.08CR	OUTSTND	U	0/00/0000

COMPANY: 999 - POOLED CASH FUND
ACCOUNT: 1-00-1099 POOLED CASH
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	-----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
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1-00-1099	12/18/2020	DEPOSIT	000001	CASH RECEIPTS	766.90	OUTSTND	M	0/00/0000
1-00-1099	12/18/2020	DEPOSIT	000002	CREDIT CARDS 12/18/2020	1,199.74	OUTSTND	C	0/00/0000
1-00-1099	12/18/2020	DEPOSIT	000003	REGULAR DAILY DEP 12/18/2020	1,310.00	OUTSTND	C	0/00/0000
1-00-1099	12/18/2020	DEPOSIT	000004	ONLINE PAYMNT 12/18/2020	3.50	OUTSTND	C	0/00/0000
1-00-1099	12/18/2020	DEPOSIT	000005	CASH RECEIPTS	659.80	OUTSTND	M	0/00/0000
1-00-1099	12/18/2020	DEPOSIT	000006	ONLINE PAYMNT 12/18/2020	6,843.64	OUTSTND	C	0/00/0000
1-00-1099	12/18/2020	DEPOSIT	000007	CREDIT CARDS 12/18/2020	2,921.13	OUTSTND	C	0/00/0000
1-00-1099	12/18/2020	DEPOSIT	000008	REGULAR DAILY DEP 12/18/2020	1,377.15	OUTSTND	C	0/00/0000
1-00-1099	12/18/2020	DEPOSIT	000009	CREDIT CARDS 12/18/2020	1,659.72	OUTSTND	C	0/00/0000
1-00-1099	12/18/2020	DEPOSIT	000010	REGULAR DAILY DEP 12/18/2020	32,124.39	OUTSTND	C	0/00/0000
1-00-1099	12/21/2020	DEPOSIT		CASH RECEIPTS	512.00	OUTSTND	M	0/00/0000
1-00-1099	12/21/2020	DEPOSIT	000001	ONLINE PAYMNT 12/21/2020	7,949.14	OUTSTND	C	0/00/0000
1-00-1099	12/21/2020	DEPOSIT	000002	CREDIT CARDS 12/21/2020	2,925.01	OUTSTND	C	0/00/0000
1-00-1099	12/21/2020	DEPOSIT	000003	REGULAR DAILY DEP 12/21/2020	2,920.80	OUTSTND	C	0/00/0000
1-00-1099	12/21/2020	DEPOSIT	000004	DAILY PAYMENT POSTING - ADJ	199.12CR	OUTSTND	U	0/00/0000
1-00-1099	12/21/2020	DEPOSIT	000005	UTILITY DEPOSITS RECEIVED	100.00	OUTSTND	U	0/00/0000
1-00-1099	12/22/2020	DEPOSIT		CREDIT CARDS 12/22/2020	1,745.85	OUTSTND	C	0/00/0000
1-00-1099	12/22/2020	DEPOSIT	000001	REGULAR DAILY DEP 12/22/2020	12,300.52	OUTSTND	C	0/00/0000
1-00-1099	12/22/2020	DEPOSIT	000002	ONLINE PAYMNT 12/22/2020	1,341.03	OUTSTND	C	0/00/0000
1-00-1099	12/22/2020	DEPOSIT	000003	CREDIT CARDS 12/22/2020	1,017.63	OUTSTND	C	0/00/0000
1-00-1099	12/22/2020	DEPOSIT	000004	CREDIT CARDS 12/22/2020	1,271.61	OUTSTND	C	0/00/0000
1-00-1099	12/22/2020	DEPOSIT	000005	REGULAR DAILY DEP 12/22/2020	1,692.96	OUTSTND	C	0/00/0000
1-00-1099	12/22/2020	DEPOSIT	000006	DAILY PAYMENT POSTING - ADJ	100.00CR	OUTSTND	U	0/00/0000
1-00-1099	12/23/2020	DEPOSIT		ONLINE PAYMNT 12/23/2020	7.00	OUTSTND	C	0/00/0000
1-00-1099	12/23/2020	DEPOSIT	000001	CASH RECEIPTS	1,982.70	OUTSTND	M	0/00/0000
1-00-1099	12/23/2020	DEPOSIT	000002	CREDIT CARDS 12/23/2020	1,589.18	OUTSTND	C	0/00/0000
1-00-1099	12/23/2020	DEPOSIT	000003	REGULAR DAILY DEP 12/23/2020	556.43	OUTSTND	C	0/00/0000
1-00-1099	12/23/2020	DEPOSIT	000004	CREDIT CARDS 12/23/2020	547.14	OUTSTND	C	0/00/0000
1-00-1099	12/23/2020	DEPOSIT	000005	REGULAR DAILY DEP 12/23/2020	1,022.35	OUTSTND	C	0/00/0000
1-00-1099	12/23/2020	DEPOSIT	000006	ONLINE PAYMNT 12/23/2020	2,243.68	OUTSTND	C	0/00/0000
1-00-1099	12/28/2020	DEPOSIT		CREDIT CARDS 12/28/2020	313.76	OUTSTND	C	0/00/0000
1-00-1099	12/28/2020	DEPOSIT	000001	CREDIT CARDS 12/28/2020	2,764.52	OUTSTND	C	0/00/0000
1-00-1099	12/28/2020	DEPOSIT	000002	CREDIT CARDS 12/28/2020	2,353.90	OUTSTND	C	0/00/0000
1-00-1099	12/28/2020	DEPOSIT	000003	REGULAR DAILY DEP 12/28/2020	5,694.17	OUTSTND	C	0/00/0000
1-00-1099	12/28/2020	DEPOSIT	000004	ONLINE PAYMNT 12/28/2020	14,610.08	OUTSTND	C	0/00/0000
1-00-1099	12/29/2020	DEPOSIT		CREDIT CARDS 12/29/2020	108.15	OUTSTND	C	0/00/0000
1-00-1099	12/29/2020	DEPOSIT	000001	REGULAR DAILY DEP 12/29/2020	17,164.06	OUTSTND	C	0/00/0000
1-00-1099	12/29/2020	DEPOSIT	000002	CREDIT CARDS 12/29/2020	826.34	OUTSTND	C	0/00/0000
1-00-1099	12/29/2020	DEPOSIT	000003	ONLINE PAYMNT 12/29/2020	7,142.49	OUTSTND	C	0/00/0000
1-00-1099	12/29/2020	DEPOSIT	000004	CREDIT CARDS 12/29/2020	125.00	OUTSTND	C	0/00/0000
1-00-1099	12/29/2020	DEPOSIT	000005	CREDIT CARDS 12/29/2020	1,299.01	OUTSTND	C	0/00/0000
1-00-1099	12/29/2020	DEPOSIT	000006	REGULAR DAILY DEP 12/29/2020	1,662.93	OUTSTND	C	0/00/0000
1-00-1099	12/30/2020	DEPOSIT		CREDIT CARDS 12/30/2020	2,486.80	OUTSTND	C	0/00/0000

COMPANY: 999 - POOLED CASH FUND
 ACCOUNT: 1-00-1099 POOLED CASH
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 12/01/2020 THRU 12/31/2020
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
DEPOSIT:								
1-00-1099	12/30/2020	DEPOSIT	000001	REGULAR DAILY DEP 12/30/2020	1,835.44	OUTSTND	C	0/00/0000
1-00-1099	12/30/2020	DEPOSIT	000002	ONLINE PAYMNT 12/30/2020	4,637.59	OUTSTND	C	0/00/0000
1-00-1099	12/31/2020	DEPOSIT		CREDIT CARDS 12/31/2020	3,190.51	OUTSTND	C	0/00/0000
1-00-1099	12/31/2020	DEPOSIT	000001	REGULAR DAILY DEP 12/31/2020	369.14	OUTSTND	C	0/00/0000
1-00-1099	12/31/2020	DEPOSIT	000002	CREDIT CARDS 12/31/2020	1,396.06	OUTSTND	C	0/00/0000
1-00-1099	12/31/2020	DEPOSIT	000003	ONLINE PAYMNT 12/31/2020	11,925.23	OUTSTND	C	0/00/0000
MISCELLANEOUS:								
1-00-1099	12/10/2020	MISC.		PAYROLL DIRECT DEPOSIT	127,767.72CR	OUTSTND	P	0/00/0000
1-00-1099	12/10/2020	MISC.	121451	PAYROLL CHECK	353.95	OUTSTND	P	0/00/0000
1-00-1099	12/11/2020	MISC.	121454	TEXAS CHILD SUPPORT VOIDED	789.23	VOIDED	A	12/11/2020
1-00-1099	12/23/2020	MISC.		PAYROLL DIRECT DEPOSIT	129,427.50CR	OUTSTND	P	0/00/0000

TOTALS FOR ACCOUNT 1-00-109

CHECK	TOTAL:	1,218,823.91CR
DEPOSIT	TOTAL:	925,528.05
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	256,052.04CR
SERVICE CHARGE	TOTAL:	0.00
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	95,747.90CR

TOTALS FOR POOLED CASH FUND

CHECK	TOTAL:	1,218,823.91CR
DEPOSIT	TOTAL:	925,528.05
INTEREST	TOTAL:	0.00
MISCELLANEOUS	TOTAL:	256,052.04CR
SERVICE CHARGE	TOTAL:	0.00
EFT	TOTAL:	0.00
BANK-DRAFT	TOTAL:	95,747.90CR

CITY OF GLENN HEIGHTS

DECEMBER 2020 OVERTIME REPORT

FIRE

EMP NO#	----- NAME -----	HOURS	AMOUNT
01-XXXX	FIRE CAPTAIN	52	1,966.54
01-XXXX	FIREFIGHTER/PARAMEDIC	31	939.73
01-XXXX	FIREFIGHTER/PARAMEDIC	12	363.35
01-XXXX	FIREFIGHTER/EMT	28	733.04
01-XXXX	FIREFIGHTER/PARAMEDIC	173	5,669.90
01-XXXX	FIREFIGHTER/PARAMEDIC	79	2,357.68
01-XXXX	INTERIM DRIVER ENGINEER	81	2,614.11
	*** DEPARTMENT TOTALS ***	456	14,644.35

***SHIFT COVERAGE, LATE CALL, AND SCHEDULED OVERTIME.

POLICE

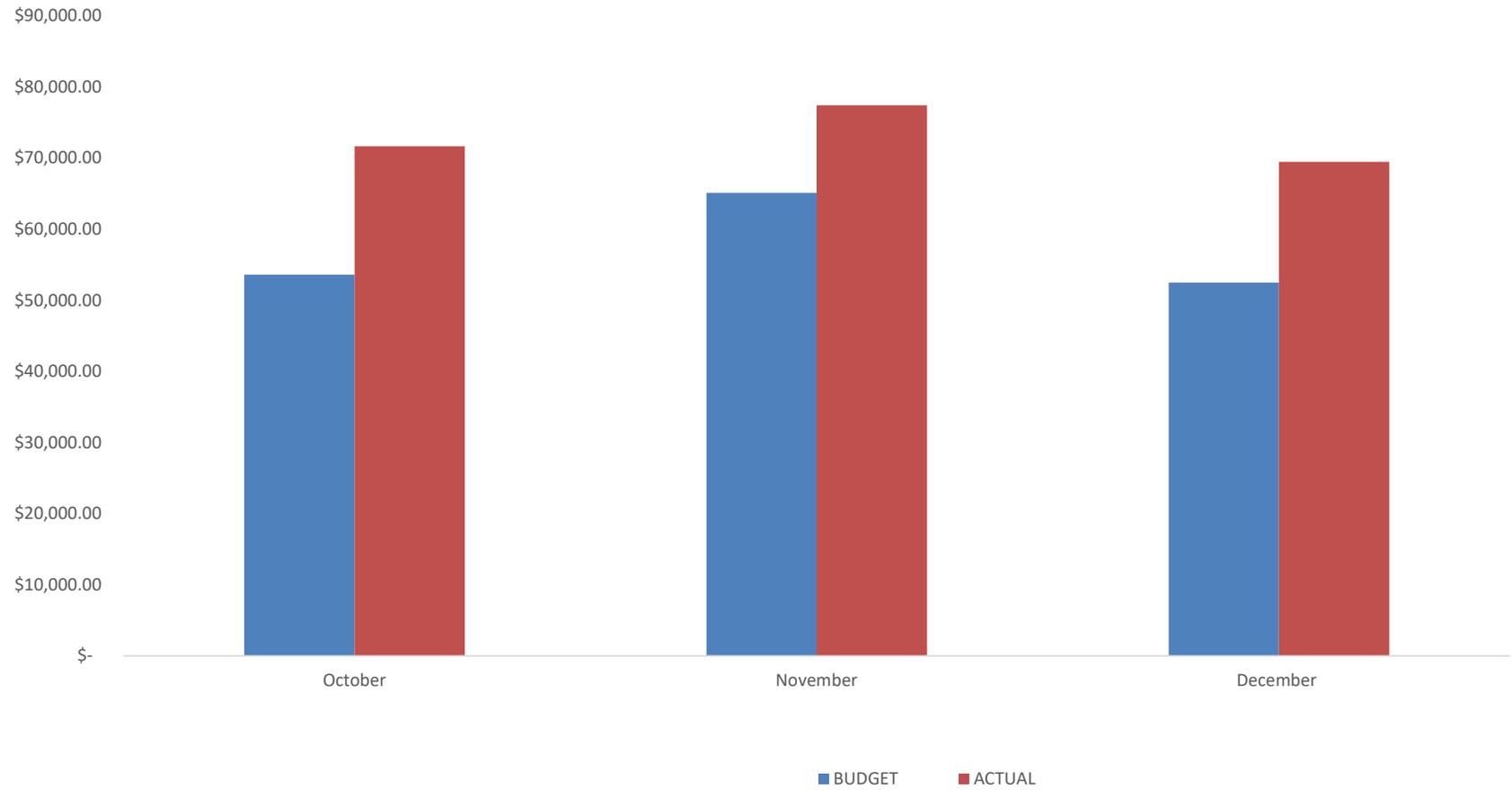
EMP NO#	----- NAME -----	HOURS	AMOUNT
01-XXXX	RECORDS & PROPERTY COORDINATOR	8	258.88
01-XXXX	POLICE OFFICER	12.5	570.21
01-XXXX	POLICE OFFICER	32	1,231.69
01-XXXX	COMMUNICATIONS OFFICER	15	449.91
01-XXXX	DISPATCH SUPERVISOR	26	960.54
01-XXXX	INTERIM POLICE SERGEANT	25.5	1,269.99
01-XXXX	RECORDS & PROPERTY CLERK	1.5	40.84
01-XXXX	POLICE OFFICER	2	82.73
01-XXXX	POLICE SERGEANT	0.5	24.84
01-XXXX	COMMUNICATIONS OFFICER	41.75	1,279.38
01-XXXX	COMMUNICATIONS OFFICER	22	659.87
01-XXXX	POLICE OFFICER	18	701.08
01-XXXX	POLICE OFFICER II	10	390.69
01-XXXX	POLICE SERGEANT	12	652.18
	*** DEPARTMENT TOTALS ***	226.75	8,572.83

***LATE CALLS, REPORTS, ARRESTS, DISPATCH COVERAGE DUE TO ONE VACANCY
 COVERAGE FOR PATROL DUE TO SIX VACANCIES, COVERAGE FOR VACATION

AND SICK LEAVE, SRO DAVIS' AFTER SCHOOL ACTIVITIES, AND PROPERTY ROOM AUDIT.			
UTILITY ADMINISTRATION			
EMP NO#	----- NAME -----	HOURS	AMOUNT
01-XXXX	UTILITY BILLING SUPERVISOR	10	348.75
	*** DEPARTMENT TOTALS ***	10	348.75
***GETTING BILLING FINISHED IN A SHORTER PERIOD OF TIME DUE TO THE HOLIDAYS.			
METER SERVICES			
EMP NO#	----- NAME -----	HOURS	AMOUNT
01-XXXX	METER SERVICES COORDINATOR	6	196.7
01-XXXX	METER READER/UTILITY WORKER I	10	269.04
01-XXXX	UTILITY WORKER I	2.5	72.21
	*** DEPARTMENT TOTALS ***	18.5	537.95
*** ANGLE STOP REPAIR, WELL READS, SEWER BACKUP, EMERGENCY WATER CUT-OFF PIPE BROKEN, AND MAIN BREAK AT TRAILER PARK			
WASTEWATER OPERATIONS			
EMP NO#	----- NAME -----	HOURS	AMOUNT
01-XXXX	UTILITY WORKER III	4	124.9
	*** DEPARTMENT TOTALS ***	4	124.9
***WELL READS			
STORMWATER MANAGEMENT			
EMP NO#	----- NAME -----	HOURS	AMOUNT
01-XXXX	UTILITY WORKER I	14	418.86
	*** DEPARTMENT TOTALS ***	14	418.86

***MULTIPLE ANGE STOP REPAIRS, EMERGENCY WATER SHUT-OFFS AND WELL			
READS			
	*** REPORT TOTALS ***	729.25	24,647.64

City Glenn Heights
Comparison of Budgeted Sales Tax to Actual



**CITY OF GLENN HEIGHTS
SALES TAX COMPARISON**

COMPARISON BY FISCAL YEAR

	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 ACTUAL	FY 2021 ACTUAL	VARIANCE OVER PRIOR YEAR
October	\$ 37,028	\$ 39,446	\$ 39,644	\$ 43,975	\$ 52,935	\$ 61,578	\$ 71,665	\$ 10,087
November	45,456	49,026	47,765	\$ 50,405	\$ 60,796	\$ 72,164	\$ 77,424	\$ 5,260
December	36,135	45,898	39,854	\$ 40,448	\$ 52,236	\$ 63,081	\$ 69,466	\$ 6,385
January	51,711	42,222	41,161	\$ 42,038	\$ 52,635	\$ 60,379		
February	57,902	58,973	60,600	\$ 62,223	\$ 71,245	\$ 72,723		
March	36,403	39,440	38,032	\$ 42,244	\$ 49,150	\$ 56,841		
April	33,153	37,811	37,039	\$ 38,911	\$ 55,816	\$ 50,968		
May	50,661	53,802	49,487	\$ 58,889	\$ 68,698	\$ 71,075		
June	36,412	40,130	39,458	\$ 44,033	\$ 52,828	\$ 70,923		
July	37,885	39,712	41,256	\$ 48,253	\$ 53,224	\$ 75,916		
August	46,959	36,756	46,502	\$ 58,556	\$ 62,521	\$ 82,931		
September	40,227	42,273	45,483	\$ 48,396	\$ 60,332	\$ 73,440		
	\$ 509,931	\$ 525,490	\$ 526,281	\$ 578,371	\$ 692,416	\$ 812,018	\$ 218,554.65	\$ 21,732

COMPARISON TO CURRENT YEAR BUDGET

	*FY 2021 BUDGET	FY 2021 ACTUAL	VARIANCE	
October	\$ 53,620.00	\$ 71,664.99	\$ 18,045	1.34
November	\$ 65,100.00	\$ 77,423.60	\$ 12,324	1.19
December	\$ 52,500.00	\$ 69,466.06	\$ 16,966	1.32
January	\$ 54,600.00			0.00
February	\$ 80,500.00			0.00
March	\$ 49,700.00			0.00
April	\$ 49,000.00			0.00
May	\$ 65,800.00			0.00
June	\$ 52,500.00			0.00
July	\$ 54,600.00			0.00
August	\$ 61,600.00			0.00
September	\$ 60,480.00			0.00
	\$ 700,000.00	\$ 218,554.65	\$ 47,334.65	3.85

* FY 2021 Budget column based on last year's percentage collection by month. Sales tax collection has historically been based on seasonal trends



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: January 19, 2021

SUBJECT

Discuss and take action to approve Resolution R-06-21, a Resolution of the City Council of the City of Glenn Heights, Texas, approving the third renewal of the Master Agreement Governing the Major Capital Improvement Program (MCIP) with Dallas County.

REPORT IN BRIEF

Resolution R-06-21 is a third renewal of an agreement between Glenn Heights and Dallas County to participate in the planning, design, and construction of transportation capital improvement projects funded in part, managed and constructed by Dallas County.

BACKGROUND / DISCUSSION

Dallas County began the Major Capital Improvements Program (MCIP) over 20 years ago and are anticipating the third Master Agreement between Glenn Heights and the County. Previous Master Agreements were signed in 2001 and 2011. The current agreement will begin to phase out beginning in May 2021 for several cities and towns. In order to move forward on projects selected for County funding participation from the current MCIP 7th Call for Projects or later, this Master Agreement must be executed prior to initiating Project Specific Agreements or Funding Agreements.

The County will be updating the MCIP Master Agreements prior to the May 2021 deadline so they can continue to partner on projects co-sponsored and/or funded with municipal partners without interruption. To this end, the County has drafted a Master

Agreement which sets out the respective responsibilities, obligations, expectations, and duration when undertaking qualified MCIP projects selected by the Commissioners Court. This Master Agreement will be valid for continued partnership on MCIP projects for ten years after the date of execution.

Having an updated master agreement in place will be critical to timely action when joint projects are identified by the City of Glenn Heights and Dallas County.

PUBLIC CONTACT

Not applicable.

FISCAL IMPACT

The authorization will provide a minimum of 50 percent matching funds for Major Capital Improvement Program projects.

RECOMMENDATIONS / ALTERNATIVES

Staff recommends City Council, by Resolution, authorize the execution of a Master Agreement Governing the Major Capital Improvement Program with Dallas County.

PREPARED BY

Michael Rogers, Deputy City Manager

REVIEWED BY

Brandi Brown, City Secretary

ATTACHMENTS

- I. Resolution R-06-21

**CITY OF GLENN HEIGHTS, TEXAS
RESOLUTION R-06-21**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS,
APPROVING A MASTER AGREEMENT GOVERNING TRANSPORTATION MAJOR
CAPITAL IMPROVEMENT PROGRAMS WITH DALLAS COUNTY; AND PROVIDING
AN EFFECTIVE DATE.**

WHEREAS, the City of Glenn Heights (“City”) has regularly participated in the design and/or construction of transportation capital improvement projects funded in part and frequently managed and/or constructed by Dallas County (“County”); and

WHEREAS, Dallas County has requested that a Master Agreement governing transportation major capital improvement programs and/or projects (“the Master Agreement”) be entered into in order to memorialize the agreement of the parties and incorporate provisions reflecting recently enacted legislation; and

WHEREAS, the City Administration has reviewed the proposed Master Agreement and recommends its approval; and

WHEREAS, the City Council of the City of Glenn Heights, Texas finds it to be in the public interest to approve the recommendation of the City Administration with respect to the above described Master Agreement.

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

SECTION 1. The City Manager is authorized to execute a Master Agreement Governing Major Capital Improvement Programs with Dallas County, said agreement to be substantially in the form set forth in Exhibit “A”, attached hereto and incorporated herein by reference.

SECTION 2. This resolution shall be effective immediately upon final passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GLENN HEIGHTS, TEXAS, THIS
19th DAY OF JANUARY 2021.**

City of Glenn Heights, Texas

Harry A. Garrett, Mayor

ATTEST:

APPROVED AS TO FORM:

Brandi Brown, City Secretary

Victoria W. Thomas, City Attorney

EXHIBIT "A"

[Dallas County Master Agreement Governing Major Capital
Improvement Programs]

**MASTER AGREEMENT GOVERNING
MAJOR CAPITAL IMPROVEMENT PROGRAM**

THIS MASTER AGREEMENT is made by and between the City/Town of _____, Texas, hereinafter ("City") or ("Town"), and Dallas County, hereinafter ("County"), acting by and through its duly authorized officials, which desire to enter into an Interlocal Agreement, hereinafter ("Master Agreement") for the purpose of transportation improvements on roads inside Dallas County that are in the Dallas County Mobility Plan, hereinafter ("Mobility Plan").

WITNESSETH

WHEREAS, pursuant to Court Order _____, dated _____, County Commissioners Court approved participation in Transportation Major Capital Improvement Program ("MCIP") within the cities and towns inside Dallas County; and

WHEREAS, the approved MCIP project lists and MCIP funding commitment amounts may be modified, updated or approved by the Commissioners Court on a periodic, as-needed basis; and

WHEREAS, Chapter 791 of the Texas Government Code, as amended, provides authorization for local governments to enter into interlocal agreements; and

NOW THEREFORE, THIS AGREEMENT is hereby made and entered into by City/Town and County for the mutual consideration stated herein:

ARTICLE I. DEFINITIONS

The following definitions are incorporated into this agreement for all purposes.

- A. **AMENDMENT** shall mean a written document executed by all parties detailing changes, additions or deletions in the Master Agreement.
- B. **AMENITY** shall mean Project features not included in the Standard Basic Project Design including but not limited to street pavers, colored concrete, planters, irrigation, decorative lighting, special signage, or any other feature above and beyond the Standard Basic Project Design or any increase in capacity in excess of County determined requirements based on anticipated future traffic flow.
- C. **CITY/TOWN** shall mean the City/Town of _____, Dallas County, Texas.
- D. **CONTEXT SENSITIVE SOLUTIONS ("CSS")** is a collaborative, interdisciplinary approach that involves all stakeholders to develop a transportation facility that fits its physical setting and preserves scenic, aesthetic, historic and environmental resources, while maintaining safety and mobility. CSS is an approach that considers the total context within which a transportation improvement project will exist. CSS principles include the employment of early, continuous and meaningful involvement of the public and all stakeholders throughout the project development process. It is the intent of the Dallas County Public Works Department to

use the essential elements of CSS in all approaches to deliver the project. Some projects will dictate a very intense use of CSS, while others will only use a few of the elements, but the County will always consider CSS.

- E. **COUNTY** shall mean County of Dallas, State of Texas.
- F. **DIRECT PROJECT and PROGRAM COSTS** shall mean those costs that can be identified specifically with a particular project or program cost objective. These costs generally include compensation of employees for the time devoted and identified specifically to the performance of the project or program, cost of materials acquired, consumed or expended specifically for the purpose of the project or program; equipment changes; damage claims and other approved capital expenditures; change orders; travel expenses incurred specifically to carry out the project including, but not limited to, design, right-of-way, road or street drainage, utility relocation and adjustment, and construction. Direct Cost does not include the City/Town or the County's general overhead.
- G. **EFFECTIVE DATE** shall mean the date of the signature of the last person necessary for this Master Agreement to become effective.
- H. **FIVE PHASE PROJECT DELIVERY SYSTEM** shall mean the process for delivering a project from conception to completion as detailed in Attachment A, Project Management Practices Manual ("Practices Manual" or "Attachment A"), which is attached hereto and incorporated herein by reference, as well as any amendments, updates, additions, or supplements thereto, which are also incorporated herein by reference. This Master Agreement references the most current edition of the Practices Manual. Amendments, updates, additions, or supplements may be issued by the Dallas County Public Works Department to the Practices Manual, which may be provided to the city/town on an as-needed basis during the term of this Master Agreement. The five phases of the project delivery system are planning, design, right-of-way, utility clearance, and construction.
- I. **FUNDING AGREEMENT ("FA")** shall mean the agreement between the County and a City/Town to establish a preliminary proposed budget for a project, including the required funding match from the City/Town in an amount equal to or greater than County MCIP funding commitment. As design is completed and the engineering estimate is refined, the Funding Agreement ("FA") shall be incorporated into the Project Specific Agreement ("PSA"). A FA and/or PSA is necessary before beginning engineering design.
- J. **INDIRECT COSTS** shall mean those costs that benefit more than one project and cannot be readily identified with a particular final project or program cost objective. Their precise benefits to a specific project are often difficult or impossible to trace.
- K. **IN-HOUSE PROJECT DELIVERY COSTS ("IHPD")** shall mean all costs associated with the development of the Major Capital Improvement Program (MCIP) "Call for Projects", selection of projects, scoping of projects, project design, property acquisition and construction of projects. Cost Accounting shall include but is not limited to employee time reimbursement, materials, equipment, and other expenditures necessary for the management and continuation of the MCIP.
- L. **INTERLOCAL AGREEMENTS** shall mean contracts or agreements entered into between City/Town and County in accordance with the Texas Government Code, Chapter 791.
- M. **LEAD AGENCY** shall mean that entity responsible for project management, including, but not limited to planning, design, right-of-way acquisition, approved utility relocation or adjustment and construction unless otherwise designated.

- N. **MASTER AGREEMENT (“MA”)** shall mean this document including all incorporated documents, attachments, and exhibits.
- O. **MEMORANDUM OF AGREEMENT (“MOA”)** shall mean a written document that includes, but is not limited to a MOA, MOU, FA, and/or PSA, which incorporates the results of the Preliminary Design Charrette.
- P. **MEMORANDUM OF UNDERSTANDING “MOU”)** shall mean a written document that includes, but is not limited to a MOA, MOU, FA, and/or PSA, which incorporates the results of the Preliminary Design Charrette.
- Q. **MULTI-MODAL CONNECTIVITY IMPROVEMENTS** shall mean projects which comply with the concepts in the Moving Ahead for Progress in the 21st Century Act (“MAP-21”), any supplements and/or amendments thereto, or any future federal transportation acts which increase safety, accessibility, flexibility, efficiency, and enhance the integration and connectivity of the transportation system, across and between modes throughout the County for motorized and non-motorized users.
- R. **ORPHAN ROADS** shall mean all or part of a street or road right-of-way, which are outside the incorporated limits of a municipality (or municipalities) and the incorporated area of the municipality (or municipalities) abuts or extends into the right-of-way. These roadway segments have, in effect, been “orphaned” by the abutting City/Town (or cities) that they serve in that they have been left unincorporated. Thus, the County has primary responsibility for maintenance, operation, enforcement, police and/or emergency services within these unincorporated rights of way.
- S. **PARCEL OR PARCELS** shall mean those portions or part of land and improvements located either wholly or partially thereon, identified by County, City/Town or other stakeholder as required for right-of-way requirements of the Project. Such right-of-way shall include the existing street, road, drainage or other City/Town or County real property ownership and all additional real property to be utilized for the Project.
- T. **PRELIMINARY CONCEPT CHARRETTE (“PCC”)** shall have the same meanings and purposes as the Preliminary Design Charrette, but be conducted very early in the design start, before substantial design is underway. The conditions for which a PCC is appropriate will be determined by the lead agency. Use of CSS will usually mean that a PCC will be conducted, since its use fits perfectly into CSS concepts. Other conditions encountered may dictate the use of a PCC, such as poor soils, presence of unconsolidated solid waste dumps, innovative integration of master planning with project delivery, unusual right-of-way (“ROW”) challenges, budgetary constraints (thus calling for significant Value Engineering efforts), etc. The results of properly using a PCC will be that early consensus will be achieved on a basic approach to the project design and construction, thus avoiding wasted design funding and loss of momentum for project delivery.
- U. **PRELIMINARY DESIGN CHARRETTE (“PDC”)** shall mean meetings of representatives of independent engineers and stakeholders of the contracting parties of the project for the purpose of discussing feasible design alternatives, forging consensus for the selected alternative, and includes entering into a MOA, MOU, FA, and/or a PSA for the overall estimate, alignment, and scope of the project. The PDC will be scheduled when the preliminary design is complete or near completion. This means horizontal and vertical alignment alternatives have been designed, ROW requirements are at least approximately known for each alternative, and the design is 40% to 60% complete. The result of a PDC that is conducted with all the stakeholders present is that it may help assure the project is able to

overcome any challenges with design completion, ROW acquisition, utility design and relocation, and finally, road construction.

- V. **PROJECT MANAGER** shall mean the person appointed by the Lead Agency who is assigned the primary duty for assuring Project Participant coordination and timely project delivery. There will be only one Project Manager assigned to a Project.
- W. **PROJECT PARTICIPANTS/TEAM** shall mean independent representatives from the County, City/Town, and other stakeholders of the contracting parties as may be mutually agreed upon by the County, City/Town, and stakeholders or otherwise with responsibility for delivering the completed Project.
- X. **PROJECT(S)** shall mean the proposed thoroughfare and multi-modal connectivity improvements approved by the Commissioners Court for inclusion in the Transportation MCIP and approved by the City/Town.
- Y. **PROJECT DURATION** shall mean the active life of the Project. Project shall commence with the application for a Project by the City/Town and approval by the Dallas County Commissioners Court. The Project shall be considered complete when construction has been fully completed and the maintenance period has expired or the Project has been terminated in accordance with Article IV of this Master Agreement.
- Z. **PROJECT SPECIFIC AGREEMENT (“PSA”)** shall mean a written agreement subsequent to this Master Agreement, which is entered into to establish the contractual rights and responsibilities of the City/Town and County as it relates to a particular Project. A PSA supersedes a MOA, MOU or FA.
- AA. **RIGHT - OF WAY- (“ROW”)** is a strip of land that is granted, through a ROW deed, an easement or other mechanism, for the Project. ROW shall mean that real property or property interest identified by the County or the City/Town, as necessary for the construction of the Project which shall include the existing street, road, drainage or other City/Town or County real property ownership and all additional real property to be utilized for the Project.
- BB. **SCOPING SHEETS** will be attached to PSA’s involving construction. Scoping sheets may be attached to PSA’s involving a study or design. These sheets will set forth the design criteria to be used for the Project, including the alignment, appropriate specifications, typical section and other parameters of the Project. As project goals and needs are more clearly defined, the Scoping Sheets shall be updated and revised by the Project Manager to reflect current construction goals.
- CC. **SMALL WATERSHED DAM** shall mean floodwater retarding structures that were constructed by the United States Department of Agriculture (“USDA”) Natural Resources Conservation Service (“NRCS”), formerly named the Soil Conservation Service (“SCS”), in watersheds less than 250,000 acres under the authority of the Flood Control Act of 1944 and the Watershed Protection and Flood Prevention Act of 1954. These structures typically have earthen embankments with principal and auxiliary spillways.
- DD. **STANDARD BASIC PROJECT DESIGN** shall mean the standard County-approved City/Town criteria for paving, bridges, drainage and appurtenances, traffic control items including pavement marking, warranted uniform signals, street light foundations, pull boxes, conduit, sidewalks, medians, storage/turn lanes, access, required structural retaining walls and standard driveways excluding road or street amenities, or such design criteria as may be agreed upon by the contracting parties and listed in a Project’s Scoping Sheets.

- EE. **TxDOT** shall mean the Texas Department of Transportation.
- FF. **UTILITIES** shall mean each City/Town utility, public utility, common carrier, governmental or quasi-governmental facility, fiber optic facility, or other facility located within the limits of the Project by virtue of Texas or federal law or agreement between the entity and the City/Town, County, or State of Texas.
- GG. **UTILITY, CITY/TOWN**, also known as **CITY/TOWN UTILITY** shall mean those utilities that are owned or operated by the City/Town, which requires relocation or adjustment for the purpose of the construction of the Project as identified by Project plans.
- HH. **UTILITY IN PUBLIC RIGHT-OF-WAY** shall mean all Utilities located within the limits of any governmental entity.
- II. **UTILITY IN PRIVATELY OWNED RIGHT-OF-WAY** shall mean all Utilities, excluding City/Town Utilities, whose facilities are located within a private easement.
- JJ. **UTILITY BETTERMENT** shall mean any increase in the capacity of any Utility’s Facility adjusted or relocated as a part of the Project as compared to the existing Facility, or any upgrading of the Utility’s Facility above the standard practices, devices or materials, specified by the Utility and customarily used by the City/Town or Utility on Projects solely financed by the City/Town or Utility. Provided, however, that any adjustments necessary to successfully accomplish the Project shall not be considered a Betterment, and further, that any increase in the capacity of the Utility Facility resulting solely from the replacement of devices or materials no longer regularly manufactured, processed or installed shall not be considered a Betterment, provided that such replacement shall be only to the standard devices or materials currently used on other projects financed solely by the City/Town or Utility. This meaning shall apply to utilities that are part of the Project as well as the standard basic street components (See “STANDARD BASIC PROJECT DESIGN”).

ARTICLE II. PERIOD OF THE AGREEMENT

This Master Agreement becomes effective when signed by the last party whose signing makes the respective agreement fully executed (The “Effective Date”). This Master Agreement shall expire ten (10) years from the Effective Date unless terminated in accordance with Article IV of this Maser Agreement.

ARTICLE III. AMENDMENTS

This Master Agreement may be amended with the mutual consent of the City/Town and County. Any amendment must be in writing and approved by the parties’ respective governing bodies through either a Court Order from Commissioners Court or a City/Town Council Resolution.

ARTICLE IV. TERMINATION, DEFAULT, TIME OF THE ESSENCE AND FORCE MAJEURE

A. TERMINATION

- a. This Master Agreement may be terminated by any of the following conditions:
 - 1. By expiration of the term of the agreement.

2. By either party, by providing written notice of termination pursuant to Article XIX, Paragraph I. of this Master Agreement establishing the effective date of termination to the other party as consequence of the party being in default of the provisions of this Master Agreement and/or any original, supplemental and/or any amended MOA, MOU, FA, and/or PSA or the failure to timely provide funding, with proper allowances being made for circumstances beyond the control of the defaulting party.
 3. By either party for any reason with ninety (90) days written notice to the other party pursuant to Article XIX, Paragraph I. of this Master Agreement.
- b. Should either party terminate this Master Agreement as herein provided, all existing, fully executed original and/or supplemental and/or amended MOA, MOU, FA, and/or PSA made under this Master Agreement shall not be terminated and shall automatically incorporate all the provisions of this Master Agreement.
 - c. In the event that any original and/or supplemental and/or amended MOA, MOU, FA, and/or PSA is terminated prior to completion of the Project, no additional Costs shall be incurred other than Costs due and payable at the time of termination for services actually performed or that shall become due and payable due to such termination. The Lead Agency, to the extent permitted, may terminate all Project contracts, unless written notice is given by either party to the other of its intent to complete the Project, and prepare a final accounting for the Project.
 - d. If the Project is terminated by the City/Town prior to the award of any construction contract and the Project is located within the City/Town limits, City/Town shall pay to the County the full amount expended by the County on the Project and the County shall transfer to the City/Town its rights and all deliverables that it may be entitled to receive under the existing professional services or other project contracts or agreements. Such amount shall be included in the final accounting for the Project. Such amount shall be due and payable in full ninety (90) days subsequent to the termination, or thirty days subsequent to delivery of final accounting.
 - e. Once the construction contract has been awarded by the governing body of the Lead Agency, the PSA for that Project cannot be terminated until completion of the construction.
 - f. In the event that a Project is terminated prior to the award of the construction contract, either party may, upon written notice pursuant to Article XIX, Paragraph I. of this Master Agreement, take over the Project and prosecute the work to completion by contract or otherwise at its sole cost and expense. In the event that the party completing the work is not the Lead Agency, it is agreed that the Project Manager will furnish to the Completing Party a listing of current records pertaining to any outstanding obligations or other records or information required by any project contract, including any Work Order, or requested in writing by Completing Party in either printed or electronic format or both. The Lead Agency agrees to cooperate with the Completing Party. The Lead Agency will use its best efforts to transfer to the Completing Party all contracts. Obligations under such contracts shall become the sole obligation of the Completing Party upon transfer. Completing party agrees to timely pay all future obligations under such contract as they become due and payable. Completing Party hereby releases the Lead Agency from any and all liability under such assigned contracts subsequent to date of transfer, effective upon the transfer date. Lead Agency shall exercise its best efforts to ensure a transition of services without interruption.

Either party shall have the right to retain copies of all data, information, engineering, studies, or other items produced to the date of termination.

- g. In the event that no FA is approved within five (5) years of Commissioners Court approval of County MCIP funding commitment, then the County in its sole discretion, can reallocate the County MCIP funding commitment.
- h. In the event the Project is being completed in phases and more than five (5) years has transpired after a completed phase without any activity on subsequent approved phases, then the County in its sole discretion, can terminate the Project and reallocate the remaining County MCIP funding.
- i. In the event that the City/Town enters into a PSA with the County, if the Project has not been completed within ten (10) years from the date of Commissioners Court approval of the original PSA, then the County in its sole discretion, can terminate the Project and reallocate the remaining County MCIP funding.
- j. Provisions b through j of this Article IV, Section A shall survive the termination of this Master Agreement and any MOA, MOU, FA, and/or PSA and shall be a continuing obligation until the transition of services, all payments made and the Projects are complete. All items listed or required in this provision shall be furnished by Lead Agency to Completing Party without additional cost or expense to completing party.

B. FORCE MAJEURE:

Neither County nor City/Town shall be in default or responsible for delays or failures in performance resulting from causes reasonably beyond its control and not attributable to its neglect. Such acts include but are not limited to acts of God, fire, storm, pandemic, epidemic, flood, earthquake, natural disaster, nuclear accident, strike, air traffic disruption, invasion, insurrection, lockout, stoppage of labor, riot, freight embargo, public regulated utility, or governmental statutes, orders, or regulations superimposed after the fact. Any party delayed by force majeure shall as soon as reasonably possible give the other party written notice of the delay. If reasonably practical, the party claiming the suspension shall give notice of such impediment or delay in performance to the other party within ten (10) days of the knowledge of such occurrence. The party delayed shall use reasonable diligence to correct the cause of the delay, if correctable, and if the condition that caused the delay is corrected, the party delayed shall immediately give the other party written notice thereof and shall resume performance under this Master Agreement as soon as practicable. In the event of such an occurrence, the time for performance of such obligations or duty shall be suspended until such time that such inability to perform, shall be removed. Each party shall make all reasonable efforts to mitigate the effects of any suspension. The provisions of this Article IV, Section B shall survive the termination of this Master Agreement.

ARTICLE V. IMMUNITY AND LIABILITY FOR ACT AND OMISSIONS

County and City/Town agree that no provision of this Master Agreement is in any way intended to constitute a waiver of any immunities from suit or liability, or a waiver of any tort limitation, that the parties have by operation of law, or otherwise. County and City/Town agree that both County and City/Town shall each be responsible for their own negligent acts or omissions or other tortious conduct in the course of performance of this Master Agreement without waiving any sovereign or governmental immunity available to either County or City/Town or their respective officials, officers, employees, or agents under Texas or other law and without waiving any available defenses under Texas or other law. In the event of joint and concurrent negligence of the parties to this Master Agreement, responsibility, if any, shall be apportioned

comparatively in accordance with the laws of the State of Texas, without waiving any defenses, including sovereign or governmental immunity, or other defenses available to the parties under federal or Texas law. Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities. The provisions of this Article V shall survive the termination, expiration, or cancellation of this Master Agreement, or any determination that this Master Agreement or any portion hereof is void, voidable, invalid, or unenforceable.

ARTICLE VI. LEAD AGENCY

- A. Lead Agency shall be that entity which is responsible for the Project from conception through to completion of construction. City/Town and County may choose for the County to manage the Project through design and construction and for the City/Town to acquire ROW.
- B. In the event that the City/Town is the Lead Agency the City/Town shall:
 - a. Provide project management and leadership from Project selection to construction completion following the 5 Phase Project Delivery System as detailed in Attachment A to this Master Agreement, which is attached hereto and incorporated herein by reference, as well as any amendments, updates, additions, or supplements thereto, which are also incorporated herein by reference. Amendments, updates, additions, or supplements may be issued by the Dallas County Public Works Department to the Practices Manual, which may be provided to the city/town on an as-needed basis during the term of this Master Agreement;
 - b. Lead Agency shall be responsible for hosting the Preliminary Concept Charrettes and or Preliminary Design Charrettes and Neighborhood Public Workshops;
 - c. Acquire ROW necessary for the Project;
 - d. Enter into or obtain whatever agreements or permits necessary for Project completion;
 - e. Provide County with the opportunity for significant input in plan development and periodic progress reviews; and
 - f. Provide records for periodic auditing for either financial accounting or engineering accounting or both.
- C. For City/Town-led projects in which the City/Town is considering to specify transportation infrastructure elements exceeding the Standard Basic Project Design criteria, County funding will only be eligible to the Standard Basic Project Design criteria unless the City/Town and County have arrived at a mutual agreement through involvement of the County during the initial design phases, including the Design Kick-off Meeting and as necessary, the Preliminary Concept Charrette and Preliminary Design Charrette meetings.

ARTICLE VII. CITY/TOWN AGREES AS FOLLOWS:

- A. To execute, within five (5) years of Commissioners Court approval of funding commitment, the necessary agreements with the County for the implementation of design and construction of the Projects mutually agreed upon and incorporated herein by reference with a PSA. Without at least a FA within five (5) years of Commissioners Court approval of the funding commitment, the County in its sole discretion can reallocate the funding commitment.

- B. City/Town agrees not to allow more than five (5) years to transpire after a completed phase without any activity on subsequent approved phases, in the event that the Project is being completed in phases. If more than five (5) years transpire after a completed phase without any activity on subsequent approved phases, the County in its sole discretion, can reallocate the remaining County MCIP funding.
- C. City/Town agrees to complete the Project within ten (10) years from the date of Commissioners Court approval of the PSA. If more than ten (10) years transpire, the County in its sole discretion can reallocate the remaining County MCIP funding.
- D. To provide City/Town Council Resolution adopting approved preferred alignment, proposed estimated budget, and commitment to meet MCIP Project funding for each milestone as specified herein in the Master Agreement or in the FA and/or PSA.
- E. The County in its sole discretion can require the City/Town to provide a plan to address outstanding issues before entering into necessary agreements for the Project to proceed.
- F. City/Town agrees to share the funding of each Project with County on an equal share basis of 50%/50% or an otherwise agreed cost sharing arrangement as specified in a FA and/or PSA with the following exclusions:
 - a. City/Town shall bear the entire cost of:
 - 1. City/Town owned utilities relocation or adjustment such as water and sanitary sewer facilities, except utility adjustments directly attributable to storm sewer improvement conflicts;
 - 2. Amenities including but not limited to street pavers, colored concrete, planters, decorative lighting, special signage, or any other feature over the Standard Basic Project Design;
 - 3. Utility Betterments;
 - 4. Direct costs of City/Town which is fulfilling the role of Lead Agency, shall be totally funded by City/Town unless supported by a detailed hourly accounting system equal to County's accounting system; and
 - 5. City/Town Indirect Costs.
- G. After the City/Town and County enter into a MOA, MOU, FA and/or PSA, regarding the Project's concepts, design elements and limits by the County and City/Town at the PDC, the City/Town agrees to acquire ROW required for designated projects by voluntary dedication, the subdivision platting process and/or other legal means, to the maximum extent possible, and to ensure through the building permitting process that setback requirements are imposed to limit encroachment upon the required ROW. City/Town agrees to fund ROW not acquired, but reasonably expected to be acquired. City/Town also agrees to fund the removal of improvements that are encroachments within existing or proposed ROW areas.
- H. In the event of any proposed use of the Project ROW that will conflict with the proposed Project and City/Town is unable to obtain such ROW as described above, City/Town shall notify County of such conflict. County and City/Town shall determine if the acquisition of the conflicting parcel would be in the best interest of the Project. In the event that agreement is reached and the parcel is acquired such cost shall be included in the pro rated cost of the project in the agreed upon proportions.

- I. City/Town hereby grants the County authority to enter into eminent domain proceedings within the City/Town limits on each specific ROW alignment and/or project as approved by the City/Town and County.
- J. To require all Utilities located within or using the present public ROW on all designated transportation projects within City's/Town's municipal limits to adjust and/or relocate said Utilities as required by the proposed improvement of the designated transportation project. City/Town Utilities shall be relocated or adjusted at no cost to County except as may be specifically set forth in this Master Agreement.
- K. City/Town agrees to be cooperative on issues relating to billboards, advertising signs, non-conforming uses, zoning and similar restrictions and to exercise its best efforts to provide variances when possible to minimize costs and minimize delays of the Project. Additional Project costs caused or contributed to by the City/Town ordinance, zoning, non-conforming use determination or other requirement shall be paid in full by the City/Town.
- L. City/Town shall require the adjustment and/or relocation of Utilities to be accomplished and finalized, as expeditiously as possible after approval of final plans to prevent Project schedule delays. Notwithstanding anything contained herein to the contrary, all Utilities shall be adjusted or relocated and the ROW clear for construction not later than thirty (30) days prior to the award of the construction contract. City/Town will notify the County and other stakeholders when utility conflicts would impact progress of the Project's completion. County and City/Town agree to work with all stakeholders to solve the problem; which includes engaging elected officials in the problem's resolution to prevent delays in the commencement or prosecution of construction on the Project.
- M. Where planned roadway improvements (including, but not limited to storm drainage,) are in conflict with City/Town owned water and sanitary sewer systems, that could otherwise remain in place, the actual costs of the necessary adjustment of City/Town water and sewer utilities shall be pro rated at the overall percentage agreed to by City/Town and County for cost sharing. City/Town shall be responsible for funding one hundred percent (100%) of any Betterment; as well as 100% of any relocation that is caused by City/Town installation during the Project Duration. Except as provided herein, all costs for adjustment and/or relocation of utilities in the public ROW shall be the responsibility of the Utility Owner or of the City/Town Utility. Any Project delay or other damages caused by City/Town or the Utility's failure to timely relocate or adjust the facility shall be at the entire cost of City/Town.
- N. To provide for continuing surveillance and control of ROW to prevent the construction, placement, storage or encroachment of any signs, personal property or other appurtenances in the existing or proposed ROW. In the event that the aforementioned features are allowed by City/Town to encroach on necessary ROW during the duration of the project, City/Town shall bear the entire cost of removal or relocation of said encroachment.
- O. To provide to County for County's or County's designee's use, at no cost, adequate copies of all construction standards, codes, (specifically including zoning and development codes), plats, specifications, guidelines, standards or any other pertinent information as determined by County to be required for the completion of the Project. Additionally, City/Town shall furnish County, at no cost, such documents as necessary to keep all items previously furnished to County current.
- P. To actively participate and provide authorized representation with decision-making power at the PCC and/or the PDC, preconstruction meeting, and project meetings, which are necessary to Project development and completion.

- Q. City/Town agrees to provide timely review of interim submittals. “Timely review” will be agreed upon during the PCC and/or PDC as a part of the Project schedule. City/Town further agree that if no review notes are submitted by the City/Town in writing to the County in a timely basis, plans are approved as submitted.
- R. When City/Town is Lead Agency, City/Town agrees to allow forty-five (45) days for County review of submittals and that any of the County’s comments shall be incorporated into the final document.
- S. City/Town agrees that it will pay all additional Project cost for any City/Town requested discretionary change, including, but not limited to Amenities and Utility Betterments, in or in addition to the design or construction of the Project subsequent to the City/Town’s opportunity to review the sixty five percent (65%) design plans.
- T. Provide at City’s/Town’s cost for the continuing maintenance of all the Project ROW, such as mowing, drainage, trash removal, etc., during the period between acquisition and construction.
- U. During the construction of the Project and after completion of the Project, City/Town will be responsible for the control, operation, police enforcement and/or emergency services, without cost or contribution from the County.
- V. After the completion of a Project and the maintenance period, the City/Town will be responsible for all future maintenance without cost or contribution from the County.
- W. City/Town shall bear the entire cost of design, construction and administration for landscaping, streetscaping, streetlighting, as such items are not included in the Standard Basic Project Design and other amenities specified or requested by the City/Town in excess of the Standard Basic Project Design.
- X. It is the intent of this Master Agreement that the County will be the Lead Agency. In the event that the City/Town and County agree in writing that the City/Town will manage and administer one or more projects, the City/Town and the County will enter into a FA and/or PSA as to that project(s). In such instance, the City/Town agrees to assume all Lead Agency responsibilities except as may be determined by mutual agreement and set forth in the FA and/or PSA.

ARTICLE VIII. UTILITY IMPACTS.

- A. In cases where a Utility is located in a Privately Owned ROW, and it is necessary to relocate the facility or make adjustments by reason of the widening or improvement of the designated Project, the County (or City/Town if acting as the Lead Agency) will, after submission by the utility company of ROW documentation and cost estimates acceptable to the City/Town, County and other stakeholders, assign the actual costs for the relocation and/or adjustment of said utility to the Project.
- B. In cases where a Utility in Public ROW, excluding City/Town Utilities, occupies any portion of the Project ROW by Texas or federal law or by agreement with the City/Town that allows or permits the City/Town to cause the relocation of the utility for the construction of the Project, the City/Town shall timely require and enforce the relocation or adjustment requirement at no cost to the Project. In the event that the City/Town has no legal or contractual right to cause the relocation, the relocation or adjustment shall be relocated or adjusted and all cost shall be a Project Cost. City/Town shall take all steps necessary to ensure that such relocation or adjustment shall not conflict with or delay the Project schedule.

ARTICLE IX. COUNTY AGREES AS FOLLOWS:

- A. To provide, as a Project Cost, preliminary engineering which will define project details, e.g., location, scope of work and specific right-of-way alignment for each improvement. Such preliminary engineering shall be submitted to the City/Town for approval, prior to proceeding with the final design and any right-of-way acquisition.
- B. To provide, as a Project Cost, for the construction of transportation improvements based upon design criteria conforming to Standard Basic Project Design in conformity with applicable City ordinances and standards, to the extent of Commissioners Court approved program funding. Scope of work shall include the agreed upon design standards as the basis for improvement criteria. Deviations from mutually agreed upon application of City/Town standards and/or design criteria shall require prior approval of the City/Town. Where City/Town standards do not exist, TxDOT standards as of the Effective Date of this Master Agreement shall be utilized unless otherwise mutually agreed to by the parties in the FA and/or PSA.
- C. To actively participate and provide authorized representation at the PCC and/or the PDC, preconstruction meetings, and Project meetings, which are necessary to project development through project completion.
- D. To provide project management of each Project where the County is Lead Agency from commencement to completion of construction. City and County may agree to redefine project management roles as beneficial to the Project as defined in the MOA, MOU, FA, and/or PSA, and/or supplemental and/or amended agreements.
- E. Upon receipt of written request detailing the information requested, to provide information related to the Project to the City/Town or the City /Town's designee at no cost to the City/Town.
- F. County agrees to provide review of interim submittals within forty-five (45) days of receipt, and hereby agrees that if no review notes are submitted by the County (if City/Town is filling the role as Project Manager) in writing to the City/Town within that time period, plans are to be approved as submitted.
- G. To submit final engineering plans for review and written approval by the City/Town forty-five (45) days prior to submitting documents to the County Purchasing Department for advertising the project for construction.
- H. To provide for the acquisition, including acquisition by Eminent Domain, of the necessary additional ROW, on designated projects, in accordance with minimum standard requirements and utilizing existing public ROW to the maximum extent possible as a Project cost.
- I. To require all contractors to secure all necessary permits required by the City/Town on said construction projects.
- J. To furnish record drawings of construction plans for the permanent records of the City/Town within twelve (12) months upon completion and acceptance of the transportation improvement Project.
- K. To transfer the real property or property interest acquired by the County and used for the Project to the City/Town.
- L. In the event the County and the City/Town agree in writing that the City/Town will be the Lead Agency for the agreed upon Project, the County will reimburse the City/Town for agreed costs as detailed in Article XII. (Funding) in this Master Agreement in an amount not to exceed the Project cost as approved by Dallas County Commissioners Court and incorporated in the FA and/or PSA.

All County payments shall be in accordance with Texas law and County policies and procedures as may be mutually agreed to by the parties and incorporated by reference in a FA and/or PSA.

**ARTICLE X. PRELIMINARY DESIGN CHARRETTE (PDC), PRELIMINARY
CONCEPT CHARRETTE (PCC)**

- A. City/Town and County, as specified in Articles VII, IX, and X of this Master Agreement, respectively, will designate officials or representatives to participate in a PCC and/or PDC to be conducted on a mutually agreed to date and location. At least part of this meeting will be conducted on the Project site.
- B. Results from the PCC will identify the general project scope, the basic approach and concepts to be taken with the project, the elements of CSS that will be included, and some ideas for alignments alternatives. The Lead agency will already have been determined, as well as the project administration and management roles, which include the Project Manager. Key project participants shall be introduced to stakeholders at the PCC and or PDC. Results from the PDC will identify the preferred alignment of the project, and provide all stakeholders a commitment for project delivery schedules and project budgets.

ARTICLE XI. FISCAL FUNDING

Notwithstanding anything to the contrary herein, this Master Agreement is expressly contingent upon the availability of County funding for each item and obligation contained herein. City/Town shall have no right of action against the County as regards this Master Agreement, specifically including any funding by County of the Project in the event that the County is unable to fulfill its obligations under this Master Agreement as a result of the lack of sufficient funding for any item or obligation from any source utilized to fund this Master Agreement or failure of any funding party to budget or authorize funding for this Master Agreement during the current or future fiscal years. In the event of insufficient funding, or if funds become unavailable in whole or part, the County, at its sole discretion, may provide funds from a separate source or terminate this Master Agreement. In the event that payments or expenditures are made, they shall be made from current funds as required by Chapter 791, Texas Government Code.

Notwithstanding anything to the contrary herein, this Master Agreement is expressly contingent upon the availability of City/Town funding for each item and obligation contained herein. County shall have no right of action against the City/Town as regards this Master Agreement, specifically including any funding by City/Town of the Project in the event that the City/Town is unable to fulfill its obligations under this Master Agreement as a result of the lack of sufficient funding for any item or obligation from any source utilized to fund this Master Agreement or failure of any funding party to budget or authorize funding for this Master Agreement during the current or future fiscal years. In the event of insufficient funding, or if funds become unavailable in whole or part, the City/Town, at its sole discretion, may provide funds from a separate source or terminate this Master Agreement. In the event that payments or expenditures are made, they shall be made from current funds as required by Chapter 791, Texas Government Code.

ARTICLE XII. FUNDING

- A. City/Town and County mutually agree to proportionately fund the Direct Project and Program costs as agreed by the parties in a FA and/or PSA. Unless otherwise specified in the FA and/or PSA, the County shall bear fifty percent (50%) of the total Direct Project and Program costs

excluding the Amenities, relocation or adjustment of City/Town Utilities, Utility Betterment, Indirect Cost, Direct Cost not supported by detailed hourly accounting system and other items as specified in this Master Agreement, FA, and/or PSA. County shall not be responsible for any amount of funding in excess of the Project not-to-exceed amount as shown in the FA and/or PSA. Unless otherwise specified in the FA and/or PSA, the City/Town shall bear fifty percent (50%) of all Direct Project and Program costs. In addition, the City/Town agrees to fund all other City/Town cost as provided herein, including, but not limited to, Amenities, relocation or adjustment of City/Town Utilities, Utility Betterment, Indirect Cost, Direct Cost not supported by detailed hourly accounting system, and other items as specified in this Master Agreement, FA, and/or PSA.

- B. Unless otherwise stated in a FA and/or PSA, the milestones for each project shall be (1) preliminary and primary design (2) ROW acquisition and utility relocation or adjustment and (3) construction. The Lead Agency shall prepare an estimated cost for each milestone. Upon approval of the cost by the other party, each party shall fund its share of the respective milestones by placing that amount of money in an escrow account or otherwise encumber the funds to ensure that the Lead Agency will have sufficient funding available from current revenue for the timely payment of Project milestone costs. The Lead Agency may bill the other party for periodic payments for the actual amount of work completed toward the completion of the milestone. Upon completion of the milestone, the non-management party will be furnished a notice that such work has been completed and the amount of funding that may be utilized to pay subsequent milestone Project cost. Notwithstanding any other term or condition contained herein in this Master Agreement or in any FA and/or PSA, neither party will be required to award any contract until written certification has been received that funding has been placed in escrow or encumbered for the payment of the non-awarding party's portion of the Project cost.
- C. In the event that the cost of the Project shall exceed the not-to-exceed amount, City/Town and County agree to either reduce the scope of construction or seek additional funding to complete the Project at the agreed upon cost share percentages. At the termination of the Project, the Lead Agency will do a final cost accounting of the Project. In the event that the amount paid by either party exceeds its portion of the actual cost, the difference will be remitted to such party. In the event that additional funds are due, the Lead Agency will bill the other party who agrees to pay such funds within thirty (30) days of receipt of such billing.
- D. If the City/Town elects to manage the Project, the County will reimburse the City/Town based on invoices for actual costs expended as supported by documentation approved by the County Auditor. Any and all supporting documentation required by the County Auditor shall be included with the invoice from the City/Town.
- E. After approval by the County's Commissioners Court and the City/Town's City/Town Council, and after the execution of an FA and/or PSA, the City/Town shall escrow an amount adequate for estimated Project costs, which the County may use to pay for professional services, which include, but are not limited to scoping, preliminary design, and primary design.
- F. City/Town and County shall enter into a FA to establish funding commitments for both parties as required for each project within at least five (5) years of project selection unless the County and City decide to enter directly into a PSA. If the City/Town agree the Project is to be completed in phases, no more than five (5) years may transpire after a completed phase without any activity on subsequent approved phases.

- G. If the City/Town and County agree to enter into a PSA without first entering into a FA, the City/Town shall enter into a PSA with the County and complete the Project within ten (10) years or less.
- H. Suggested timeframes for FA's, PSA's, and/or any supplements and/or amendments thereto are:
- a. As soon as the project is accepted by Commissioners Court and as a result of the Kick-off meeting, a FA to establish the Lead Agency for preliminary engineering and general funding responsibilities and procedures for reimbursement by the Participating Agency; or
 - b. For a PSA, when the preliminary engineering plans are at sixty percent (60%) complete, providing specific details on project scope to enter into a PSA; or
 - c. After construction bids are opened, amend the PSA as needed.

ARTICLE XIII. NO THIRD PARTY BENEFICIARY ENFORCEMENT

It is expressly understood and agreed that enforcement of the terms and conditions of this Master Agreement and all rights of action relating to such enforcement shall be strictly reserved to the City/Town and the County. Nothing contained in this Master Agreement shall give or allow any claim or right of action whatsoever to any other person or entity. The terms and provisions of this Master Agreement are for the benefit of the parties hereto and not for the benefit of any third party. It is the express intention of the City/Town and the County that any entity or person other than the City/Town or the County receiving services or benefits under this Master Agreement shall be deemed an incidental beneficiary only. This Master Agreement is intended only to set forth the contractual right and responsibilities of the parties hereto.

ARTICLE XIV. RIGHT OF ENTRY

The City/Town agrees that the County shall have the right to enter upon the Project area for the time period necessary for the completion of the Project. The City/Town agrees to furnish such police or other City/Town personnel as requested by the County for traffic control or other public safety matters at no cost to the Project or the County.

ARTICLE XV. LIST OF PROJECTS

City/Town agrees that it has been furnished with a list of the potential Projects as approved by the Dallas County Commissioners Court, subject to the agreement between the parties in a MOA, MOU, FA and/or PSA. City/Town stipulates and agrees that the Commissioners Court Order approving the projects identifies the potential project location and describes the type of project in sufficient detail that the City/Town is fully aware of the location and type of projects being considered.

ARTICLE XVI. REALLOCATION OF COUNTY MCIP FUNDING

The County in its sole discretion has the ability to reallocate County MCIP funding away from the City/Town's Project if the City/Town has not entered into a FA confirming the City/Town funding match within five (5) years from Commissioners Court approval of the funding commitment. The County in its sole discretion has the ability to reallocate the remaining County MCIP funding in the event the Project is being completed in phases and more than five (5) years has transpired after a completed phase without any activity on subsequent approved phases. The County, in its sole discretion, also has the ability to reallocate the remaining County MCIP funding away from the

City/Town's Project if the City/Town has not completed the Regional Transportation milestone within ten (10) years.

ARTICLE XVII. ORPHAN ROAD POLICY

- A. The County encourages all cities adjacent to orphan roads in the county to develop, commit to and submit a plan to the County for completing the annexation of the orphan road segments and assuming full responsibility for these roadways. In instances where two cities abut the same orphan road segment, the County encourages the two cities to jointly develop a plan for the annexation of that segment. The County offers its assistance to the cities in developing such plans.
- B. The County, at the discretion of the Commissioners Court, may give additional selection value to projects in cities that have submitted a specific plan for the annexation of orphan roads when the County selects, approves, and schedules projects for funding in the County's Major Capital Improvement Program ("MCIP"). Such preference may also be given in approving projects for road and bridge district participation (Type "B" work).
- C. The County, at the discretion of the Commissioners Court, may also refuse to participate in discretionary projects, such as road and bridge district projects or MCIP projects, in a City that elects not to pursue the annexation of orphan road segments that abut its boundaries. Failure to notify the County of the City's intent to annex and/or failure to submit a plan for annexation in a timely manner shall be construed by the County as the City's election not to pursue annexation.
- D. The County, at the discretion of the Commissioners Court, may select specific orphan road segments for improvement when a City commits to annexation of the segment upon completion of the project. However, the specific plan for annexation of orphan roads submitted by the City will not be limited to annexation upon completion of improvements by the County. The County improvements may be made as road and bridge projects or as MCIP Projects (subject to other MCIP criteria, including but not limited to regional thoroughfare plan designation and City cost participation).
- E. This policy application is prospective and projects selected by the County and approved by the Commissioners Court prior to the date of the adoption of this policy shall not be impacted by this policy.
- F. The County shall provide written notification of the adoption of, and future revisions of, this policy to the cities abutting orphan road segments.
- G. The County Director of Public Works shall maintain a listing of orphan roads and the city or cities they abut and shall provide updates to the Commissioners Court and to the cities as changes occur. The listing and changes to the listing shall be based on municipal boundary and annexation information provided to the County's Public Works by the cities as required by Texas Local Government Code, Section 242.001(c).
- H. The provisions of this Article XVII of this Master Agreement shall survive the termination of this Master Agreement.

(Dallas County Code, Chapter 102, Article IV, Sec. 102-131 - 102-133, 6-27-2006, 8-10-2020).

ARTICLE XVIII. SMALL WATERSHED DAMS

The County encourages all cities/towns adjacent to small watershed dams maintained by the County to develop, commit to and submit a plan to the County for assuming full responsibility for the operations and maintenance of these dams. In instances where more than one city/town abuts a small watershed dam, the County encourages the cities/towns to develop a plan for operation and maintenance of the dam. The County offers its assistance to the cities/towns in developing such plans.

- A. The County, at the discretion of the Commissioners Court, may refuse to participate in MCIP projects in a City/Town that elects not to pursue accepting full responsibility for the operations and maintenance of small watershed dams within their jurisdiction. Failure to notify the County of the City/Town's intent to submit a plan for operations and maintenance of small watershed dams in a timely manner shall be construed by the County as the City/Town's election not to pursue operations and maintenance of these dams.
- B. Projects selected by the County and approved by the Commissioners Court prior to the Effective Date of the adoption of this policy, shall not be impacted by this policy.
- C. The County shall provide written notification of the adoption of, and future revisions of, this policy to the cities abutting small watershed dams.
- D. The provisions of this Article XVIII shall survive the termination of this Master Agreement.

ARTICLE XIX. MISCELLANEOUS GENERAL PROVISIONS

A. **Applicable Law/Venue.** This Master Agreement and all matters pertinent thereto shall be governed by and enforced in accordance with the laws and case decisions of the State of Texas. Exclusive venue for any legal action regarding this Master Agreement and all matters pertinent thereto filed by either the County or the City/Town shall be in Dallas County, Texas. Notwithstanding anything herein to the contrary, this Master Agreement is expressly made subject to the County's and the City/Town's sovereign and/or governmental immunity, pursuant to Title 5 of the Texas Civil Practice and Remedies Code, and all applicable State of Texas and federal laws.

B. **Entire Agreement.** This Master Agreement constitutes the entire agreement between the parties respecting the subject matter contained herein, supersedes all prior and contemporaneous understandings and agreements, whether oral or in writing, between the parties respecting same, and may not be modified except by an instrument in writing executed by the parties hereto as herein provided.

C. **Severability.** If one or more of the provisions in this Master Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not cause this Master Agreement to be invalid, illegal or unenforceable, but this Master Agreement shall be construed as if such provision had never been contained herein, and shall not affect the remaining provisions of this Master Agreement, which shall remain in full force and effect.

D. **Default/Waiver/Mitigation.** It is not a waiver of default if the non-defaulting party fails to declare immediately a default or delays in taking any action. Pursuit of any remedies set forth in this Master Agreement does not preclude pursuit of other remedies in this Master Agreement or as provided by law.

E. **Federal or State of Texas Funding.** In the event that any work or part thereof is funded by State of Texas or U. S. Government funding and any statute, rule, regulation, grant, contract provision or other State of Texas or U. S. Government law, rule, regulation or other provision imposes additional or greater requirement(s) than stated herein, the City/Town agrees to timely comply therewith without additional cost or expense to the County.

F. **Headings.** The headings and titles, which are used following the roman numeral of each paragraph are only for convenience in locating various provisions of this Master Agreement and shall not be deemed to affect the interpretation or construction of such provisions.

G. **Number and Gender.** Words of any gender used in this Master Agreement shall be held and construed to include any other gender, and words in the singular shall include the plural and vice versa, unless the text clearly requires otherwise.

H. **Counterparts.** This Master Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

I. **Notice.** Any notice provided for in this Master Agreement to be given by either party to the other, shall be required to be in writing and shall be deemed given when personally delivered, or three (3) business days after being deposited in the United States Mail, postage prepaid, via certified mail, return receipt requested, or via registered mail, and addressed as follows:

County:	County of Dallas Director of Public Works Dallas County Administration Building 411 Elm Street, Fourth Floor Dallas, Texas 75202-3389
To City/Town:	City/Town of _____ Name Title Address Town/City, Zip Code

Either party may change its address for notice by giving the other party written notice thereof.

J. **Assignment.** This Master Agreement may not be assigned or transferred by either party without the prior written consent of the other party and formal approval by the governing body of each party.

K. **Binding Agreement, Parties Bound.** When this Master Agreement has been duly executed and delivered by both parties, this Master Agreement shall constitute a legal, valid, and binding obligation of the parties, their successors, and permitted assigns.

L. **Amendment.** This Master Agreement may not be amended except in a written instrument specifically referring to this Master Agreement and signed by the parties hereto.

M. **Effective Date.** This Master Agreement shall commence on the Effective Date. The Effective Date of this Master Agreement shall be the date it is executed by the last of the parties. Reference to the date of execution shall mean the Effective Date.

N. **Contingent.** This Master Agreement is expressly subject to and contingent upon formal approval by the Dallas County Commissioners Court and by resolution of the City/Town Council.

O. **No Joint Enterprise/Venture.** City/Town and County agree that neither party is an agent, servant, or employee of the other party. The parties, including their agents, servants, or employees, are independent contractors, and not an agent, servant, joint enterprise/venture, or employee of any other party, and are responsible for their own acts, forbearance, negligence, and deeds, and for those of their agents, servants, or employees in conjunction with this Master Agreement. No joint enterprise/venture exists between the City/Town and County.

The City/Town of _____, State of Texas, has executed this Master Agreement pursuant to duly authorized City/Town Council Resolution _____, Minutes _____ dated the ____ day of _____, 20__.

The County of Dallas, State of Texas, has executed this Master Agreement pursuant to Commissioners Court Order Number _____ and passed on the ____ day of _____, 20__.

(the remainder of this page intentionally left blank)

(signatures appear on the following page)

CITY/TOWN OF _____

COUNTY OF DALLAS

BY _____

BY _____
Clay Lewis Jenkins, County Judge

TITLE _____

DATE _____

DATE _____

ATTEST _____
CITY SECRETARY \ ATTORNEY

APPROVED AS TO FORM*:
JOHN CREUZOT
DISTRICT ATTORNEY

BY _____
Jana Prigmore Ferguson
Assistant District Attorney

*By law, the District Attorney’s Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval, and should seek review and approval by their own respective attorney(s).

ATTACHMENT A



DEPARTMENT OF PUBLIC WORKS

411 ELM ST., 4TH FLOOR
DALLAS, TEXAS 75202

PROJECT MANAGEMENT PRACTICES MANUAL

5 PHASE PROJECT DELIVERY SYSTEM

2021



PREAMBLE

City/Town and County agree that neither party is an agent, servant, or employee of the other party. The parties, including their agents, servants, or employees, are independent contractors, and not an agent, servant, joint enterprise/venture, or employee of any other party, and are responsible for their own acts, forbearance, negligence, and deeds, and for those of their agents, servants, or employees in conjunction with this Master Agreement. No joint enterprise/venture exists between the City/Town and County.

Nothing in this manual creates a joint enterprise/venture between the County and the City/Town. This manual is being included so that it could help encourage these protocols to be followed because it will assist in the efficiencies and thereby possibly help reduce monetary obligations and duration of the projects. These guidelines are strongly recommended to be followed in order to avoid potential cost-related and/or time delay issues.



INTRODUCTION



The purpose of this Dallas County Public Works Project Management Practices Manual (“Practices Manual”) is primarily to provide a standard practice guide on project management practices within the Dallas County Public Works (“DCPW”) department. It is meant to ensure that a standard approach is used by all Project Managers (“PMs”) and other project members in the delivery of County Major Capital Improvement Program (“MCIP”) funded transportation projects. The guidelines are meant to meet the requirements and intent of the American Public Works Association’s (“APWA”) publication entitled “The Public Works Management Practices Manual” (“the APWA Manual”). The APWA Manual contains recommended practice statements that describe the critical elements necessary for a full-service public works agency to accomplish its mission. The practice statements in the APWA Manual “call for the development and implementation of a policy or procedure in the form of a rule, regulation, written directive, or for the execution of an activity, report, procedure or other action.”

The resulting Practices Manual is intended to list a number of applicable recommended practice statements. Our basic methodology is a strong matrix approach, so that our PMs are assigned from the time a planning initiative becomes an approved project, to completion of the total project. We use the terminology found in the Project Management Institute’s “A Guide to the Project Management Body of Knowledge” (“PMBOK”). This includes the definition of a “Matrix Organization.” The definition is “any organization structure in which the project manager shares responsibility with the functional managers for assigning priorities and for directing the work of individuals assigned to the project.”

When we speak of a project participants/team, we are referring to a group led by an appointed DCPW Project Manager (“PM”) who has team members from throughout the four functional divisions of DCPW. These four divisions in DCPW are Transportation & Planning, Property Management & Utility Coordination, Engineering & Construction, and Program & Engineering Management. The PMs manage projects from cradle to completion without switching between functional divisions.

The intent of this Practices Manual is to provide an overview guide to project delivery practices, not an exhaustive “how to” manual. Greater detail on these and other Public Works practices can be found in the APWA Manual for more detailed instructions on the specific elements of project delivery. Our experience is that really thick manuals are not used as much as shorter guidelines that provide the boundaries of good practice and a standard approach on the essentials, with empowerment to individual PMs on the details of how they work to deliver their individual projects.

This Practices Manual can also serve as a guideline for the city/town to follow when the city/town is leading an MCIP project. Dallas County can provide input on the consultant selection process used by the city/town and the bidding process.



PHASE 1 -- PLANNING & PRELIMINARY DESIGN



STEP ONE, PROJECT DEFINITION



1. Dallas County Public Works, in conjunction with other Dallas County departments and with approval from Dallas County Commissioners Court (“Commissioners Court”), initiates a “Call for Projects”. The Dallas County Public Works Transportation & Planning Division will adjust the project selection criteria based on the Dallas County Mobility Plan developed from input provided from the cities and/or towns, criteria that the North Central Texas Council of Governments (“NCTCOG”) is using, and guidance from the County Commissioners. The final criteria and Call for Projects process will be briefed and approved by the Commissioners Court and a 5-signature letter will be used to invite the cities to participate in the MCIP Call for Projects.
2. The MCIP Call for Projects is a process that involves Dallas County, requesting a nomination of projects from all cities/towns in Dallas County, which can also involve stakeholders such as NCTCOG, Texas Department of Transportation (“TxDOT”), Dallas Area Rapid Transit (“DART”) and/or others. The nomination period is open for four to six months to allow cities/towns to submit projects to the County for review. Soon after sending out notification about the MCIP Call for Projects, Dallas County Public Works will host a workshop on the

MCIP and the application process. Various aspects of this Call for Projects Workshop and process will be adjusted based on prior input from the cities/towns in Dallas County. The amount of time and submittal deadline for the cities and/or towns to nominate projects will be adjusted based on feedback from the cities/towns. This is to ensure that the cities/towns have enough time to brief their elected officials, plan for inclusion of projects in city bond elections, etc.

3. DCPW's Transportation & Planning Division helps ensure that all of the information has been submitted correctly by cities/towns. If necessary, assistance may be provided to some of the smaller city/town staffs with preparation of their project submissions. A matrix team that consists of DCPW employees begins with field evaluations of the projects for conducting a feasibility review that precedes developing recommendations for selection of projects by Commissioners Court to be included in the County's MCIP. The DCPW team, with staff participation from each of the four DCPW divisions involved, provides assistance with risk assessments from various perspectives, which include cost estimates, scope definition, political aspects, funding, technical issues, utilities, safety, environmental, and traffic factors, etc. The DCPW Property Division team members examine Right-of-Way ("ROW"), utilities involvement, railroad involvement, relocations, etc.
4. Every project selected for MCIP funding commitments is then placed into a Program Year (PY) (year slated for construction start) in a spreadsheet called the "MCIP Transportation Funding Commitments" that is presented in Briefing format in a public forum to the Commissioners Court for their formal approval.
5. The MCIP has been formulated on the premise that legal agreements should reflect the nature and character of the program. Equal funding, Project Management (groups of independent stakeholders and cities/towns) methods of project delivery, and principles applied in every phase of project delivery are the essential elements of the MCIP. The time it takes for getting interlocal agreements approved should never be on the critical path of project delivery. Therefore, much effort was expended between the Civil Division of the Dallas County District Attorney's staff and DCPW staff to formulate a Master Agreement Governing Transportation Major Capital Improvement Projects ("Master Agreement"). This MCIP Master Agreement has been signed by all the cities/towns with approved projects and serves as the legal basis for future agreements between the various cities/towns and Dallas County, including but not limited to a Memorandum of Agreement ("MOA") and Memorandum of Understanding ("MOU"). Later, during project design, enough information will be known to forge a Funding Agreement ("FA") or a Project Specific Agreement ("PSA") that details the specifics of that particular project. None of the basic elements of a city-county legal agreement have to be repeated in the FA and/or the PSA, thus simplifying the process and time involved.
6. A project management planning meeting is held next with each City or Town, which has projects selected. This meeting is to initially review the selected projects and determine the basic parameters for each of the projects, such as cash flow requirements, for each participant of the project, who the lead agency for project delivery will be, agreed upon technical criteria, known risks, roles for each stakeholder, etc., all focused on assuring timely project delivery and moving the project into construction during the selected PY. If there is a great deal of uncertainty associated with the project (e.g. part of some economic development such as transit oriented development, or part of brown field development, or other significant environmental challenges, or a very significant change in planned use of an area in the future

such as industrial area converted to mixed use, etc), then the lead agency may conduct a Planning Charrette.

The purpose of the Planning Charrette meeting, with all significant participants and stakeholders, is to determine the beginning scope and the realm of possible approaches. Serious design cannot begin until there is an agreement on a relatively reasonable set of alternatives, which bear some relationship to the scope of funding currently available. Relationships will also be established at the Planning Charrette meeting involving the city/town, stakeholders, utilities and other participants of the project, which may be sustained throughout the life of the project.

7. DCPW commits to using Principles of Trust, Commitment, and Shared Vision in addition to Best Practices of Project Management Principles throughout the life of the project. Each city/town is invited to use the same principles to deliver the selected projects. This type of approach is also an integral part of Context Sensitive Solutions (“CSS”), which is a design methodology that involves early and continuous involvement of all participants and stakeholders of a project. The Planning Charrette meeting is a form of CSS. The Dallas County Mobility Plan should also be considered as part of applying CSS for project delivery.
8. For every project that the city and/or town and county stakeholders agree to assign Dallas County as the Lead Agent, a PM will be assigned by DCPW. In addition, the DCPW Assistant Director (“AD”), in consultation with the PM and other AD’s or designated DCPW business unit leaders, will identify their own matrix team members for the project. Any available Project Management tools will be used to optimal effect during the life of the project.
9. An initial Project Funding & Execution Status (“PFES”) and Program Management & Planning Status (“PMAPS”) form will be developed by the PM for each project in coordination with the ADs (or designees) from the DCPW divisions including Program & Engineering Management Division (“PEMD”), the Engineering & Construction division and Transportation & Planning Division. Each AD or designated DCPW business unit leader will review PFES and PMAPS in order to provide an adequate workforce for each project, and ensure that their own employees’ assignments are balanced.
10. A decision on the use of Subsurface Utility Engineering (“SUE”) will be made before initiating design. In the analysis of candidate projects, utility relocation risks will have been identified. When these risks are high (the usual situation), then funding will be planned in the design for SUE efforts. Dallas County Public Works (“DCPW”) will have in place an Indefinite Delivery, Indefinite Quantity (“IDIQ”) contract for quick implementation of SUE consultant efforts. Initiatives for joint efforts of utilities are anticipated between independent participants and stakeholders wherever feasible. This information will be critical for designers to use as they launch the design. Total integration of the SUE methodology will help ensure that all utility impacts are considered in every phase of project delivery.



STEP TWO, PRELIMINARY DESIGN



1. A systematic decision process as part of the DCPW Business Operating Plans (“PWBOP”) updating is done to determine which design efforts will be completed with in-house designers and which will be done by consultants. For consultant selection, a rigorous and systematic process will be used to select the best qualified consultants for each project. An initial contract will be signed with a best qualified consultant to perform the entire preliminary design, or participate as a Preliminary Design liaison, trainer, or expert to advise an in-house design force for the project. As much as possible, an Indefinite Delivery, Indefinite Quantity (“IDIQ”) methodology will be used to help ensure that inordinate amounts of time are not used in the best qualified selection process required by state law. Cities and/or towns who participate in the process are welcome to provide input to the County in the consultant selection process.
2. The DCPW’s team of in-house design staff, a city/town, or a selected consultant firm will begin the initial design efforts under the leadership of the PM. One initial objective is to resolve alignment issues early in the design process with the participation of all stakeholders. In some circumstances, a feasibility study may be required to compare and contrast different alternatives before real design can begin. Estimated ROW takes, utility impacts, and environmental effects for each alternative may need to be reported before stakeholders decide on a preferred alternative for preliminary design.
3. CSS methodology will continue to be used, stressing total stakeholder involvement, throughout the project delivery process. Task Force meetings will be scheduled. Dallas County Public Works employees’ matrix team meetings will also be scheduled.
4. When a consultant is used as the design agent, a contract will be negotiated for the preliminary design only, unless the project is relatively simple and the final solutions are not in question. The goal is to avoid protracted negotiations on the total scope and fee at the very beginning of the project, when many of the factors influencing final design consideration are not yet known. The decision to issue a new work order for completion of the Primary Design will be made after an interim evaluation on the Preliminary Design is completed using the County’s consultant evaluation system.
5. A Preliminary Design Charrette (“PDC”) will be planned by the PM who will lead the execution with all stakeholders (cities/towns, utilities, county, any private parties or other decision-makers/stakeholders). The scope of invitees to the PDC will be dependent upon the project’s complexity and number of unknowns. The goal of the PDC is to build support behind the project and the alignment alternative that is selected. Many projects have been derailed by a lack of support by the project’s independent representatives from the county, city/town, and other stakeholders. A great effort will be made to ensure attendance of all of the independent key players.
6. This consensus building effort is an integral part of any CSS approach to design. The DCPW Director and/or AD’s will be personally involved and the PM will make special efforts to notify political leaders of meetings, so that the political leaders can have the meetings on

their calendars and may plan to attend. In addition, individual contacts will have to be made to ensure that utility company representatives attend meetings, since key alignment decisions will be made that can affect, or be affected by, probable utility locations. If applicable, the PDC will include an orientation walk-thru of the project site, which includes right-of-way assessment. The PM will highlight specific city/town zoning and other ROW requirements, or ask the city to highlight these.

7. As part of the CSS approach, a public involvement strategy will be forged under the leadership of the PM, and the advisement of the DCPW Transportation & Planning Division (“T&P”). Staff of DCPW’s T&P will advise PMs on various public involvement techniques and methods to use to best involve the public and other stakeholders. DCPW will use innovative methods, such as workshop/small group formats. City/town methods and approaches will be respected and adhered to in this area.
8. Phase 1 ends with approval of the Preliminary Design Report, Preliminary Alignment/Profile and Preliminary Sizing of bridges and drainage structures along with SUE determination, Preliminary Survey Report, and Preliminary Utility Investigation Report.
9. The design firm or DCPW in-house design team will have begun necessary permitting and environmental assessments. Basically, the level of effort will approximate that required of the Preliminary Schematic and Environmental Assessment Phase that currently is required on TxDOT projects.
10. Project plans are estimated to be 60-65% complete at the end of Preliminary Design. A risk assessment may occur before proceeding into Primary Design to identify key aspects that may need to be resolved before or during the Primary Design.



PHASE 2 -- PRIMARY DESIGN



1. The initial task is the assignment of either a DCPW In-house design team or the negotiation of a new work order with the consultant, specifically for completing the Primary Design. A new work order for completion of the Primary Design can be negotiated after Preliminary Design is nearing completion when the unknowns should be relatively few.
2. Scope of Work is now well defined by all Phase 1 effort and includes geotechnical investigations, utility analysis (including an appropriate level of SUE), constructability review, environmental analysis, traffic analysis, ROW parcels (based on Preliminary Design), and integration of context sensitive solution elements. Other aspects in Phase 1 that may be included but not limited to are: neighborhood public workshops, key stakeholder meetings and initial coordination with utilities, as necessary. With the scope defined a PSA can be executed with attached scoping sheets defining the critical parameters for the project.
3. Part of negotiations, both with DCPW In-house design teams and consultants, includes definitive delivery dates for various deliverables, phases, and reviews. In paying submitted invoices for progress during the design period, earned value analysis concepts will be used to

track cost and schedule progress. DCPW generally does not make “cost plus” assumptions about a consultant’s work efforts. Greater clarity on scope definition can be achieved with the typical multi-phase design approach of issuing separate work orders for Preliminary Design and Primary Design avoiding or minimizing the instances of misunderstanding on the true project scope.

4. The consultant or DCPW in-house design team works with all stakeholders, including utilities, under the guidance and direction of the County PM. The lead designer is the Technical Manager at this point in the process, and is always under the leadership of the PM. When an IDIQ consultant is hired to perform a survey, miscellaneous design, SUE, or materials testing, the PM is closely monitoring the progress. Also, the design firm for water and/or wastewater services will be integrated, and whenever possible, we will attempt to ensure that the design consultant for the transportation or infrastructure project is also selected by the city/town to design the municipal utility improvements. We anticipate and expect our consultants to become familiar with our 5 Phase Project Delivery System’s processes and deliverables.
5. Traffic and utilities data will be considered in design, with data from the city/town, County, NCTCOG, and/or consultant. An agreed upon level of SUE will be key to input into the design details, and including utility companies involvement throughout all phases of the project.
6. Environmental assessment will be completed during this phase. Significant issues should be addressed without wasting time on clearly unimportant areas. An environmental impact analysis will be completed if the assessment shows that this analysis is required. The goal is to execute environmentally sustainable solutions that improve the overall quality of life of the transportation users and citizens of Dallas County and the city/town.
7. Right-of-Way (ROW) documents will be finalized, with quality control by the consultant or DCPW’s in-house design team. The quality assurance (“QA”) function will be completed by both the PM and DCPW’s Property Management & Utility Coordination Division (“PMUC”) in a smooth manner, using pre-coordinated checklists. At the appropriate time, the documents will be delivered to PMUC, but the PM still retains overall responsibility for timely project delivery. Early involvement on ROW issues, including utility relocation aspects such as getting possible Rights of Entry (“ROE”) can be critical for obtaining vital information to ensure successful utility relocations. Early provision of final and accurate ROW documents will be a critical milestone of the design contract.
8. The Design Consultant or the DCPW In-house design team completes the work on a provided schedule. Consultants and/or DCPW’s In-house design team are expected to ensure that they accomplish “muddy boots” design with true “eyes-on” on the total project site. These actions will avoid lengthy rounds of passing designs back and forth, in favor of “over-the-shoulder” reviews, as required to meet design completion timelines. These will include city/town, utilities and other interested stakeholders under the orchestration of the PM.
9. The PM completes the interim evaluation of the consultant. Special note will be taken of the consultant’s system for assuring quality control (“QC”) of all design efforts, including ROW documents.
10. After construction is complete, the PM performs a final consultant evaluation, using the standard evaluation system. The Consultant is given an opportunity to evaluate DCPW’s project management process.



PHASE 3 – DESIGN COMPLETION & RIGHT-OF-WAY INITIATION



1. This phase begins with the delivery of the initial, unsealed ROW documents to the County by the consultant. Consultants will first bring a few ROW documents for initial review by the PM and DCPW Property Division team members, to ensure that they fully understand the details and level of Quality Control that the County expects in their submittals. Standards and scheduling will be clearly spelled out in writing within the Consultant's contract. Deliverables will include ROW maps and deed records.
2. Consultant is required by contract to submit property owner deeds along with right-of-way maps, which have received an internal quality control process. The PM ensures utility representatives are informed of the project and all known utilities are shown on the plans. Diligent efforts must be made to ensure that all private or public utility easements are identified on the maps and plans as required in Consultant Contract. All the SUE efforts should be included in the design documents.
3. Consultants or In-house Design Team are to avoid taking ROW that is not necessary to the construction of the project. The PM works with the project participants to minimize the ROW takings and ensures the appropriate leadership is used so that project delivery dates are met.
4. The PM ensures that the county or the city/town's ROW Functional Manager works towards the efficient execution of ROW planning, appraisal and acquisition services. The DCPW's Property Division will manage the ROW Acquisition Services IDIQ contract, if this delivery tool is used. Before writing a Work Order for the ROW Acquisition Services IDIQ, the DCPW Property Division Manager may meet with the DCPW Engineering & Construction Manager or DCPW Transportation & Planning Manager, DCPW Program Engineering Manager and the PM, to ensure that an adequate project budget is available for the added cost of procuring ROW services.
5. The county or city/town PM monitors and tracks progress on ROW acquisition. The County or the city/town's PM resolves issues as they develop, keeping all stakeholders, including utilities, informed.
6. DCPW may have further final discussions with city/town, utilities and stakeholders, early enough to preclude re-work by the prime consultant. The goal is to achieve this prior to completing the final design documents.
7. Consultant will make minor design changes as directed by the PM resulting from property owner requests or other changes that arise naturally in ROW negotiations.
8. As required, the PM will be prepared to present expert testimony at any Eminent Domain hearings and any related litigation.
9. ROW is complete when all parcels necessary for construction have been acquired.



PHASE 5 -- CONSTRUCTION



STEP ONE, CONSTRUCTION



1. The PM works with PEMD to advertise a project in coordination with the Dallas County Purchasing Department for advertisement, pre-bid meetings, bid opening, and award. A one hundred percent (100%) design completion up-to-date construction estimate will be completed by the PM and will be used as the fair-cost government estimate for construction bidding purposes.
2. DCPW leads the drafting of the PSA and any necessary amendments/supplements to the PSA with each city/town giving approval of final funding on a timely basis. An updated PFES will be needed at this time.
3. The PM works with PEMD to help the Dallas County Purchasing Department facilitate the construction contract award. PM works with all cities/towns to ensure a logical and timely notice to proceed is given. This order to begin work and the contract time period will be based on the status of utility relocations, any city requirements, etc.
4. The PM will plan, schedule, and execute the Pre-Construction Meeting involving key stakeholders of the project, including utility companies. The PM will schedule for attendance and participation, the DCPW Director and the AD for Engineering & Construction and/or the AD for Transportation& Planning. Careful pre-planning helps ensure the attendance of the right stakeholders and staff. The PM will normally facilitate their own meetings since they have the expertise and experience to accomplish these tasks without hiring specialized consultants.
5. Construction proceeds on schedule with Construction Management services provided by the County or the city/town. The PM helps ensure that principles of collaboration (Trust, Commitment, and Shared Vision) are maintained throughout the project construction phase by the independent project participants such as contractors, cities, utility companies, transportation agencies and other key stakeholders.
6. The PM ensures constant communication with customers and other project stakeholders. This may include a construction oriented neighborhood meeting, as well as periodic project newsletters, notices of key construction events or phasing, meeting with neighborhood interests (property owners, schools, churches, businesses, etc). We are interested in not only achieving a high quality end-product, but also in delivering the project in a user-friendly manner. This is all part of total Context Sensitive Solutions project delivery.



STEP TWO, PROJECT CLOSE OUT



1. The PM ensures the final pay estimate is paid to Contractor on a timely basis with assistance from the DCPW Program & Engineering Management Division (“PEMD”).
2. The PM completes final Evaluation on the Contractor, using interim evaluation results (if one was done), and performance during the entire contract period. Contractor evaluates DCPW (on a voluntary basis).
3. The PM ensures that as-built plans are provided to the ultimate owner of the project, typically the city/town, from marked-up construction plans.
4. The PM works with the PEMD to ensure total project costs are finalized, a final PFES is completed, and Program Management is able to disencumber any remaining funds to be put back into the MCIP fund.
5. The PM ensures the city/town is invoiced for their remaining portion of the Total Project Costs.
6. The PM formally turns the project over to the City by letter citing the date of return to City for maintenance.
7. The PM plans an After Action Review (“AAR”) to capture lessons learned and celebrate project completion with all participants involved in project delivery from design to construction completion.
8. The PM conducts the applicable one (1) or two (2) year Maintenance Bond Inspection in conjunction with all applicable stakeholders.
9. The PM completes close out project report, including retaining the key project documents digitally and documenting key lessons learned.

18. Share accurate information with all companies and try to help ensure that they share information with each other.
19. Communicate the need to follow city/town ordinances, particularly those relating to traffic control, backfill and pavement restoration. Traffic control plan must be filed and approved.
20. Ensure that the companies have measures for handling complaints about their work and that they do not inconvenience customers more than is absolutely essential. **Remember, ORR!!**



GUIDELINES FOR ENSURING SMOOTH RELATIONSHIPS BETWEEN LOCAL GOVERNMENTS AND THE UNION PACIFIC RAILROAD (UPRR)



- **Start Early Coordination** – Set up a meeting with UPRR’s local representative to share project selection lists and to ascertain projects with UPRR impacts. Then on impacted projects, share preliminary designs, invite UPRR to early meetings, such as stakeholder preliminary design charrettes, public workshops, etc.
- **Work out precisely the location of railroad project impacts**, before contacting UPRR. This speeds the coordination process greatly. Use MAPSCO location, subdivision, and RR Mile Post wherever possible.
- **Use the UPRR website for a wealth of information, maps, etc.** This can save time in answering questions and can provide much information about UPRR, including points of contact, e-mail and telephone information, instructions, applications, specifications, DOT crossing information, permit requirements, ROW agreements, etc. DCPW in-house or consultant designers need to explore this web-site before launching road design whenever there is going to be a RR crossing. Procedures and responsibilities are clearly laid out, as are design guidelines and specifications. Avoid nasty surprises that can impact project costs if not budgeted.
- **Expect the UPRR owned ROW to contain many other utilities (telecommunications, power, pipelines, etc.), that you will have to pay to relocate.** These are private easements the utilities have paid for and the project will have to bear the costs of relocation. UPRR is a good source of information on the potential conflicts that you will encounter. Budgeting accurately for these costs will avoid nasty surprises later.
- **Check with UPRR before pursuing any changes to their standard agreement or attachments.** UPRR has agreements to work out in 23 states, and their lawyers are very vigilant to watch for precedents that might bind UPRR elsewhere. Work on win-wins in the body of the agreement.
- **Avoid adversarial actions and relationships.** Do not presume upon the UPRR (e.g., impossible requests that are not pursued in a timely manner, making demands they cannot meet, presuming the worst).
- **Look for ways to forge win-wins, for UPRR and the local community.** Understand that the United States Department Of Transportation (“USDOT”) has a policy to reduce at-grade RR crossings. This puts tremendous pressure on railroad companies to accomplish this goal. Are there some rarely used at-grade railroad crossings in the city/town that could possibly be closed? Explore ways to eliminate them and UPRR could be more interested to meet the needs of the project that is needing UPRR assistance.
- **When appropriate, have Dallas County’s attorneys communicate directly with UPRR attorneys.** If we follow the spirit of win-win, then both sides will have better results, even if our attorneys are involved, as they may have to be. The Project Manager should stay involved to ensure that going down “legal rabbit trails” is avoided whenever possible.
- **When you are in doubt and have searched all the readily available information, contact UPRR’s Real Estate Division in Omaha, NE.** Even though UPRR staff have large territories to cover, they are never too busy to help you proactively solve a problem and forge a win-win situation. If you setup a “folder number,” with UPRR this will save them much time in looking up the project file information.



CITY OF GLENN HEIGHTS CITY COUNCIL REPORT

Date: January 19, 2021

SUBJECT

Discuss and take action on an Assignment of Contract Agreement between S&J Meter, Inc., SecureVision of America, Inc., and the City of Glenn Heights.

REPORT IN BRIEF

This item will allow the City Council to discuss and take action on an Assignment of Contract Agreement with S&J Meter, Inc. and SecureVision of America, Inc. The Agreement would assign that portion of RFP 20-01 issued November 18, 2019, covering provision of all equipment and services for the City's Advanced Metering Infrastructure (AMI) Water Meters, with the exception of the installation of meters, from S&J Meter to SecureVision of America, Inc., and authorizing the City Manager to execute an Assignment of Contract Agreement.

BACKGROUND / DISCUSSION

On November 19, 2019, the City issued RFP 20-01, covering provision of all equipment and services for the City's Advanced Metering Infrastructure (AMI) Water Meters. On November 30, 2020, the City awarded RFP 20-01 to S&J Meter, Inc., and authorized the City Manager to execute an Agreement. The award and Agreement covered all the provisions in RFP 20-0 except for the installation of meters.

On January 6, 2021 the City received a request from S&J Meter for authorization of the assignment of the rights and obligations under the Agreement between the City and S&J Meter to SecureVision of America, Inc. The Assignment Agreement does not

change any of the terms of the previous Agreement between the City and S&J Meter, only the responsible party, from S&J Meter, Inc., to SecureVision of America, Inc.

PUBLIC CONTACT

Not applicable.

FISCAL IMPACT

The original Agreement between the City and S&J Meter authorized the purchase of meters and AMI meter program that would cost approximately \$3.3 million. The City Council has authorized financing for the project.

RECOMMENDATIONS / ALTERNATIVES

Staff recommends City Council authorize the City Manager to execute the Agreement for Assignment of Contract between the City of Glenn Heights, S&J Meter, Inc., and SecureVision of America, Inc.

PREPARED BY

David Hall, JD, City Manager

REVIEWED BY

Michael Rogers, Deputy City Manager

ATTACHMENTS

- I. Agreement for Assignment of Contract

**ASSIGNMENT OF CONTRACT
WITH LIMITED POWER OF ATTORNEY
AND CONSENT TO ASSIGNMENT OF CONTRACT**

WHEREAS, S & J Meter ("S & J") entered into a contract with the City of Glenn Heights, Texas ("City") for the provision of goods and services by S & J with regard to replacement water meters for the City, as more fully set forth in that contract, a true and correct copy of which is attached hereto as Exhibit "A" (the "Contract"); and

WHEREAS, S & J desires to assign all of its duties, obligations, rights, and interests under to SecureVision of America, Inc. ("SecureVision"); and

WHEREAS, SecureVision desires to accept that assignment and perform all the duties and obligations of S & J under the Contract; and

WHEREAS, City has no objection to and consent to the assignment; and

WHEREAS, S&J, SecureVision, and City, each of which may be referred to herein as a "Party" and collectively, as the "Parties", acknowledge that the assignment set forth herein benefits all Parties and all Parties have received good and valuable consideration in support of their agreement to this Assignment of Contract with Limited Power of Attorney and Consent to Assignment of Contract (the "Assignment").

NOW THEREFORE, in consideration of these matters and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by all Parties, the Parties agree as follows:

1. The recitals set forth above are true and are incorporated into this Assignment.
2. S & J hereby assigns all of its right, title and interest in and to and all of its obligations, duties, responsibilities, and liabilities under the Contract to SecureVision.
3. SecureVision hereby accepts and assumes all S & J's right, title and interest in and all of S & J's obligations, duties, responsibilities, and liabilities under the Contract.
4. City hereby consents to the assignment by S & J to SecureVision and the acceptance by SecureVision of all S & J's right, title and interest in and all of S & J's obligations, duties, responsibilities, and liabilities under the Contract.
5. S & J hereby grants to SecureVision a limited power of attorney allowing SecureVision to execute, on behalf of S & J, such documents, consents, or other instruments as may be reasonably required to carry out the obligations, duties, and responsibilities assumed by SecureVision with regard to the Contract, to transfer any permits or authorizations under the Contract, and to negotiate any checks or payments due under the Contract should any be made payable to the order of or endorsed to S & J. In all such events this Assignment may be presented as a limited power of attorney to any third-party or bank and shall be understood to be a valid limited power of attorney by S & J to SecureVision. This limited power of attorney shall be expire on 1/14/2022.
6. Each Party represents that the individual signing this Assignment on behalf of the Party is doing

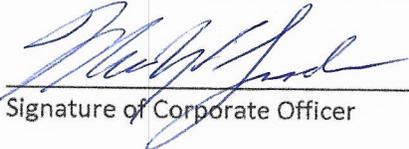
so after first having been duly authorized so to do and that the execution of this Assignment is the act and deed of the Party and is binding on that Party and its principals.

7. This Assignment may be executed in multiple original counterparts. Each of the counterparts shall be deemed an original instrument, but all of the counterparts shall constitute but one and the same instrument.
8. All exhibits to this Assignment are incorporated herein by reference for all purposes.
9. Any required Notice to SecureVision required under the Contract shall be provided in accordance with the Contract terms to the following:

Securevision of America, Inc.
P.O. Box 218
Fentress, Texas
78622

10. This Assignment constitutes the entire agreement between the Parties with respect to the subject matter of this Assignment. There is no other collateral oral or written agreement among the Parties that in any manner relates to the subject matter of this Assignment.
11. This Assignment shall be governed by the laws of the State of Texas, without giving effect to any conflicts of law rule or principle that might result in the application of laws of another jurisdiction; and exclusive venue for any action concerning this Assignment shall be in the State District Court of Dallas County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said court.

Signed by **S & J Meter** this 14th day of January 2021.


Signature of Corporate Officer

Michelle Jordan PRESIDENT
Printed Name Officer and Office

Signed by **SecureVision of America** this 14th day of January 2021.


Signature of Corporate Officer

John Tracy Irwin, President
Printed Name Officer and Office

And the **City of Glenn Heights, Texas** hereby Consents to the Assignment
this ____ day of January 2021.

Printed Name and Position

This Assignment is not valid until signed by all parties

