

NOTICE OF MEETING PUBLIC MEETING
LORENA CITY COUNCIL
MONDAY, APRIL 17, 2023 - 6:30 P.M.
LORENA CITY HALL
107-A S. FRONTAGE ROAD, LORENA TEXAS

THE PUBLIC WILL BE ABLE TO JOIN THE MEETING BY VIDEOCONFERENCE
AT THE FOLLOWING LINK <https://meet.goto.com/381991685> and/or join the conference
call at (254) 655-5400; GUEST PIN :2021

The City Council Meeting will be opened to the public. To mitigate the spread of
COVID-19, social distancing will be recommended.

Questions and comments on items listed on the agenda may be emailed no later than
NOON on the day of the meeting to the City Secretary Monica Hendrix via email to
mhendrix@lorenatx.gov

AGENDA

- 1. Call to Order/Roll Call.**
- 2. Pledge of Allegiance**
- 3. Citizens questions or comments.**

At this time any person with business before the Council not scheduled on the agenda may speak to the Council. Comments are limited to three (3) minutes, and this time is not transferable. Under the Texas Open Meetings Act, the Council is prohibited from discussing, responding, or acting on any comments or items that have not been properly posted on the agenda. This forum is limited to a total of 30 minutes.

- 4. Approval of Minutes:**
 - a. March 20, 2023**
- 5. Committee and Corporation Reports:**
 - a. Lorena Economic Development Corporation**
 - b. Lorena Planning and Zoning Commission**
- 6. Recognition of the promotion of SRO Peter Rivas to the rank of Sergeant.**
- 7. Discussion and possible action on the updated Investment Policy.**
- 8. Discussion and possible action on the proposed Purchasing Policy.**
- 9. Discussion and possible action on an updated COVID Policy.**
- 10. Presentation of March 31, 2023 Summary of Cash and Investment Report and Budget Report.**
- 11. Discussion and possible action on adding an additional checking account for the city.**
- 12. Police Department Activity Report.**
- 13. City Manager Report:**
 - 1. Roadster Travel Center update.**
 - 2. Street bond public bid opening.**
 - 3. New staff member in our Public Works Department.**
 - 4. Phase 2 Rosenthal Estates under review**
 - 5. Phase 2 Arches Subdivision under review**
- 14. Future Agenda Items.**
- 15. Executive Session:** In accordance with Texas Government code, sections 551.074(a)(1), Personnel Matters, to deliberate the appointment, employment, evaluation, or duties of:
 - a. Permit Clerk**

16. Reconvene into open session and act as deemed appropriate of the City Council's deliberation regarding:
 - a. Permit Clerk
17. Adjourn

PURSUANT TO SECTION 551.127 OF THE TEXAS GOVERNMENT CODE, AND IN CONJUNCTION WITH THE GUIDANCE AND PROVISIONS PROVIDED BY THE GOVERNOR OF TEXAS IN THE DECLARATION OF DISASTER ENACTED MARCH 13, 2020, MEMBERS OF THE CITY COUNCIL MAY BE PARTICIPATING REMOTELY IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT, AS TEMPORARILY MODIFIED BY THE GOVERNOR.

In compliance with the American with Disabilities Act, the City of Lorena will provide reasonable accommodations for persons attending and/or participating in City Council meetings. The facility is wheelchair accessible, with handicap parking available at the side of the building. Requests for sign interpreters or special services must be received seventy-two (72) hours prior to the meeting by calling the City Secretary at 254-857-4641.

The Lorena City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above as authorized by the Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

PROCEDURES FOR CITIZEN PARTICIPATION AT MEETINGS

The meetings will be streamed live on the City of Lorena's Facebook page.

Citizens who wish to address the Council on any item on the agenda or under the hearing of visitors, must submit questions via email to the City Secretary Monica Hendrix @ mhendrix@lorenatx.gov or in person at Lorena City Hall at 107-A S. Frontage Road by NOON on the day of the meeting. Your comments will be read into the records during the meeting.

Council may not comment publicly on issues raised during citizen comments that are not listed on the agenda but may direct the City Manager to resolve or request the matter to be placed on a future agenda. Such public comments shall not include any "deliberation" as defined by Chapter 551 of the Government Code, as now or hereafter amended.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the City of Lorena, Texas, was posted on the front door at the Lorena City Hall and the city website at 1:00 AM/PM on April 13, 2023.

Monica Hendrix
Monica Hendrix-City Secretary

**NOTICE OF MEETING PUBLIC MEETING
LORENA CITY COUNCIL
MONDAY, MARCH 20, 2023 - 6:30 P.M.
LORENA CITY HALL
107-A S. FRONTAGE ROAD, LORENA TEXAS**

THE PUBLIC WILL BE ABLE TO JOIN THE MEETING BY VIDEOCONFERENCE
AT THE FOLLOWING LINK <https://meet.goto.com/772506781> and/or join the conference
call at (254) 655-5400; GUEST PIN :2021

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COVID-19, social distancing will be recommended.

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AGENDA

1. Call to Order/Roll Call.

Mayor Ross called the meeting to order at 6:30 p.m. City Council members present were
Mayor Tommy Ross, Jason Blanek, Katrina George, Emily McKenzie, Shane Phillips and
Kelly Yarbrough.

City Staff present were Monica Hendrix, Scott Holt, Kyler Jones, Kevin Neal and Peter
Rivas.

2. Pledge of Allegiance

Mayor Ross led the Pledge of Allegiance and Kelly Yarbrough led the Texas Pledge.

3. Citizens questions or comments.

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to the Council. Comments are limited to three (3) minutes, and this time is not transferable.
Under the Texas Open Meetings Act, the Council is prohibited from discussing, responding, or
acting on any comments or items that have not been properly posted on the agenda. This forum is
limited to a total of 30 minutes.*

No comments were received and no citizens spoke.

4. Approval of Minutes:

a. February 27, 2023

MOTION: Shane Phillips

SECOND: Emily McKenzie

FOR: Blanek, Yarbrough, McKenzie and Phillips

AGAINST: None

ABSTAIN: Katrina George
Motion carried.

5. Committee and Corporation Reports:

- a. **Lorena Economic Development Corporation**
No meeting
- b. **Lorena Planning and Zoning Commission**
No meeting

6. Notification to council of Criminal Justice Information Services (CJIS) audit update.

Police Chief Scott Holt informed council the PD was informed on January 23, 2023 by the Texas Department of Public Safety that a CJIS (Criminal Justice Information System) audit would be performed. These audits are performed on all law enforcement agencies every three (3) years. Holt says these audits consist of written questions, supplying the state with supporting documentation and a virtual audit as well. On March 10, 2023, the PD received official notice from the state that the Lorena PD was found to be in compliance with all CJIS security policy requirements. Chief Holt stated he is very appreciative of Program Manager Tom Dickson and Records Supervisor Jennifer Herrin for their hard work in gathering the information and organizing all supporting documents for the audit. Holt says Jennifer spent countless hours gathering documents and putting folders together for the audit. Holt says the two were instrumental in guiding him through the audit process. The Police Department is in compliance and good for three years.

7. Discussion and possible action authorizing heating and A/C dual stage unit for an amount of \$14,000.00

City Manager Kevin Neal informed council the dual air conditioning units had a mechanical issue at the end of January 2023. Rohde Heat and Air was called to service the units and it was determined that one of the compressors of the dual stage unit had gone out. The compressor was not repairable so the city received three competitive bids from qualified professionals to replace both the inside and outside units. After receiving the additional quotes on or about February 23, 2023. The decision was made to progress with Rohde Heat and Air based on the quotes. All three quotes were remarkably close in price with only about \$700.00 difference in price range. City staff considered this to be an unbudgeted emergency repair. The unpredictable Texas weather could lead to a need to switch from heat one day and A/C the next, and running the dual stage unit without both units working properly could lead to further damage that staff felt was an unnecessary risk. In accordance with our budget and auditing process the City Manager may authorize the unbudgeted emergency repair, and bring it before council for approval at the council meeting following the repair. This is why there is action necessary for approval. The funds for this unbudgeted expense will come from the general fund capital project fund. City staff recommends that City Council approve the unbudgeted emergency expenditure of \$14,000.00 to Rohde Heat and Air for the replacement of the twin 4-ton dual stage heat and A/C system for the primary multiuse area of the City Hall building for audit transparency.

MOTION: Jason Blanek motioned to approve the expenditure.

SECOND: Katrina George

FOR: Blanek, George, Yarbrough, McKenzie and Phillips

AGAINST: None

Motion carried.

8. Discussion of election contract with McLennan County Election Administration for the May 6, 2023 General Election.

City Secretary Monica Hendrix explained this item is for information purposes only. The city will be overbudget on the election expenses due to the Lorena ISD cancelling their election for May 6th due to unopposed status on their ballot. Typically the city gets to split the cost of the election day polling location with the ISD. The city is still splitting some of the cost of the election with the other entities contracting with McLennan County Election Administration but with the ISD cancelling, the cities portion is more than usual. Again this is for auditing purposes to let you know that this line item on the budget will be over the amount budget for the year.

9. Discussion and possible action accepting the 2022 Fiscal Year Audit that was presented on February 27, 2023.

Mayor Tommy Ross explained the clean JRBT Audit that was presented last month and passed needs to be accepted by the council. Council did not approve the audit last month due to there not being an action item on the agenda. This action item again is for auditing purposes and for transparency.

MOTION: Emily McKenzie motioned to accept the 2022 Fiscal Year Audit presented by JRBT.

SECOND: Kelly Yarbrough

FOR: Blanek, George, Yarbrough, McKenzie and Phillips

AGAINST: None

Motion carried.

10. Police Department Activity Report.

Police Chief Scott Holt said he will be happy to answer any questions about the reports in the council packet. There were 313 Calls for Service, 6 Arrest and 334 Citations issued in February 2023.

Katrina George asked Chief Holt if there was anything else that he would like to bring to council in the future? Holt says he is still getting acclimated to his environment and needs to understand what his role is here. Holt says he would like to bring an item/issue to council each month and explain that issue instead of a piece of paper and have a better understanding of what they mean. Kelly Yarbrough asked if there is a way to differentiate transient offenses on I-35 versus repetitive issues in the local area. Holt explained.

11. City Manager Report:

1. Community wide garage sale 04-15-2023 7am – 3pm McBrayer Park.

Kevin Neal explained the city wide garage sale will be held at McBrayer Park but citizens can have a sale at their home and permits are waived for this weekend. Neal says Kaye Swain is in charge of this event.

2. Roadster Travel Center breaking ground 1st week of April 2023 (tentatively).

Neal spoke to the developer of the Travel Center and the hold-up for them is interest rates and funding. Developer says he hopes to break ground at the beginning of April.

3. Street bond public bid opening Thursday, April 13, 2023, 2pm (at Lorena City Hall).

Bid opening is this date if anyone wants to attend.

4. Open staff positions within the city.

Neal says there are two openings one is the Court Clerk and the other is Public Works.

5. Year 1 of PCED training complete.

Neal says he completed year one of his training and will attend year two next March.

12. Future Agenda Items.

Neal says there may be an agenda item for discussion on upgrades to the Oncor substation located on Skyline Circle.

13. Adjourn

Due to no further business the meeting adjourned at 6:53 p.m.

These minutes were approved this 17th day of April 2023.

Tommy Ross, Mayor

Attest:

Monica Hendrix, City Secretary

Subject: Notification to Council of the promotion of SRO Peter Rivas to the rank of Sergeant

Background Information: Our city is blessed to have a great partnership with the Lorena Independent School District. As part of that partnership, the Lorena Police Department provides two School Resource Officers who report to LISD and are responsible for the four campuses. As our community and ISD continue to grow, the need for additional School Resource Officers is imminent. Additionally, as we navigate the complex responsibilities of protecting our youth, the structure and responsibilities continue to grow. As a result, the Lorena Police Department and the Lorena Independent School District felt it necessary to promote one officer to the rank of Sergeant and serve as the Supervisor for the School Resource Officer program.

After meeting with the ISD, city leadership, and finance, the position of SRO Sergeant was posted on March 8, 2023, to close on March 24, 2023.

Current Findings: As a result of the posting, only one qualified applicant submitted a letter of intent to test, and that applicant was SRO Peter Rivas. Officer Peter Rivas will be promoted to Sergeant **on Thursday, April 27, 2023.**

Recommendation: No recommendation submitted

CITY OF LORENA

2022 2023 INVESTMENT POLICY

I. POLICY

It is the policy of the City of Lorena (City) that, after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines, seeking to optimize interest earnings to the maximum extent possible.

Effective cash management is recognized as essential to good fiscal management. Investment interest is a source of revenue to City funds. The City's investment portfolio shall be designed and managed in a manner designed to maximize this revenue source, to be responsive to public trust, and to ~~be in compliance~~ comply with legal requirements and limitations.

Investments shall be made with the primary objectives of:

- Safety and preservation of principal
- Maintenance of sufficient liquidity to meet operating needs
- Public trust from prudent investment activities
- Optimization of interest earnings on the portfolio

II. PURPOSE

The purpose of this investment policy is to comply with all current requirements of the Texas Public Funds Investment Act, Section 2256 of the Texas Government Code, which require each Entity to adopt a written investment policy regarding the investment of its funds and funds under its control. The Investment Policy, as approved by the City Council, addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the City's funds.

III. SCOPE

This Investment Policy shall govern the investment of all financial assets of the City. These funds are accounted for in the City's Annual Comprehensive Financial Report and include:

- General Fund, including reserved funds for Seizures and Forfeitures

- Finance Corporation Funds
- Economic Development Corporation Funds
- Tax Increment Reinvest Zone Funds
- Capital Projects Funds
- Equipment Replacement Funds
- Utility Funds
- Debt Service Funds, including reserves and sinking funds, to the extent not required by law or existing contract to be kept segregated and managed separately
- Any new fund created by the City, unless specifically exempted from this Policy.

The City may consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles. This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds.

IV. INVESTMENT OBJECTIVES

The City shall manage and invest its cash with four primary objectives, listed in order of priority: safety, liquidity, public trust, and yield, expressed as optimization of interest earnings. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

Safety [PFIA 2256.005(b)(2)]

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- Credit Risk – the risk of loss due to the failure of the issuer or backer of the investment. The City will minimize credit risk by:
 - Limiting investments to the safest types of investments
 - Pre-qualifying the financial institutions and broker/dealers with which the City will do business
 - Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.

- Interest Rate Risk – the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates. The City will minimize interest rate risk by:
 - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity.
 - Investing operating funds primarily in certificates of deposit, shorter term securities, or local government investment pools functioning as money market mutual funds.
 - Diversifying maturities and staggering purchase dates to minimize the impact of market movements over time.

Liquidity [PFIA 2256.005(b)(2)]

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands.

Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officers shall avoid any transaction that might impair public confidence in the City's ability to govern effectively.

Yield (Optimization of Interest Earnings) [PFIA 2256.005(b)(3)]

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above.

V. RESPONSIBILITY AND CONTROL

Delegation of Authority [PFIA 2256.005(f)]

Governing Body

The governing body will retain ultimate fiduciary responsibility for the portfolios. The governing body will receive quarterly reports, designate investment officers and annually review the investment policy making any changes necessary by adoption.

Investment Officers

In accordance with the Public Funds Investment Act, the City Council designates the City Manager and the Finance Officer as the City's Investment Officers. An Investment Officer is authorized to execute investment transactions on behalf of the City. All participants in the investment process shall seek to act responsibly as custodians of the public trust. No person may engage in an investment transaction or the management of City funds except as provided under the terms of this Investment Policy as approved by the City Council. The investment authority granted to the Investment Officers is effective until rescinded by the City Council.

Investment Committee

The City of Lorena may seek to establish an investment committee to provide guidance to investment officers.

Quality and Capability of Investment Management [PFIA 2256.005(b)(3)]

The City shall provide periodic training in investments for the designated Investment Officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to ensure the quality and capability of investment management in compliance with the Public Funds Investment Act.

Training Requirement (PFIA 2256.008)

In accordance with the Public Funds Investment Act, designated Investment Officers shall attend an investment training session no less often than every two years commencing the first day of the City's fiscal year and consisting of the two consecutive fiscal years after that date, and shall receive not less than 8 hours of instruction relating to investment responsibilities. A newly appointed Investment Officer must attend a training session of at least 10 hours of instruction within twelve months of the date the officer took office or assumed the officer's duties. The investment training session shall be provided by an independent source approved by the City Council. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institution of higher education or any other sponsor other than a business organization with whom the City may engage in an investment transaction. Thus, these independent sources will be training sessions sponsored by the Government Treasures Organization of Texas (GTOT), Center For Public Management at the University of North Texas (UNT), Government Finance Officers Association of Texas (GFOAT), Texas Municipal League (TML), North Central Texas Council of Governments (NCTCOG), Association of Public Treasurers United States & Canada (APT US & C), and Government Finance Officers Association (GFOA).

Internal Controls

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

Accordingly, the City Manager shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points.

- Control of collusion.
- Separation of transactions authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation for telephone (voice) transactions for investments and wire transfers.

Prudence (PFIA 2256.006)

The standard of prudence to be applied by Investment Officers shall be the “prudent investor” rule. This rule states that “Investments shall be made with judgement and care, under prevailing circumstances that a person of prudence, discretion, and intelligence exercise in the management of the person’s own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.” In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the City’s control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- Whether the investment decision was consistent with the written approved investment policy of the City.

Indemnification

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific investment’s credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest [PFIA 2256.005(i)] and

Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Investment Officers shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

An Investment Officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council. For purposes of this subsection, an investment officer has a personal business relationship with a business organization if:

1. The investment officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
2. Funds received by the investment officer from the business organization exceed 10 percent of the investment officer's gross income for the previous year; or
3. The investment officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the investment officer.

VI. SUITABLE AND AUTHORIZED INVESTMENTS

Portfolio Management

The City currently has a “buy and hold” portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Cash flow needs of the City require that the investment be liquidated.

Investments [PFIA 2256.005(b)(4)(A)]

City funds governed by this policy may be invested in the instruments described below, all of which are authorized by Chapter 2256 of the Texas Government Code (Public Funds Investment Act). Investment of City funds in any instrument or security not authorized for investment under the Act is prohibited. The City will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

I. Authorized

1. Obligations of the United States of America, its agencies and instrumentalities, including the Federal Home Loan Bank.
2. Certificates of Deposit issued by a bank organized under Texas law, the laws of another state, or federal law, that has its main office or a branch office in Texas, that is
 - Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor or
 - Secured by US Treasury or Agency issues whose market value is 102% of the City's investment, pledged and held with the City's custodial bank.
3. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities. These shall be pledged to the City, held in the City's name, and deposited at the time the investment is made with the City's custodial bank. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement. All repurchase agreement transactions will be on a delivery vs. payment basis. Securities received for repurchase agreements must have a market value greater than or equal to 102 percent at the time funds are disbursed.
4. Local government investment pools, which 1) meet the requirements of Chapter 2256.016 of the Public Funds Investment Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, 3) seek to maintain a \$1.00 net asset value, and 4) are authorized by resolution or ordinance by the City Council.

All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating. (PFIA 2256.021)

II. Not Authorized [PFIA 2256.009(b)(1-4)]

Investments including interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral, collateralized mortgage obligations with an inverse floating interest rate or a maturity date of over 10 years are strictly prohibited.

VII. INVESTMENT PARAMETERS

Maximum Maturities [PFIA 2256.005(b)(4)(B)]

The longer the maturity of investments the greater their price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risk caused by changes in interest rates.

The City attempts to match its investments with anticipated cash flow requirements. The City will not directly invest in securities maturing more than two (2) years from the date of purchase; however, the above described obligations, certificates, or agreements may be collateralized using longer dated investments.

Because no secondary market exists for repurchase agreements, the maximum maturity shall be 120 days except in the case of a flexible repurchase agreement for bond proceeds. The maximum maturity for such an investment shall be determined in accordance with project cash flow projections and the requirements of the governing bond ordinance.

The composite portfolio will have a weighted average maturity of 365 days or less. This dollar-weighted average maturity will be calculated using the stated final maturity dates of each security. [PFIA 2256.005(b)(4)(C)]

Diversification [PFIA 2256.005(b)(3)]

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid overconcentration in investments from a specific issuer or business sector (excluding U.S. Treasury securities and certificates of deposit that are fully insured and collateralized in accordance with state and federal law),
- Investing in investments with varying maturities,

- Investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs) or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

The following maximum limits, by instrument, are established for the City's total portfolio:

| | |
|---|-------------|
| 1. <u>U.S. Treasury Securities</u> | <u>100%</u> |
| 2. <u>U.S. Agencies and Instrumentalities</u> | <u>100%</u> |
| 3. <u>Certificates of Deposit</u> | <u>100%</u> |
| 4. <u>Repurchase Agreements*</u> | <u>50%</u> |
| 5. <u>Authorized Pools**</u> | <u>100%</u> |

*Excluding flexible repurchase agreements for bond proceeds investments **Bond funds may be invested at 100% in authorized pools

VIII. SELECTION OF BANKS AND DEALERS

Depository (Chapter 105, Texas Local Government Code)

At least every five years a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). Due to limited competition within the City of Lorena, the City will consider applications received from banks, credit unions, and/or saving associations that are not doing business within the city of Lorena. The selection of a depository will be determined by competitive bid and evaluation of bids will be based on the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state law.
- The ability to provide requested information or financial statements for the periods specified.
- The ability to meet all requirements in the banking RFP.
- Complete response to all required items on the bid form
- Lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
- The credit worthiness and financial stability of the bank.

Authorized Brokers/Dealers (PFIA 2256.025)

The City shall, at least annually, review, revise, and adopt a list of qualified broker/dealers and financial institutions authorized to engage in securities transactions with the City. Those firms that request to become qualified bidders for securities transactions will be required to provide a completed broker/dealer questionnaire that provides information

regarding creditworthiness, experience and reputation and 2) a certification stating the firm has received, read and understood the City's investment policy and agree to comply with the policy. Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories. All investment providers, including financial institutions, banks, and local government investment pools, must sign a certification acknowledging that the organization has received and reviewed the City's investment policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the City's policy. [PFIA 2256.005(k-l)]

Competitive Bids

It is the policy of the City to require competitive bidding for all individual security purchases and sales except for: a) transactions with local government investment pools and b) treasury and agency securities purchased at issue through an approved broker/dealer or financial institution.

Delivery vs. Payment [PFIA 2256.005(b)(4)(E)]

Securities shall be purchased using the delivery vs. payment method with the exception of investment pools. Funds will be released after notification that the purchased security has been received.

IX. SAFEKEEPING OF SECURITIES AND COLLATERAL

Safekeeping and Custodian Agreements

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or held as collateral to secure demand or time deposits. Securities owned by the City shall be held in the City's name as evidenced by safekeeping receipts of the institution holding the securities.

Collateral for deposits will be held by a third party custodian designated by the City and pledged to the City as evidenced by safekeeping receipts of the institution with which the collateral is deposited. Original safekeeping receipts shall be obtained. Collateral may be held by a Federal Reserve bank or branch of a Federal Reserve bank approved by the City.

Collateral Policy (PFCA 2257.023)

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all City funds on deposit with a depository bank, other than investments. In order to anticipate market changes and provide a level of

security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. At its discretion, the City may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party that the City has a current custodial agreement. The City Manager is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

Collateral Defined

The City shall accept only the following types of collateral:

- FDIC insurance coverage
- Obligations of the United States or its agencies and instrumentalities
- Direct obligations of the state of Texas or its agencies and instrumentalities
- Federal Home Loan Bank letters of credit
- Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States
- Obligations of the state of Texas, agencies, counties, cities, and other political subdivisions of the state of Texas rated as to investment quality by a nationally recognized rating firm not less than AA and insured AAA or its equivalent with a remaining maturity of ten (10) years or less

Subject to Audit

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

X. PERFORMANCE

Performance Standards

The City's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the City.

Performance Benchmark

It is the policy of the City to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the City shall seek to optimize interest earnings utilizing allowable investments available on the market at that time. Market value will be calculated on a quarterly basis on all securities owned and compared to current book value. The City's portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on the ninety-one (91) day U.S. Treasury Bills rate.

XI. REPORTING (PFIA 2256.023)

Quarterly

The Investment Officer shall prepare an investment report on a quarterly basis that describes the portfolio in terms of investment securities, maturities, and shall explain the total investment return for the quarter.

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principals. This summary will be prepared in a manner that will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the City Council. The report will be signed or e-signed by each Investment Officer and will include the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.
- Additions and changes to the market value during the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued interest for the reporting period
- The percentage of the total portfolio that each type of investment represents.
- Statement of compliance of the City's investment portfolio with state law and the investment strategy and policy approved by the City Council.

Annually

The City Council shall review and approve the Investment Policy and investment strategies at least annually and be documented by rule, order, ordinance or resolution which shall include any changes made.

Compliance Audit

An independent auditor will perform a formal annual review of the quarterly reports in conjunction with the annual financial audit and the results will be reported to the governing body [PFIA 2256.023(d)].

Monitoring Market Value [PFIA 2256.005(b)(4)(D)]

Market value of all securities in the portfolio will be determined on a quarterly basis. These values will be obtained from a reputable and independent source and disclosed to the governing body quarterly in a written report.

XII. INVESTMENT POLICY ADOPTION [PFIA 2256.005(e)]

The City's investment policy shall be adopted by resolution of the City Council. It is the City's intent to comply with state laws and regulations. The City's investment policy shall be subject to revisions consistent with changing laws, regulations, and needs of the City. The City Council shall adopt a resolution stating that it has reviewed the policy and investment strategies annually, approving any changes or modifications.

CITY OF LORENA

PURCHASING MANUAL

EFFECTIVE: April 17, 2023

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I. INTRODUCTION

One of the major considerations of any municipality, regardless of size, is the necessity of procuring materials, equipment, and supplies. Sound purchasing and materials management procedures are important to the financial integrity of the municipality, to its administration, and to the taxpayer. This manual has been prepared to outline and clarify for City personnel the policies and procedures for handling purchases for the City of Lorena.

II. PURCHASING DEFINITION AND GOAL

In a brief statement, purchasing can be defined as obtaining the right quality, in the right quantity, at the right price, from the right source. Purchasing is that activity which arises from a need for goods or services to replenish supplies. Thus, purchasing starts with some recognition of need by the requesting City department. **Since we operate on an annual budget system, this need must be recognized and estimated far enough in advance so that funds can be budgeted or set aside.**

Petty cash, credit card, or check may be used to pay for purchases, but regardless of payment method, all City employees must comply with the policies and procedures outlined in this manual.

The goal of the purchasing activity is to ensure that Lorena citizens receive the maximum amount of benefit from the funds expended for goods and services received.

III. DECENTRALIZED PURCHASING CONCEPT

The City of Lorena operates under a decentralized purchasing structure. This structure allows departments the flexibility to deal with vendors and to obtain the best product at the best price.

IV. RESPONSIBILITIES OF THE FINANCE DEPARTMENT

- A. Support and enforce the policies and procedures outlined in this manual.
- B. Work and cooperate with all Department Heads and authorized personnel in securing needed supplies, materials, and contractual services for the City.
- C. Investigate the practicability of quantity buying - taking into consideration price breaks, inventory, and discounts.

- D. Sign and execute Federal Excise Tax and Texas State Sales Tax exemption certificates upon request.
- E. With the approval of the City Manager, formulate future policies and procedures connected with the purchasing activities of the City and through the City Manager, keep the City Council advised of additions, deletions, or revisions of such policies and procedures.

V. RESPONSIBILITIES/OBLIGATIONS OF THE REQUESTING DEPARTMENT

- A. Conduct the purchasing activity of the City in an honest and impartial manner, which will encourage competitive bidding and attract reputable suppliers.
- B. Investigate and report any likely collusion among bidders and suppliers as well as City employees.
- C. Purchase or contract all supplies, materials, and contractual services for the Department.
- D. Receive all merchandise on the respective packing slip or delivery ticket the day merchandise is received.
- E. Develop specifications which allow competition among vendors to take place, especially specifications for goods which require an engineering or technical background.
- F. Provide a current listing of vendors for the Finance Department.
- G. Maintain responsibility for equipment or accessories that are delivered to a Requesting Department on a trial basis.
- H. Prohibit employees from purchasing supplies, materials, or equipment of any kind as a representative of the City for personal use.
- I. Plan work so "Rush Orders" and emergencies will be held to an absolute minimum. City employees and Requesting Departments should be knowledgeable on how to make emergency purchases. The appropriate procedures must be followed, always.

VI. PURCHASING OPTIONS AND AUTHORITY

A. PURCHASES UNDER \$100:

A Petty Cash Fund shall be maintained and administered by the Petty Cash Fund Custodian who shall reconcile the fund daily. This Fund is available as an option to Department Heads, or their designated representatives, as a convenient way to

make work related supply purchases for generally less than \$100, and for small items not carried as regular stock, or other items as authorized by the City Manager.

Merchandise bought for City use is to be paid for at the time of purchase. This disbursement will be:

1. reimbursed to the employee from the Petty Cash Fund; or
2. the cash advanced from the Petty Cash Fund for the purchase.

All expenditures from Petty Cash must be supported by the vendor's receipt and be included on a "Petty Cash" log with appropriate account number(s) and maintained by the Petty Cash Custodian. Receipts and/or cash from the Petty Cash Fund must be returned no later than the following business day. Sales tax will not be reimbursed on petty cash purchases unless authorized by the City Manager. Consistent failure to observe this policy could result in the City Manager discontinuing this privilege to any City Department at any time. All departments are encouraged to charge purchases to the City of Lorena whenever possible.

B. PURCHASES OVER \$3,000:

Sec. 252.0215 of Texas Local Government Code requires competitive bidding in relation to Historically Underutilized Businesses (HUB) in making an expenditure of more than \$3,000 but less than \$50,000. The City shall contact at least two historically underutilized businesses on a rotating basis, based on information provided by the comptroller pursuant to Chapter [2161](#), Government Code. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt from this section. The requesting department must provide documentation that HUB vendors were included in the pricing process or were not available.

C. PURCHASES UNDER \$5,000:

As good stewards of the City's funds, quotes are required from qualified vendors with the lowest acceptable price being selected. There are no documentation requirements for pricing or other special requirements when making purchases for budgeted items under \$5,000 other than those which may be set by each department internally. (See section regarding quotes from historically underutilized business as required by Local Government Code Section 252.0215)

D. PURCHASES OVER \$5,000:

For all budgeted purchases exceeding \$5,000, the Requesting Department will obtain competitive price quotes from at least three (3) qualified vendors, and

document these quotes. For repetitive purchases (i.e. monthly water supply order, office supplies, oil changes, etc.), the Requesting Department may maintain and note “Quotes On File” in place of listing all quotes, provided that the quotes on file are current and that the quotes are maintained on file by the Requesting Department for one full audit year. For proprietary or sole vendor sources, the Requesting Department may note this in place of listing quotes. All purchases exceeding \$5,000, must be approved by the City Manager. It is not necessary for an invoice on such items to be presented to the City Manager for approval since approval was given prior to purchase. Other purchases may require pre-approval from the City Manager as directed and outlined by the Finance Department. It will not be permitted to split a purchase into multiple purchases in order to avoid policy requirements. For example, if it is necessary to make a purchase of \$6,000, it is not permitted to split the purchase into two purchases of \$3,000 each. In some cases, the Department Head may wish to order an item from a visiting salesman or over the telephone, in order to expedite receipt of an item; however, this should be kept to a minimum to avoid premium prices and excessive labor charges.

E. PURCHASES OVER \$25,000

All budgeted expenditures over \$25,000 must be authorized by the City Council and must first be submitted to the City Manager for approval to process. The Requesting Department shall prepare specifications and shall request competitive price quotes from at least three (3) prospective vendors. The Requesting Department Head will make recommendations regarding the quotes to the City Manager, who will recommend to the City Council the lowest acceptable quote.

F. PURCHASES OVER \$50,000

Municipalities are required to follow the bidding/proposal procedures that are outlined in the Local Government Code Chapter 252 when planning to make a budgeted expenditure of more than \$50,000*. The City of Lorena requires that all expenditures over \$50,000 be referred to the City Manager and awarded by the City Council after specifications have been drawn, public notification has been given as required by law, and sealed bids/proposals are received, opened in a public setting, and evaluated. The sealed bid/proposal process is typically coordinated by the City Secretary; however, the City Engineer and outside consulting engineers, in coordination with the City Secretary, prepare bid packets for some of the City’s larger infrastructure items.

* Competitive bids/proposals and advertising are not required in certain instances as outlined in the Local Government Code Chapter 252 Section 252.022.

G. PROCUREMENTS FROM CITY, STATE, AND INTERLOCAL CONTRACTS

The City of Lorena has also entered interlocal agreements and cooperative purchasing programs to provide a greater buying power for the City. The advantage to using Purchasing Cooperatives is that State and, in some cases, Federal agencies have already completed the “leg work” and competitively bid out certain contracts. Therefore, the City is assured that when they enter into an agreement with any vendor under one of the contracts that they are complying with competitive bidding requirements, as stated in Local Government Code Chapter 271 Section 271.083. Besides meeting the legal requirements, the use of cooperatives may also save the City time and money in that the agencies have used their workforce and bargaining power to negotiate the best prices. Prior to completing a purchase, you are encouraged to check with these programs to see if there is a leveraged agreement already on file. However, it is important to note that it is City Staff’s responsibility to ensure that the City is getting the best overall value for its purchases, and, although these agreements may offer an easier path in the procurement process, it is important that you use due diligence and seek out local bids to ensure that the City does indeed get the best price. All pricing information from the purchasing program and any local pricing should be maintained with the actual purchase documents.

H. PURCHASES PAID BY PAYMENT AUTHORIZATION

Recurring expenses will be paid upon the responsible Department Head’s authorization to expedite payment for the following items **only**:

1. Professional Services as authorized by the Requesting Department
2. Monthly Services (Rentals, Utilities, Postage, Water Tests, etc.)
3. Professional Membership Dues
4. Pre-paid Travel/Training Expenses
5. Business Meeting or Travel Reimbursements
6. Subscriptions
7. Rebates or Refunds
8. Service Maintenance and Licensing Agreements
9. Equipment and Motor Vehicle Repairs (with quotes on file)

The above items are not typically subject to bids and are more appropriately paid or purchased through the Payment Authorization process. The City WILL NOT reimburse the cost of any alcoholic beverages within Travel and Business settings. Exceptions to the above listing must be approved by the City Manager.

VII. EMERGENCY UNBUDGETED PURCHASES

Emergency purchases are those purchases made to keep equipment or machinery in the field in operation, or to avoid work stoppages and may also include purchases under disaster or emergency orders.

A. EMERGENCY PURCHASES UNDER \$5,000

Emergency, unbudgeted purchases for less than \$5,000 can be authorized by the Department Head. The Department Head however must ensure the purchase will not exceed the Department's annual budget.

B. EMERGENCY PURCHASES UNDER \$10,000

Emergency, unbudgeted purchases for less than \$10,000 can be authorized by the City Manager. The City Manager must ensure the purchase will not exceed the Fund's annual budget.

C. EMERGENCY PURCHASES OVER \$10,000

Emergency, unbudgeted purchase for more than \$10,000 must be approved or ratified by the City Council.

When emergency purchases are made, the responsible Department Head must submit to the Finance Department the invoice explaining the circumstances. The Finance Department will then process appropriately.

EMERGENCY PURCHASES MUST BE KEPT AT A MINIMUM AND THOSE CREATED BY DEPLETION OF STANDARD STOCK ITEMS AND POOR MAINTENANCE AVOIDED. CONVENIENCE IS NOT CONSIDERED AN EMERGENCY. MOST COMPANIES WILL CHARGE PREMIUM PRICES AND LABOR CHARGES FOR "RUSH" ORDERS. WHEN GIVEN AN ADEQUATE AMOUNT OF LEAD TIME, IT IS MUCH EASIER TO OBTAIN BETTER PRICES.

VIII. PREPARING INVOICES FOR PAYMENT

The Invoice should be signed for authorization. Please write in the Account Number(s) to be charged and respective amount. Each separate invoice must be signed and coded appropriately. The Invoice should be forwarded with competitive quote information, if applicable, to the Finance Department for payment.

XI. USE OF FORMS

A. INVOICE

An invoice is an *itemized* statement of merchandise shipped by the seller or vendor. The Invoice should then be prepared for payment and forwarded to the Finance Department. Documented quote information should be included with the invoice.

B. PACKING SLIP

Packing slips shall serve as receiving reports. After merchandise is received and inspected, packing information may be included with the invoice for payment. However, no payment will be made from a packing slip or statement.

There is not a central receiving point, therefore, each department must inspect, count, and receive all items for use by that department. All merchandise including damaged, duplicate orders, and substitute merchandise, must be received and properly identified via the packing slip or delivery ticket. The following instructions should be understood by all persons who will be receiving merchandise and accepting delivery.

1. When a shipment arrives, carefully observe the conditions of all cartons. If any are damaged, you are expected to inspect the contents immediately. You should note any damage or shortage on the delivery ticket and have it verified by the driver.
2. Even though no carton damage is evident, inspect the contents for packing errors and receive the item(s) via the packing slip or delivery ticket.
3. If there is concealed damage, SAVE THE CARTONS and notify the Requesting Department, which will call the Freight Line for an "inspection and report of concealed damage."
4. The Requesting Department will notify the vendor of any packing shortage or any damage.
5. Do not return damaged merchandise to the Freight Line or the vendor unless it is requested and then only if a claim is filed or you have received authorization from the vendor.

C. PAYMENT AUTHORIZATION

As noted previously, Payment Authorization may be used only for specific purchases as outlined below:

1. Professional Services as Authorized by the Requesting Department
2. Monthly Services (Rentals, Utilities, Postage, Water Tests, etc.)
3. Professional Membership Dues
4. Pre-paid Travel/Training Expenses and Reimbursements
5. Business Meeting Travel/Reimbursements
6. Subscriptions
7. Rebates or Refunds
8. Service Maintenance & Licensing Agreements
9. Equipment and Motor Vehicle Repairs (with quotes on file)

Below are additional guidelines for Payment Authorization:

1. Any exceptions to the above listing must be approved by the Finance Department or City Manager.
2. Documentation as justification for the purchase including account number(s) to be charged with respective amounts, department authorization signature, and payee – if the invoice is to be paid to the vendor or reimbursed to an employee that has already made payment (i.e. subscription notice, invoice, order form, etc.) must be submitted for payment.
3. Documentation should include instructions to mail or hold payment for pick up and extra forms that must accompany payment if it is to be mailed.
4. Payment will typically be disbursed every Thursday afternoon by 4:00 p.m.

If you have any questions regarding these purchasing policies and procedures, please contact the Finance Officer. THANK YOU FOR YOUR SUPPORT AND COOPERATION!

Subject:

Discussion and possible action on City of Lorena policy for Covid leave

Background Information:

As the Covid pandemic spread to the United States in early 2020, the City of Lorena began experiencing restricted work environments and employee down time for Covid infections. The Federal government encouraged reporting and contact tracing for Covid patients and provided some relief for employers for expenses related to infected workforce.

Current Findings:

As Covid restrictions and responses relax with decreasing cases, the Federal Government will end Covid emergency declarations (and funding) on May 11, 2023.

Recommendation:

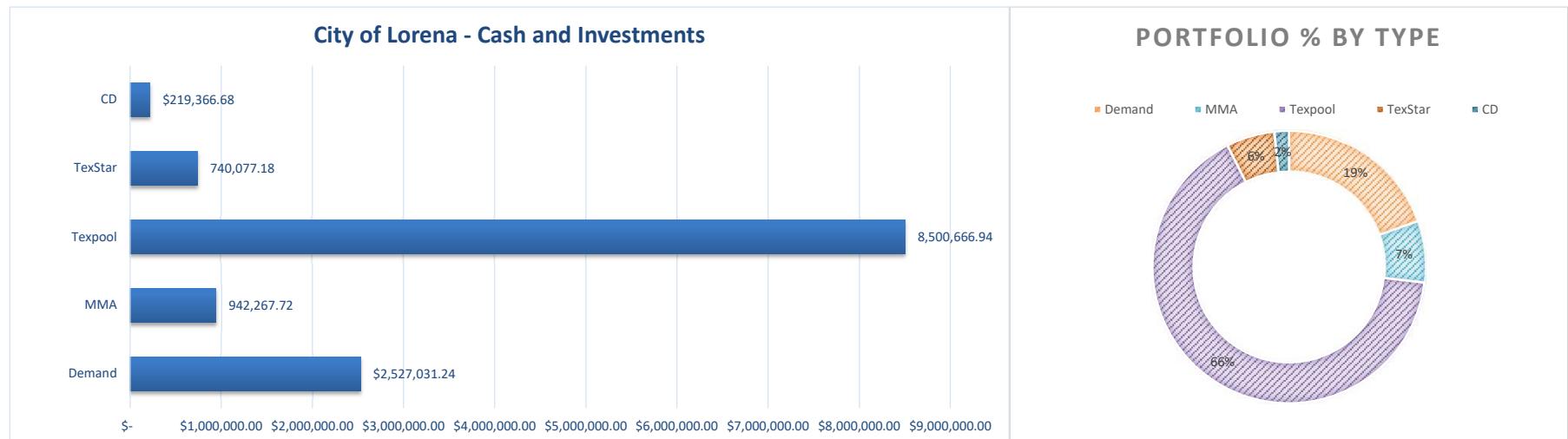
Staff recommends accounting for Covid illness as “sick time” for the infected employee just as illnesses such as flu are handled – i.e. no longer recording as “regular time – COVID” as the Federal Government has concluded any reporting/funding associated with the pandemic.

CITY OF LORENA
SUMMARY OF CASH AND INVESTMENTS
03/31/23

| | Balance 9/30/2022 | Balance 12/31/2022 | Balance 3/31/2023 | Balance 6/30/2023 | Balance 9/30/2023 | Net Change | Calculated Avg Int Rate | Maturity |
|---------------------------------------|------------------------------------|-------------------------------------|------------------------------------|------------------------------------|------------------------------------|-----------------------------|--|-----------------|
| CASH | | | | | | | | |
| Cash - Pooled Operating Acct | \$ 2,419,852.76 | \$ 2,451,378.57 | \$ 2,000,988.64 | \$ - | \$ - | \$ (418,864.12) | 0.500% | Demand |
| Cash - Money Market Acct | 278,081.55 | 278,861.66 | 881,796.93 | - | - | 603,715.38 | 2.165% | Demand |
| Cash - Savings/Share (GENCO) | 5.00 | 5.00 | 5.00 | - | - | - | 0.000% | Demand |
| Cash - Payroll | - | - | - | - | - | - | 0.000% | Demand |
| TOTAL UNRESTRICTED CASH | \$ 2,697,939.31 | \$ 2,730,245.23 | \$ 2,882,790.57 | \$ - | \$ - | \$ 184,851.26 | | |
| RESTRICTED CASH | | | | | | | | |
| Restricted Cash - Forfeiture Funds | \$ 328,333.26 | \$ 328,373.74 | \$ 328,079.32 | \$ - | \$ - | \$ (253.94) | 0.050% | Demand |
| TOTAL RESTRICTED CASH | \$ 328,333.26 | \$ 328,373.74 | \$ 328,079.32 | \$ - | \$ - | \$ (253.94) | | |
| INVESTMENTS | | | | | | | | |
| Extraco CD (20 mo) - UF DS #xxxx6442 | \$ 51,834.54 | \$ 52,093.18 | \$ 52,348.16 | \$ - | \$ - | \$ 513.62 | 1.985% | 5/25/2024 |
| Extraco CD (18 mo) - UF DS #139912 | 51,549.73 | 51,575.44 | 51,600.87 | - | - | 51.14 * | 2.970% | 9/29/2024 |
| Extraco CD (12 mo) - UF DS #80006069 | 52,347.23 | 52,347.23 | 52,347.23 | - | - | - | 0.650% | 6/25/2023 |
| Extraco CD (18 mo) - GF DS #80002524 | 52,979.66 | 53,006.08 | 53,032.22 | - | - | 52.56 | 0.200% | 6/7/2023 |
| Genco CD (12 mo) - GF 1962628 | 10,000.00 | 10,004.41 | 10,038.20 | - | - | 38.20 | 1.340% | 9/19/2023 |
| Texpool - Pooled Investment | 589,249.81 | 594,473.77 | 601,020.29 | - | - | 11,770.48 | 4.699% | Demand |
| TexStar - Pooled Investment | 572,347.62 | 577,351.77 | 601,020.29 | - | - | 28,672.67 | 4.699% | Demand |
| Texpool - Street Improvements | 17,741.14 | 26,678.56 | 26,972.35 | - | - | 9,231.21 | 4.699% | Demand |
| Texpool - Sidewalk Reserve | 9,135.39 | 12,244.36 | 12,379.20 | - | - | 3,243.81 | 4.699% | Demand |
| Texpool - Street Bonds | 67,592.28 | - | - | - | - | (67,592.28) | 4.699% | Demand |
| Texpool - 2022 Street Bonds | 5,014,524.91 | 4,850,229.84 | 4,903,641.79 | - | - | (110,883.12) | 4.699% | Demand |
| Texpool - GF Equipment Reserve | 468,439.39 | 408,850.89 | 413,353.26 | - | - | (55,086.13) | 4.699% | Demand |
| Texpool - GF Capital Project Reserve | 124,092.42 | 553,524.71 | 559,620.27 | - | - | 435,527.85 | 4.699% | Demand |
| Texpool - UF Equipment Reserve | 340,402.50 | 363,318.23 | 367,319.23 | - | - | 26,916.73 | 4.699% | Demand |
| Texpool - UF Meter Reserve | 21,340.61 | 23,231.08 | 23,486.91 | - | - | 2,146.30 | 4.699% | Demand |
| Texpool - UF Capital Projects | 560,140.74 | 806,746.94 | 815,631.02 | - | - | 255,490.28 | 4.699% | Demand |
| Texpool - Impact Fees | 23,999.90 | 24,198.05 | 24,464.53 | - | - | 464.63 | 4.699% | Demand |
| Texpool - 2018 TIRZ | 331,986.92 | 334,930.11 | 217,939.32 | - | - | (114,047.60) | 4.699% | Demand |
| Texpool - UF Debt Service | 101,796.86 | 137,936.43 | 139,455.45 | - | - | 37,658.59 | 4.699% | Demand |
| TexStar - UF Debt Service | 101,421.39 | 137,542.76 | 139,056.89 | - | - | 37,635.50 | 4.695% | Demand |
| TOTAL INVESTMENTS | \$ 8,562,923.04 | \$ 9,070,283.84 | \$ 9,064,727.48 | \$ - | \$ - | \$ 501,804.44 | | |
| SUB-TOTAL CASH AND INVESTMENTS | \$ 11,589,195.61 | \$ 12,128,902.81 | \$ 12,275,597.37 | \$ - | \$ - | \$ 686,401.76 | | |

ECONOMIC DEVELOPMENT CORPORATION, LORENA, TEXAS
SUMMARY OF CASH AND INVESTMENTS
03/31/23

| | Balance 9/30/2022 | Balance 12/31/2022 | Balance 3/31/2023 | Balance 6/30/2023 | Balance 9/30/2023 | Net Change | Calculated Avg Int Rate | Maturity |
|---------------------------------------|-------------------------|-------------------------|-------------------------|----------------------|----------------------|----------------------|----------------------------|----------|
| Restricted Cash - EDC Checking | \$ 332,114.19 | \$ 338,191.57 | \$ 197,958.28 | \$ - | \$ - | \$ (134,155.91) | 0.000% | Demand |
| Money Market Account | 159,749.35 | 160,108.42 | 60,470.79 | - | - | (99,278.56) | 1.329% | Demand |
| Texpool - EDC | 141,270.74 | 142,523.25 | 395,383.32 | - | - | 254,112.58 | 4.699% | Demand |
| SUB-TOTAL CASH AND INVESTMENTS | \$ 633,134.28 | \$ 640,823.24 | \$ 653,812.39 | \$ - | \$ - | \$ 20,678.11 | | |
| TOTAL CASH AND INVESTMENTS | \$ 12,222,329.89 | \$ 12,769,726.05 | \$ 12,929,409.76 | \$ - | \$ - | \$ 707,079.87 | | |



I certify that, to the best of my knowledge, the above schedule accurately reflects the cash and investments held by the City of Lorena.

Linda Klump

Linda Klump
Finance Officer

Kevin A. Neal

Kevin A. Neal
City Manager

City of Lorena
 Combined Funds
 March 31, 2023

| | Page # | FUND # | Total Revenues | Total Expenditures | Net Rev/Exp |
|-----------------------------------|--------|--------|---------------------|---------------------|-------------------|
| General Fund | 2 | 10 | 1,053,166.39 | 824,188.12 | 228,978.27 |
| Economic Development Fund | 3 | 20 | 86,880.95 | 28,977.27 | 57,903.68 |
| TIRZ Debt Service Fund | 4 | 24 | 172,245.00 | 172,245.00 | - |
| TIRZ Project Fund | 5 | 25 | 67,831.89 | 184,259.50 | (116,427.61) |
| Gen Fund Capital Project Fund | 6 | 30 | 172,072.38 | 211,687.49 | (39,615.11) |
| Gen Fund Debt Service Fund | 7 | 40 | 296,815.77 | 217,504.45 | 79,311.32 |
| Utility Fund | 8 | 50 | 1,016,378.67 | 825,576.54 | 190,802.13 |
| Sanitation Fund | 9 | 51 | 215,591.18 | 135,842.28 | 79,748.90 |
| ARPA Grant Fund | 10 | 52 | - | - | - |
| Utility Fund Capital Project Fund | 11 | 53 | 45,613.12 | 74,590.91 | (28,977.79) |
| Utility Fund Debt Service Fund | 12 | 54 | 105,753.52 | 38,995.76 | 66,757.76 |
| COMBINED FUNDS | | | <u>3,232,348.87</u> | <u>2,713,867.32</u> | <u>518,481.55</u> |

City of Lorena
General Fund
March 31, 2023

| | 10/01/22 | 12/31/22 | | | | Quarter | 03/31/23 | Remaining | |
|------------------------|------------------|----------------|----------------|----------------|-----------------|----------------|------------------|------------------|------------|
| | Budget | YTD | Jan-23 | Feb-23 | Mar-23 | Total | YTD | Budget | |
| Property Taxes | 598,167.00 | 341,938.38 | 165,693.48 | 40,598.06 | 22,385.74 | 228,677.28 | 570,615.66 | 27,551.34 | 4.61% |
| Miscellaneous Taxes | 290,200.00 | 77,789.74 | 22,745.99 | 39,622.15 | 24,029.20 | 86,397.34 | 164,187.08 | 126,012.92 | 43.42% |
| Franchise Taxes | 214,600.00 | 62,088.93 | 6,451.96 | 40,600.85 | 17,631.71 | 64,684.52 | 126,773.45 | 87,826.55 | 40.93% |
| Permits | 16,500.00 | 8,263.73 | 12,740.96 | 612.80 | 4,121.84 | 17,475.60 | 25,739.33 | (9,239.33) | -56.00% |
| Grants | - | 2,612.30 | 6,581.25 | - | - | 6,581.25 | 9,193.55 | (9,193.55) | 100.00% |
| Charges & Fees | 5,057.00 | 11,062.85 | 777.06 | 92.00 | 3,698.00 | 4,567.06 | 15,629.91 | (10,572.91) | -209.07% |
| Fines | 240,000.00 | 35,931.03 | 12,324.05 | 14,773.42 | 15,771.30 | 42,868.77 | 78,799.80 | 161,200.20 | 67.17% |
| Interest | 6,000.00 | 6,344.47 | 2,653.85 | 2,354.69 | 2,844.91 | 7,853.45 | 14,197.92 | (8,197.92) | -136.63% |
| Other Revenues | 124,564.00 | 9,518.05 | 4,372.00 | 29,891.45 | 4,248.19 | 38,511.64 | 48,029.69 | 76,534.31 | 61.44% |
| Total Revenues | 1,495,088.00 | 555,549.48 | 234,340.60 | 168,545.42 | 94,730.89 | 497,616.91 | 1,053,166.39 | 441,921.61 | 29.56% |
| Administration | 545,295.00 | 159,620.25 | 38,626.39 | 50,477.96 | 77,852.47 | 166,956.82 | 326,577.07 | 218,717.93 | 40.11% |
| Police | 852,931.00 | 207,201.71 | 70,567.69 | 83,848.15 | 88,064.19 | 242,480.03 | 449,681.74 | 403,249.26 | 47.28% |
| Volunteer Fire | 42,961.00 | 12,585.44 | 10,770.90 | 971.68 | 743.50 | 12,486.08 | 25,071.52 | 17,889.48 | 41.64% |
| Streets & Parks | 53,901.00 | 11,666.55 | 3,965.57 | 3,450.22 | 3,775.45 | 11,191.24 | 22,857.79 | 31,043.21 | 57.59% |
| Total Expenditures | 1,495,088.00 | 391,073.95 | 123,930.55 | 138,748.01 | 170,435.61 | 433,114.17 | 824,188.12 | 670,899.88 | 44.87% |
| Net Rev/Expend | - | 164,475.53 | 110,410.05 | 29,797.41 | (75,704.72) | 64,502.74 | 228,978.27 | (228,978.27) | |

Miscellaneous Taxes: Sales Tax (Feb for quarter ended Dec)
 Franchise Taxes: Electric (quarterly,Feb), Communications (quarterly, Feb), Gas (Mar)
 Grants:
 Charges and Fees: Development Review (Mar)
 Fines: Revenue is reporting collections (not citations)
 Interest:
 Other Revenue: LISD quarterly reimbursement (Feb)
 All Departments: 3 pay periods (Mar)
 Administration: Legal, Engineering Fees (Feb), Settle Unemployment Claim (Feb), Inspections - Travel Center (Mar)
 Police: Retired Chief's accrued time (Feb), new hire cadet (Jan, Feb), annual Dispatch service (Jan), Laptop (forfeiture funds - Feb), OT (Feb, Mar)
 Repair patrol vehicle (Feb), generator repair (Feb, Mar)
 Volunteer Fire: Annual Dispatch service (Jan)
 Streets & Parks:

City of Lorena
Economic Development Corporation
March 31, 2023

| | 10/01/22 Budget | 12/31/22 YTD | Jan-23 | Feb-23 | Mar-23 | Quarter Total | 03/31/23 YTD | Remaining Budget | |
|--------------------------|-------------------------|----------------------|---------------------|----------------------|---------------------|----------------------|----------------------|-------------------------|------------|
| Miscellaneous Taxes | 154,000.00 | 38,872.22 | 11,366.51 | 19,802.87 | 12,005.33 | 43,174.71 | 82,046.93 | 71,953.07 | 46.72% |
| Grants | - | - | - | - | - | - | - | - | 0.00% |
| Interest | 1,000.00 | 1,611.58 | 669.45 | 938.13 | 1,614.86 | 3,222.44 | 4,834.02 | (3,834.02) | -383.40% |
| Other Revenues | - | - | - | - | - | - | - | - | 0.00% |
| Total Revenues | 155,000.00 | 40,483.80 | 12,035.96 | 20,741.00 | 13,620.19 | 46,397.15 | 86,880.95 | 68,119.05 | 43.95% |
| Economic Development | 263,493.00 | 13,360.23 | 3,733.00 | 8,149.04 | 3,735.00 | 15,617.04 | 28,977.27 | 234,515.73 | 89.00% |
| Total Expenditures | 263,493.00 | 13,360.23 | 3,733.00 | 8,149.04 | 3,735.00 | 15,617.04 | 28,977.27 | 234,515.73 | 89.00% |
| Net Rev/Expend | <u>(108,493.00)</u> | <u>27,123.57</u> | <u>8,302.96</u> | <u>12,591.96</u> | <u>9,885.19</u> | <u>30,780.11</u> | <u>57,903.68</u> | <u>(166,396.68)</u> | |

Miscellaneous Taxes: Sales Tax (Feb amt for end of quarter Dec)

City of Lorena
TIRZ #1 East Debt Service
March 31, 2023

| | 10/01/22 Budget | 12/31/22 YTD | Jan-23 | Feb-23 | Mar-23 | Quarter Total | 03/31/23 YTD | Remaining Budget | |
|---------------------|--------------------|-----------------|------------|--------|--------|------------------|-----------------|---------------------|--------|
| Property Taxes | - | | - | - | | - | - | - | 0.00% |
| Miscellaneous Taxes | - | | - | - | | - | - | - | 0.00% |
| Other Revenue | 245,968.00 | | 172,245.00 | - | | 172,245.00 | 172,245.00 | 73,723.00 | 29.97% |
| Total Revenues | 245,968.00 | - | 172,245.00 | - | - | 172,245.00 | 172,245.00 | 73,723.00 | 29.97% |
| TIRZ CO 2017 | 154,618.00 | | 108,432.50 | - | | 108,432.50 | 108,432.50 | 46,185.50 | 29.87% |
| TIRZ CO 2018 | 91,350.00 | | 63,812.50 | - | | 63,812.50 | 63,812.50 | 27,537.50 | 30.15% |
| Total Expenditures | 245,968.00 | - | 172,245.00 | - | - | 172,245.00 | 172,245.00 | 73,723.00 | 29.97% |
| Net Rev/Expend | - | - | - | - | - | - | - | - | - |

Other Rev: Transfer from TIRZ for Debt Service
TIRZ CO 2017: Semiannual Debt Service Pmt
TIRZ CO 2018: Semiannual Debt Service Pmt

City of Lorena
TIRZ #1 East Project Fund
March 31, 2023

| | 10/01/22 | 12/31/22 | | | | Quarter | 03/31/23 | Remaining | |
|------------------------|------------------|--------------|------------------|---------------|--------------|------------------|------------------|-----------------|------------|
| | Budget | YTD | Jan-23 | Feb-23 | Mar-23 | Total | YTD | Budget | |
| Property Tax | 3,300.00 | 4,479.10 | - | 3,349.94 | 4,050.45 | 7,400.39 | 11,879.49 | (8,579.49) | -259.98% |
| Misc Taxes | - | - | - | - | - | - | - | - | 0.00% |
| Contributions | - | - | - | 50,000.00 | - | 50,000.00 | 50,000.00 | (50,000.00) | 100.00% |
| Interest | - | 2,943.19 | 1,207.33 | 951.72 | 850.16 | 3,009.21 | 5,952.40 | (5,952.40) | 100.00% |
| Other Revenue | 120,000.00 | - | - | - | - | - | - | 120,000.00 | 100.00% |
| Total Revenues | 123,300.00 | 7,422.29 | 1,207.33 | 54,301.66 | 4,900.61 | 60,409.60 | 67,831.89 | 55,468.11 | 44.99% |
| Administration | 39,500.00 | 6,014.50 | 2,000.00 | 2,000.00 | 2,000.00 | 6,000.00 | 12,014.50 | 27,485.50 | 69.58% |
| Sanitary Sewer Proj | 154,618.00 | - | 108,432.50 | - | | 108,432.50 | 108,432.50 | 46,185.50 | 29.87% |
| Basin G Exp Proj | 91,350.00 | - | 63,812.50 | | | 63,812.50 | 63,812.50 | 27,537.50 | 30.15% |
| Total Expenditures | 285,468.00 | 6,014.50 | 174,245.00 | 2,000.00 | 2,000.00 | 178,245.00 | 184,259.50 | 101,208.50 | 35.45% |
| Net Rev/Expend | (162,168.00) | 1,407.79 | (173,037.67) | 52,301.66 | 2,900.61 | (117,835.40) | (116,427.61) | (45,740.39) | |

Income: Semi-annual property tax transfer (Feb, Mar)

Expenditures: Semiannual transfers from TIRZ fund for Debt Service pmts (Jan)

City of Lorena
General Fund Capital Projects
March 31, 2023

| | 10/01/22 | 12/31/22 | | | | Quarter | 03/31/23 | Remaining | |
|----------------------|----------------|-------------|-----------|------------|-------------|-------------|-------------|----------------|------------|
| | Budget | YTD | Jan-23 | Feb-23 | Mar-23 | Total | YTD | Budget | |
| Grants | - | - | - | - | - | - | - | - | 0.00% |
| Interest | 1,040.00 | 53,473.36 | 22,033.49 | 21,367.27 | 24,494.84 | 67,895.60 | 121,368.96 | (120,328.96) | -11570.09% |
| Other Revenues | 69,607.00 | 17,401.71 | 5,800.57 | 21,700.57 | 5,800.57 | 33,301.71 | 50,703.42 | 18,903.58 | 27.16% |
| Total Revenues | 70,647.00 | 70,875.07 | 27,834.06 | 43,067.84 | 30,295.41 | 101,197.31 | 172,072.38 | (101,425.38) | -143.57% |
| Building/Cap Proj | 42,000.00 | 3,999.99 | - | - | 14,000.00 | 14,000.00 | 17,999.99 | 24,000.01 | 57.14% |
| Administration | - | - | - | - | - | - | - | - | 0.00% |
| Police | 90,000.00 | - | - | - | - | - | - | 90,000.00 | 100.00% |
| Streets & Parks | 130,000.00 | - | 2,737.50 | 3,000.00 | 1,300.00 | 7,037.50 | 7,037.50 | 122,962.50 | 94.59% |
| Street Reserve Funds | - | - | - | - | - | - | - | - | 0.00% |
| Street Bond Funds | 4,850,000.00 | 87,250.00 | - | 47,400.00 | 52,000.00 | 99,400.00 | 186,650.00 | 4,663,350.00 | 96.15% |
| Total Expenditures | 5,112,000.00 | 91,249.99 | 2,737.50 | 50,400.00 | 67,300.00 | 120,437.50 | 211,687.49 | 4,900,312.51 | 95.86% |
| Net Rev/Expend | (5,041,353.00) | (20,374.92) | 25,096.56 | (7,332.16) | (37,004.59) | (19,240.19) | (39,615.11) | (5,001,737.89) | |

Interest:
 Other Revenues: Proceeds - Sale of PD Truck
 Bldg/Cap Proj: Recodification project
 Police
 Streets & Parks Equip: Old Temple bridge
 Street Bond Funds Engineering

City of Lorena
General Fund Debt Service
March 31, 2023

| | 10/01/22 | 12/31/22 | | | | Quarter | 03/31/23 | Remaining | |
|------------------------|-------------------|-------------------|------------------|------------------|------------------|-------------------|-------------------|------------------|--------------|
| | Budget | YTD | Jan-23 | Feb-23 | Mar-23 | Total | YTD | Budget | |
| Property Taxes | 316,704.00 | 176,366.25 | 85,499.58 | 22,608.41 | 11,550.34 | 119,658.33 | 296,024.58 | 20,679.42 | 6.53% |
| Interest | 200.00 | 153.21 | 55.47 | 260.16 | 322.35 | 637.98 | 791.19 | (591.19) | -295.60% |
| Other Revenues | - | - | - | - | - | - | - | - | 0.00% |
| Total Revenues | 316,904.00 | 176,519.46 | 85,555.05 | 22,868.57 | 11,872.69 | 120,296.31 | 296,815.77 | 20,088.23 | 6.34% |
| Debt Service | 313,704.00 | - | 217,504.45 | - | - | 217,504.45 | 217,504.45 | 96,199.55 | 30.67% |
| Total Expenditures | 313,704.00 | - | 217,504.45 | - | - | 217,504.45 | 217,504.45 | 96,199.55 | 30.67% |
| Net Rev/Expend | 3,200.00 | 176,519.46 | (131,949.40) | 22,868.57 | 11,872.69 | (97,208.14) | 79,311.32 | (76,111.32) | |

Interest:

Debt Service: Semi-Annual Debt Pmt due Feb (Jan)

City of Lorena
Utility Fund
March 31, 2023

| | 10/01/22 | 12/31/22 | | | | Quarter | 03/31/23 | Remaining | |
|------------------------|------------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|------------|
| | Budget | YTD | Jan-23 | Feb-23 | Mar-23 | Total | YTD | Budget | |
| Charges & Fees | 1,932,100.00 | 519,010.07 | 173,731.21 | 155,437.01 | 160,798.78 | 489,967.00 | 1,008,977.07 | 923,122.93 | 47.78% |
| Interest | 1,500.00 | 802.57 | 332.38 | 349.59 | 437.58 | 1,119.55 | 1,922.12 | (422.12) | -28.14% |
| Other Revenues | 18,401.00 | 4,639.73 | 120.59 | 69.67 | 649.49 | 839.75 | 5,479.48 | 12,921.52 | 70.22% |
| Total Revenues | 1,952,001.00 | 524,452.37 | 174,184.18 | 155,856.27 | 161,885.85 | 491,926.30 | 1,016,378.67 | 935,622.33 | 47.93% |
| Water Service | 899,625.00 | 211,789.12 | 70,717.45 | 71,011.35 | 79,541.67 | 221,270.47 | 433,059.59 | 466,565.41 | 51.86% |
| Sewer Service | 174,900.00 | 32,192.10 | 16,878.75 | 9,180.83 | 14,170.40 | 40,229.98 | 72,422.08 | 102,477.92 | 58.59% |
| Administration | 877,476.00 | 168,334.32 | 45,012.62 | 53,052.09 | 53,695.84 | 151,760.55 | 320,094.87 | 557,381.13 | 63.52% |
| Total Expenditures | 1,952,001.00 | 412,315.54 | 132,608.82 | 133,244.27 | 147,407.91 | 413,261.00 | 825,576.54 | 1,126,424.46 | 57.71% |
| Net Rev/Expend | - | 112,136.83 | 41,575.36 | 22,612.00 | 14,477.94 | 78,665.30 | 190,802.13 | (190,802.13) | |

Charges & Fees:

Interest:

Other Revenues:

Water Service: Electricity Feb and Mar paid in Mar

Sewer Service: Plant/LS Repair (Jan), Electricity Feb and Mar paid in Mar

Administration: Vehicle Repair (Feb), Training (Feb), 3 pay periods (Mar)

City of Lorena
Sanitation Fund
March 31, 2023

| | 10/01/22 | 12/31/22 | | | Quarter | 03/31/23 | Remaining | |
|---------------------------|-------------------|------------------|-------------------|--------------------|-------------------|-------------------|-------------------|--------------------|
| | Budget | YTD | Jan-23 | Feb-23 | Mar-23 | Total | YTD | Budget |
| Charges & Fees | 239,800.00 | 60,787.09 | 21,410.36 | 21,621.00 | 21,439.57 | 64,470.93 | 125,258.02 | 114,541.98 |
| Interest | 150.00 | 1,370.24 | 562.08 | 540.11 | 614.95 | 1,717.14 | 3,087.38 | (2,937.38) |
| Other Revenues | 300.00 | 3,899.40 | 83,333.96 | 6.28 | 6.14 | 83,346.38 | 87,245.78 | (86,945.78) |
| Total Revenues | 240,250.00 | 66,056.73 | 105,306.40 | 22,167.39 | 22,060.66 | 149,534.45 | 215,591.18 | 24,658.82 |
| Sanitation | 240,250.00 | 62,688.05 | 6,843.66 | 43,239.76 | 23,070.81 | 73,154.23 | 135,842.28 | 104,407.72 |
| Total Expenditures | 240,250.00 | 62,688.05 | 6,843.66 | 43,239.76 | 23,070.81 | 73,154.23 | 135,842.28 | 104,407.72 |
| Net Rev/Expend | - | 3,368.68 | 98,462.74 | (21,072.37) | (1,010.15) | 76,380.22 | 79,748.90 | (79,748.90) |

Charges & Fees:

Interest:

Other Revenue:

Insurance Proceeds on recycle trailer wrecked in FY 2022, Proceeds from sale of sanitation services/equipment (Jan)

Sanitation: Frontier Jan and Feb paid in Feb, Recycling billings from previous periods (Mar)

City of Lorena
ARPA - SLFRF Funds
March 31, 2023

| | 10/01/22 Budget | 12/31/22 YTD | Jan-23 | Feb-23 | Mar-23 | Quarter Total | 03/31/23 YTD | Remaining Budget | |
|--------------------|--------------------|-----------------|--------|--------|--------|------------------|-----------------|---------------------|---------|
| Grants | 385,000.00 | | | | | - | - | 385,000.00 | 100.00% |
| Total Revenues | 385,000.00 | - | - | - | - | - | - | 385,000.00 | 100.00% |
| Water Projects | 265,000.00 | | | | | - | - | 265,000.00 | 100.00% |
| Sewer Projects | 120,000.00 | | | | | - | - | 120,000.00 | 100.00% |
| Total Expenditures | 385,000.00 | - | - | - | - | - | - | 385,000.00 | 100.00% |
| Net Rev/Expend | - | - | - | - | - | - | - | - | - |

Grants: Recognized income for Engineering Expenses
 Water Projects: Water line relocate engineering
 Sewer Projects: Rehab sewer line engineering

City of Lorena
Utility Fund Capital Projects
March 31, 2023

| | 10/01/22 | 12/31/22 | | | | Quarter | 03/31/23 | Remaining | |
|--------------------------|--------------|-----------|-------------|----------|----------|-------------|-------------|-------------|-----------|
| | Budget | YTD | Jan-23 | Feb-23 | Mar-23 | Total | YTD | Budget | |
| Grants | - | | - | - | - | - | - | - | 0.00% |
| Interest | 1,530.00 | 10,156.66 | 4,388.74 | 4,415.31 | 5,193.41 | 13,997.46 | 24,154.12 | (22,624.12) | -1478.70% |
| Other Revenues | 42,918.00 | 10,729.50 | 3,576.50 | 3,576.50 | 3,576.50 | 10,729.50 | 21,459.00 | 21,459.00 | 50.00% |
| Total Revenues | 44,448.00 | 20,886.16 | 7,965.24 | 7,991.81 | 8,769.91 | 24,726.96 | 45,613.12 | (1,165.12) | -2.62% |
| Impact Fee Expenses | - | | | | | - | - | - | 0.00% |
| Sewer Service | - | | | | | - | - | - | 0.00% |
| Utility Equipment | 60,000.00 | - | 55,309.50 | - | 1,790.41 | 57,099.91 | 57,099.91 | 2,900.09 | 4.83% |
| TIRZ Project | 35,000.00 | - | - | - | - | - | - | 35,000.00 | 100.00% |
| Water Capital Projects | - | - | - | - | - | - | - | - | 0.00% |
| Sewer Capital Projects | 70,000.00 | 17,491.00 | - | - | - | - | 17,491.00 | 52,509.00 | 75.01% |
| Utility Capital Projects | - | - | - | - | - | - | - | - | 0.00% |
| Total Expenditures | 165,000.00 | 17,491.00 | 55,309.50 | - | 1,790.41 | 57,099.91 | 74,590.91 | 90,409.09 | 54.79% |
| Net Rev/Expend | (120,552.00) | 3,395.16 | (47,344.26) | 7,991.81 | 6,979.50 | (32,372.95) | (28,977.79) | (91,574.21) | |

Interest:

Other Revenue:

Utility Equipment: 2022 Crew Cab (22)

Water Capital Projects:

Sewer Capital Projects: Budgeted Fence (Oct)

City of Lorena
Utility Fund Debt Service
March 31, 2023

| | 10/01/22 | 12/31/22 | | | | Quarter | 03/31/23 | Remaining | |
|--------------------|------------|-----------|-------------|-----------|-----------|-----------|------------|------------|----------|
| | Budget | YTD | Jan-23 | Feb-23 | Mar-23 | Total | YTD | Budget | |
| Interest | 1,000.00 | 2,973.35 | 1,181.03 | 1,179.54 | 1,813.56 | 4,174.13 | 7,147.48 | (6,147.48) | -614.75% |
| Other Revenues | 371,132.00 | 49,303.02 | 16,434.34 | 16,434.34 | 16,434.34 | 49,303.02 | 98,606.04 | 272,525.96 | 73.43% |
| Total Revenues | 372,132.00 | 52,276.37 | 17,615.37 | 17,613.88 | 18,247.90 | 53,477.15 | 105,753.52 | 266,378.48 | 71.58% |
| Debt Service | 198,212.00 | 5,162.00 | 33,833.76 | - | - | 33,833.76 | 38,995.76 | 159,216.24 | 80.33% |
| Total Expenditures | 198,212.00 | 5,162.00 | 33,833.76 | - | - | 33,833.76 | 38,995.76 | 159,216.24 | 80.33% |
| Net Rev/Expend | 173,920.00 | 47,114.37 | (16,218.39) | 17,613.88 | 18,247.90 | 19,643.39 | 66,757.76 | 107,162.24 | |

Interest:

Debt Service:

Semi-annual debt pmt due Feb (Jan)

Subject:

Discussion and possible action on opening a checking account in addition to our current depository account with a local financial institution

Background Information:

The City of Lorena has a depository contract with Extraco Banks and has a great working relationship with that bank. Extraco holds the City's operating checking account, payroll account, forfeiture account, Lorena EDC's checking account, Lorena EDC's money market account (investment), and the City's money market account and certificates of deposit (investments). The City also has funds available with TexPool and TexStar (local government investment pools) that allow the City to transfer funds to our operating account for payroll and payable needs as necessary.

Current Findings:

Public Funds Investment training has recommended maintaining a checking account with an additional financial institution to ensure accessibility to funds to continue operations if a depository institution encounters operational issues. While staff has no concerns with Extraco Banks, staff did contact some local institutions regarding holding funds, below the FDIC insurance limit, in a checking account as a "backup" banking relationship if needed. First National Bank of Central Texas offered a checking account with no monthly fee and interest on the balance (based on the amount held) with the understanding that there are no planned transactions to the account.

Recommendation:

Staff recommends opening a "backup" checking account with First National Bank of Central Texas.

LORENA POLICE DEPARTMENT

Calls - By Type

03\01\2023
thru 03\31\2023
Agency is: LORENA PD

| Type | Description | # Of Calls |
|--------------|--------------------------------|------------|
| 319 | BURGLAR ALARM | 4 |
| 109 | ABANDONED VEHICLE | 4 |
| 6 | ACCIDENT | 19 |
| 131 | ANIMAL CALL | 4 |
| 42 | ASSIST CITIZEN | 4 |
| 30 | ASSIST MOTORIST | 19 |
| 70 | ASSIST OTHER AGENCIES | 14 |
| 202 | ASSIST OTHER AGENCIES-K9 | 3 |
| 128 | CIVIL MATTER | 1 |
| 62 | DELIVER | 5 |
| 265 | DOMESTIC DISTURBANCE | 2 |
| 32 | EMS | 12 |
| 89 | FIRE | 6 |
| 38 | FOLLOW UP | 6 |
| 35 | FOOT PATROL | 20 |
| 330 | INVESTIGATION OF INSANITY | 2 |
| 328 | K9 | 1 |
| 315 | LIFTING ASSISTANCE | 2 |
| 208 | LOST PROPERTY | 1 |
| 138 | OPEN DOOR | 1 |
| 126 | SUSPICIOUS CIRCUMSTANCES | 11 |
| 29 | SUSPICIOUS PERSON | 4 |
| 22 | SUSPICIOUS VEHICLE | 8 |
| 80 | TALKS/TOURS | 1 |
| 4 | THEFT | 3 |
| 78 | TRAFFIC COMPLAINTS | 3 |
| 103 | TRAFFIC HAZARD | 4 |
| 27 | TRAFFIC STOP | 129 |
| 317 | UNAUTHORIZED USE MOTOR VEHICLE | 1 |
| 57 | VCO - DOG | 1 |
| 81 | VCO - PARKING | 1 |
| 79 | VCO-NOISE VIOLATION | 1 |
| 77 | WARRANT SERVICE | 1 |
| 76 | WELFARE CONCERN | 5 |
| Total | | 303 |

LORENA POLICE DEPARTMENT

Arrests - By Violation

03\01\2023
thru 03\31\2023
Agency is: LORENA PD

| Violation | # of Offenses |
|--|---------------|
| ASSAULT CAUSES BODILY INJURY - FAMILY VIOLENCE (MA) - SIMPLE ASSAULT | 1 |
| CRIMINAL TRESPASS (MB) | 1 |
| EVADING ARREST/DETENTION (MA) | 1 |
| POSSESSION OF DRUG PARAPHRANALIA (MC) | 1 |
| WARRANT- OTHER AGENCY (MISD) | 2 |
| Total Violations | 6 |
| Total Arrests | 5 |

CITATIONS ISSUED BY THE LORENA POLICE DEPARTMENT

| | |
|-------------|-----|
| MARCH 2022 | 200 |
| MARCH 2023 | 228 |
| Becknauld | 98 |
| Board | 19 |
| Holt | 0 |
| Disney | 11 |
| Greer | 96 |
| Serrato | 0 |
| Rivas | 4 |
| <hr/> Total | 228 |