



A G E N D A
REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, MARCH 28, 2023 at 5:30 P.M.

EARLY WORK SESSION

City Council Chambers - 5:30 P.M.

Convene Meeting in Open Session

1. Receive Presentation of the Annual Comprehensive Financial Report for Fiscal Year 2021-2022
2. Discuss Speed Limits in Highland Village
3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for March 28, 2023

(Items discussed during Early Work Session may be continued or moved to Open Session and/or Late Work Session if time does not permit holding or completing discussion of the item during Early Work Session.)

CLOSED SESSION

City Manager's Conference Room

4. Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:
 - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
 - (b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary

OPEN SESSION

City Council Chambers – 7:30 P.M.

5. Call Meeting to Order
6. Prayer led by Members representing Valley Creek Church
7. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Tom Heslep:
"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

8. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety**
 - **Presentation of a Proclamation celebrating the Mayor for the Day**
9. **City Manager/Staff Reports**
 - **The Village Report**
10. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request Form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*

Anyone wishing to address the City Council on any item posted on the City Council agenda for possible action, including matters placed on the Consent Agenda or posted as a Public Hearing, must complete a Speakers' Request Form available at the entrance to the City Council Chambers and present it to the City Secretary prior to the Open Session being called to order. Speakers may be limited to three (3) minutes and given only one opportunity to speak on an item. Other procedures regarding speaking on matters posted for action on the City Council agenda are set forth on the Speakers' Request Form. Subject to applicable law, the City Council reserves the right to modify or waive at any time the procedures relating to members of the public speaking on matters placed the Council's agenda.

CONSENT AGENDA

All of the items on the Consent Agenda are considered for approval by a single motion and vote without discussion. Each Councilmember has the option of removing an item from this agenda so that it may be considered separately and/or adding any item from the Action Agenda to be considered as part of the Consent Agenda items.

11. **Consider approval of Minutes of the Regular City Council Meeting held on February 28, 2023**
12. **Receive Budget Reports for Period ending January 31, 2023**
13. **Receive the Annual Comprehensive Financial Report for Fiscal Year 2021-2022**
14. **Consider Resolution 2023-3053 Adopting the Denton County Hazard Mitigation Action Plan (HazMAP) and Authorizing Incorporation of Said Plan into the City's Emergency Operations Plan**

ACTION AGENDA

15. Take action, if any, on Matters discussed in Closed Session in accordance with the following Sections of the Texas Government Code:
 - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
 - (b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary
16. Conduct a Public Hearing and Consider Ordinance 2023-1301 amending the City's Comprehensive Zoning Ordinance from SF-40 Residential Zoning District to a Planned Development Overlay District for Townhome Use relating to a 4.364 +/- acre tract of land located in the F. Hyatt Survey, Abstract No. 559, commonly known as 102 Barnett Boulevard (*1st of two reads*)
17. Consider Resolution 2023-3052 authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with Dunaway Associates, LLC, relating to Various Pilot Knoll Park Improvement Projects

LATE WORK SESSION

(Items may be discussed during Early Work Session, time permitting)

18. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
19. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 24TH DAY OF MARCH 2023 NOT LATER THAN 5:00 P.M.



Angela Miller, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 317-0237 for additional information.

Removed from posting on the _____ day of _____, 2023 at _____

am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA#	1	MEETING DATE:	03/28/2023
SUBJECT:	Receive Presentation of the Annual Comprehensive Financial Report for FY 2022		
PREPARED BY:	Ken Heerman, Assistant City Manager		

COMMENTS

The Annual Comprehensive Financial Report represents a yearly audit of City finances and records. The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2022. A member of the auditing firm will present a summary of findings.

An electronic copy has been posted on the City website and can be accessed using the following link:

[FY 2022 Comprehensive Financial Report](#)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2

MEETING DATE: 03/28/2023

SUBJECT: Discuss Speed Limits in Highland Village

**PREPARED BY: Scott Kriston, Public Works Director
Doug Reim, Chief of Police**

COMMENTS

City Staff will provide a presentation regarding speed limits in Highland Village.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 8

MEETING DATE: 03/28/2023

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Karen McCoy, Executive Assistant

COMMENTS

Pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

- Presentation of a Proclamation celebrating the Mayor for the Day

Proclamation

The City of Highland Village

Whereas, The City of Highland Village is served by and is proud to support the Lewisville Independent School District; and

Whereas, The City of Highland Village recognizes that current LISD students are the future leaders of our city, county, state and nation; and

Whereas, Highland Village Elementary School has provided Highland Village students in grades Kindergarten through Fifth Grade with a high quality education; and

Whereas, The City of Highland Village offered a “Mayor for the Day” opportunity to one lucky student and Highland Village Elementary first grader Eva Butler was the successful recipient.

NOW THEREFORE, on behalf of the City Council and City Staff, I, Daniel Jaworski, Mayor of the City of Highland Village, do hereby congratulate and recognize

“Eva Butler as Mayor for the Day”

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 28th day of March 2023.

Daniel Jaworski, Mayor

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11

MEETING DATE: 03/28/2023

SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on February 28, 2023

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

Minutes are approved by a majority vote of Council at the Council meetings and listed on the Consent Agenda.

IDENTIFIED NEED/S:

Council is encouraged to call the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff will make suggested changes and the minutes may be left on the Consent Agenda in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to Council for consideration prior to the vote.

OPTIONS & RESULTS:

The City Council should review and consider approval of the minutes. Council's vote and approval of the minutes reflect agreement with the accuracy of the minutes.

PROGRESS TO DATE: (if appropriate)

The City Manager has reviewed the minutes and given approval to include the minutes in this packet.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve the minutes of the Regular City Council Meeting held on February 28, 2023.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, FEBRUARY 28, 2023**

EARLY WORK SESSION

The meeting was called to order by Mayor Jaworski at 5:30 p.m.

Roll Call

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Deputy Mayor Pro Tem
	Michael Lombardo	Mayor Pro Tem
	Shawn Nelson	Councilmember
	Tom Heslep	Councilmember
	Robert Fiester	Councilmember
	Brian A. Fiorenza	Councilmember
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Tony Sorsby	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Brian Norton	Deputy Director of Parks and Trails (arrived at 6:29 p.m.)
	Jana Onstead	Human Resources Director (arrived at 6:29 p.m.)
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

1. Receive a Presentation on the Highland Shores Mobility Study

Public Works Director Scott Kriston reported City staff originally presented information last year to City Council regarding the study. He explained the study was divided into 3 sections based on the pavement improvement needs:

Section 1 – Highland Shores Boulevard from Village Parkway to Twin Coves Drive

Section 2 – Highland Shores Boulevard from Twin Coves Drive to Briarhill Drive

Section 3 – Highland Shores Boulevard from Briarhill Drive to Highland Village Road

He reported that Section 2 is the focus of tonight's presentation. The improvement objectives of the study include:

- Pedestrian and Vehicle Safety
- Accessibility
- Maintenance – Mr. Kriston added that Section 2 of Highland Shores Boulevard is deteriorating at a faster rate than the other sections

- Drainage
- Aesthetic Enhancements

The following issues/needs were presented, along with possible solutions/options:

- Existing Safety Issues
- Accessibility Issues
- Maintenance Needs – presented for all 3 sections of Highland Shores Boulevard
- Drainage Issues

Councilmember Fiorenza voiced concern that removal of trees would also remove the character that has been created throughout the city. Mr. Kriston reported tree removal would be limited to the sight triangles, and that adding some trees is also being proposed. Councilmember Nelson asked how many accidents involving cyclists on Highland Shores have occurred. Mr. Kriston did not have that data, but stated he was not aware of any.

Proposed improvements for Highland Shores Boulevard included:

- Provide a 100' right-of-way along the entire alignment with HOA common area dedications
- Provide a complete street curb and gutter section with 11-foot vehicle lanes, 7-foot bike lanes, 10-foot left turn lanes, a 30-foot wide median, and 5-foot sidewalks on both sides of the roadway
- Add roundabouts at Hillside, Briarhill, Twin Coves, Timber Crest and Ranney
- Construct median noses out of crosswalks
- Provide one crosswalk at each intersection
- Construct Americans with Disabilities Act (ADA) ramps in accordance with Public Rights-of-Way Accessibility Guidelines (PROWAG)
- Construct underground storm sewer at conflicts with the proposed improvements
- Remove vegetation creating sight distance obstructions and replace with sod

Conceptual drawings for all sections of Highland Shores Boulevard were shown. Drawings included the existing layout with an overlay of proposed sidewalks, bike lanes, roundabouts, landscape and improvements. Some Councilmembers voiced concerns that drivers sometimes do not know how to use roundabouts. They also discussed costs for roundabouts, which is approximately \$400,000 each. Mr. Kriston reported roundabouts could be made with wider lanes to accommodate emergency vehicles. Chief Reim reported roundabouts slow traffic speed while still moving traffic along. Council also discussed median sizes, barriers, visibility, bike lanes, trail connectivity, pedestrian traffic, traffic calming devices, rights-of way, stop signs and pros/cons of roundabouts.

Mr. Kriston reported the objective is to improve mobility and safety on Highland Shores Boulevard, while addressing the following:

- Reduce the amount of intersection crosswalks, improve visibility, improve landscape material location, consistent typical cross sections, continuous medians, correct sidewalk tripping hazards, repair pavement edge drop-offs, adding roundabouts, vehicle lane narrowing and bike lane widening to improve safety
- Compliant ramps, sidewalk connections, remove crosswalk conflicts, additional right-of-way, roundabouts, and adding bike lane connections to improve accessibility
- An improved pavement section, adding subgrade treatment to ensure long lasting product, updated details, erosion repairs, groundwater containment, water leak repairs, and bridge repairs to reduce long term maintenance needs
- Water leak repairs, underground storm sewers, erosion remediation, and groundwater containment to improve overall drainage

Opinion of probable constructions costs were also presented for each section:

Section 1 - \$5,000,000

Section 2 - \$8,600,000 (as shown in the presentation)

Section 3 - \$5,300,000

Mr. Kriston presented construction funding sources, which included: City funding (\$1.43 million); Denton County Bonds (\$4.3 million); potential North Central Texas Council of Government Safe Routes to Schools Grant; and Denton County Hazard Mitigation Plan (\$5 million). Mr. Stevens reported City funding would likely come from a future bond issuance, likely in 2027. He added that in the next few years, due to transportation bills, there might be some additional grant options. Mr. Kriston added that proposed changes do not have to be made and that there is the option of just doing needed repairs and keeping the layout as it currently is today. Councilmember Heslep asked how immediately this is needed. Mr. Kriston reported the road is ready to be reconstructed, adding that deterioration in Section 2 is worse than other areas of Highland Shores Boulevard. Mayor Jaworski reported that although Denton County has not sold any bonds yet, which the sale of would be staggered, and that the County is looking for “shovel ready” projects.

Mr. Kriston stated that this was an update to provide information to Council and an opportunity to remove the stop signs and have a new configuration for Highland Shores Boulevard. He added that City staff is seeking some direction regarding the roundabouts. Some Councilmembers suggested further discussion during the upcoming budget cycle. Mr. Stevens stated there are options when it comes to costs, as a few of the items presented could be included in the project, or Council can decide not to do any changes. He added the reasoning behind the roundabouts was to remove the numerous stop signs and still allow cars a continuous flow of traffic.

2. Clarification of Consent or Action Items listed on Today’s City Council Meeting Agenda for February 28, 2023

Regarding Agenda Item #16, City Attorney Kevin Laughlin reported this item is for a new lease with the United States Army Corps of Engineers (USACE) and suggested moving the item up to the Consent Agenda. Parks and Recreation Director Phil Lozano added the new lease term is 25 years with 2 additional extension periods, one for a 15-year period, followed by an additional 10-year period. Council consensus was to move the item to Consent.

Regarding Agenda Item #17, with this being the second read of Ordinance 2023-1300 Councilmember Heslep asked about moving the item to the Consent Agenda also. Consensus of Council was to leave the item on the Action Agenda.

Mayor Jaworski announced Council would meet in Closed Session and read Agenda Items #3(b) and #3(c).

CLOSED SESSION

Council convened into Closed Session at 6:47 p.m.

3. Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:

(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

- (b) **Section 551.072 – Real Property – Deliberate the purchase, exchange, lease, or value of real property**
- (c) **Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary**

Council concluded Closed Session at 7:37 p.m.; Early Work Session was immediately adjourned after.

OPEN SESSION

4. Call Meeting to Order

The meeting was called to order by Mayor Jaworski at 7:45 p.m.

Roll Call

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Deputy Mayor Pro Tem
	Michael Lombardo	Mayor Pro Tem
	Shawn Nelson	Councilmember
	Tom Heslep	Councilmember
	Robert Fiester	Councilmember
	Brian A. Fiorenza	Councilmember

Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Police Chief
	Tony Sorsby	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Brian Norton	Deputy Director of Parks and Trails
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

5. Prayer led by Councilmember Shawn Nelson

Councilmember Nelson gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Shawn Nelson

Councilmember Nelson led the Pledge of Allegiance to the U.S. and Texas flags.

7. Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety

No items were discussed.

8. City Manager/Staff Reports

- **State of the City Video**

The annual State of the City Video was shown and Mayor Jaworski thanked the Marketing and Communications Department for their hard work in creating the video.

9. Visitor Comments

The following people spoke:

Jason Bates (3040 Lakeside Drive) – Mr. Bates thanked members of the Council that reached out personally to him and his family during a time of crisis for them. He reported that on Saturday their family dog was hit and killed on Lakeside Drive by a young man; he added that the driver was not speeding but was going around a blind corner where they live, down a hill, when he hit their dog. Mr. Bates stated they were speaking regarding issues they can actually pursue as a city, to be truly proud of, versus fun things like parks and fake turf for dogs, meaning the safety of the city and its residents, especially on residential roads. Mr. Bates referenced a pamphlet that was provided at the meeting to the City Council which included a map of their street highlighting the corner where their dog was hit. He stated this is just one of the blind corners on their street and is not unique to Highland Shores.

Mr. Bates stated he sees a lot of risks of how the City has continued to organize its residential speed control throughout the area, one of which is the 30 mph speed limit, which is the same on other main thoroughfares in the city which have much more congested traffic. He added that in residential areas there are children that play, families traveling, joggers, dogs walking and a 30 mph speed limit is not a safe environment, especially in Highland Village which has a lot of hills and a variety of topographical changes. Mr. Bates reported that on his street:

- There is only 1 stop sign, which is a 3-way stop
- There are multiple places that should have stop signs as they include 3-way and 4-way stops
- Speed is gained on the multiple hills by accelerating
- There are no sidewalks on most of their street
- On-street parking creates blind spots and difficult visibility

To mitigate these factors, Mr. Bates stated the City should take some quick and immediate steps to rectify the situation by:

- Lowering the speed limit in residential areas to at least 25 mph. Since speeding drivers is not the issue, this would go a long way to change the behavior of the majority of drivers and make an overall impact to the safety of the community.
- Adding stop signs at more of the intersections that come before or after blind turns/corners.
- Adding speed bumps to slow travel on residential roads

Mr. Bates stated he does think speeding can be an issue and that enforcement is important. He added that this need in particular has been brought up in the past by other individuals, and he is concerned with a person being hit.

Mrs. Bates (3040 Lakeside) – Mrs. Bates stated they elected Council members as leaders and as leaders they all have to make tough decisions. She asked everyone to scrub the P&L and budget because if its dollars that is preventing being able to save a child's life then shame on all of you as that should not be why action is not taken to make our roads safer for our children to be able to play in our streets. She further added that the outcry

from parents that has come since her Facebook post has been overwhelming due to concerns for children's safety. She added that spending even \$1.00 on the State of the City video was too much as it is not impactful to what is taking place on our streets to keep children safe. Mrs. Bates stated that if people are being paid and not pulling their weight in the City, then cut them and look at headcount as that is taxpayer money being spent. Lastly, Ms. Bates reported there have been many people that have reached out saying they would actually fund additional ways to put the proper elements in place for safer streets. She stated residents pay enough in taxes and contends that Council should scrub the budget and cut headcount in order to fund this project.

Natalie Schock (3035 Woodhollow Drive) – Ms. Schock stated she was attending in support of the Bates family and for her own family as she does walk along Lakeside Drive. She stated that as an onlooker, cars traveling at 30 mph appear to be going much faster. She voiced concern about a child being hit and is in support of lowering the speed limit as it could save the life of a human or animal. Ms. Schock expressed concerned that distracted drivers, blind corners, poorly lit neighborhoods and areas where there are no sidewalks pose a safety issue and she hopes an item to lower the speed limit will be added to the next meeting agenda.

Guy Faretra (2380 Glen Ridge Drive) – Mr. Faretra stated he lives across from McAuliffe Elementary and is the father of 2 boys. He stated he supports having an item on the agenda to lower speed limit. Mr. Faretra stated there are children that play outside his home and voiced concern due to no sidewalks in his neighborhood, hills and blind turns, vehicles parked on the street, the number of visitors and contractors also driving through his neighborhood who may not see children playing. He is trying to prevent the unthinkable and trying to be forward thinking about public safety by including an item on the next meeting agenda to lower the speed limit.

CONSENT AGENDA

Mayor Pro Tem Lombardo suggested Agenda Item #16 be moved up to the Consent Agenda; Mayor Jaworski moved the item.

- 10. Consider approval of Minutes of the Regular City Council Meeting held on February 14, 2023**
- 11. Consider Resolution 2023-3047 authorizing Negotiation and Execution of a Contract for Construction Services with Precision Fencing LLC for the Sellmeyer Tennis Center Fencing Project through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS)**
- 12. Consider Resolution 2023-3048 rejecting all Bids for Turf and Landscape Maintenance Services**
- 13. Consider Resolution 2023-3049 canceling the March 14, 2023 City Council Meeting**
- 14. Consider Resolution 2023-3051 authorizing Partial Release and Quitclaim of a Drainage Easement on Lot 7, Block QC, The Overlook of Highland Shores, Section Two**

16. **Consider Resolution 2023-3050 authorizing the City Manager to Sign an Agreement of Lease with the United States Army Corps of Engineers relating to Federal Land Leased for Copperas Branch Park, Lakeside Community Park, Wichita Forest Park, Pilot Knoll Park and portions of Doubletree Ranch Park**

Motion by Councilmember Fiester, seconded by Councilmember Heslep, to approve Consent Agenda Items #10 through #14, and Agenda Item #16. Motion carried 7-0.

ACTION AGENDA

15. **Take action, if any, on Matters discussed in Closed Session in accordance with the following Sections of the Texas Government Code:**
 - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
 - (b) **Section 551.072 – Real Property – Deliberate the purchase, exchange, lease, or value of real property**
 - (c) **Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary**

No action was taken.

16. **Consider Resolution 2023-3050 authorizing the City Manager to Sign an Agreement of Lease with the United States Army Corps of Engineers relating to Federal Land Leased for Copperas Branch Park, Lakeside Community Park, Wichita Forest Park, Pilot Knoll Park and portions of Doubletree Ranch Park**

This item was moved to the Consent Agenda.

17. **Consider Ordinance 2023-1300 adopting the Highland Village Comprehensive Plan Update “Our Village Our Vision” updating the City’s Comprehensive Plan pursuant to the Texas Local Government Code, including a Parks, Recreation and Open Space Master Plan Update, Trail System Master Plan Update, Opportunity Areas for Future Development, FM 407 Trail Corridor and Amenity Plan, and Thoroughfare Plan Update (2nd and final read)**

APPROVED 2ND READ (5-2)

The following person spoke:

Jimmy Bassinger (210 Edgewood Drive) – Mr. Bassinger stated he is of the opinion that the comprehensive zoning ordinance is not the will of the people as a number of citizens have spoken out against it, and have had numerous meetings and the comments have always been they did not like the way the comprehensive zoning ordinance was phrased, especially in the opportunity zones. He added that the focus and negative feelings curtailed the citizens from even looking at the rest of the comprehensive zoning ordinance and 500 pages of the plans, so there are probably other areas included that people do not like either, which goes back to the Mayor and City Councilmembers that have had a lot of meetings and received a lot of citizen input, mostly negative, and have bought the comprehensive zoning ordinance so they will have to stand behind it and face any negative consequences in the future as he feels there will be some. Mr. Bassinger stated he feels certain McAdams did exactly what the Council asked them to do, with some back and forth, however Council got what they wanted and McAdams delivered the product requested. Lastly, Mr. Bassinger added that he hopes the City does not become more active in recruiting development and developers to finish out the final areas available as

he does not think that's the business of the City Council, instead their business is to take care of the city and the needs of the citizens rather than the needs of developers whose needs are mostly one-sided. He thinks the City should be above focusing totally on revenue that is available to be made and the development process for the City.

Mayor Jaworski reported a number of speaker request forms had been received indicating the person did not wish to speak but were in opposition. He asked the audience members if they wanted him to read their names aloud. Based on feedback, Mayor Jaworski added that they would not be read aloud but would be entered into the record in opposition:

Deborah Malany (213 Edgewood Drive)

Scott Malany (213 Edgewood Drive)

Valorie Hey (4008 Brooks Court)

Mike Hey (4008 Brooks Court)

Aubrey Gammill (4013 Brooks Court)

Mary Ann Gammill (4013 Brooks Court)

James Fuller (467 Medina) – only wants single family housing in the Comp Plan

Tamara Thigpen (482 Sellmeyer Lane) – opposes the HV Comprehensive Plan unless it exclude apartments, townhomes, duplexes, multi-family

Bill Surratt (105 Sunday Haus) – opposes apartments and hospitality

LouAnn Surratt (105 Sunday Haus) – opposes apartments and hospitality

Olivia Aguirre (164 Lakeland Drive) – opposes apartments and hospitality

Leesa Hitt (256 Meadowbrook) – would like to see property by 35 used for houses

City Manager Paul Stevens reported its been a year and a half long effort to update the plans and thinks they will serve the city well as having the updated plans will make the City eligible for potential grant opportunities. He also thanked everyone that participated and encouraged everyone to look through all of the plans.

Motion by Councilmember Heslep, seconded by Deputy Mayor Pro Tem Kixmiller, to approve the second read of Ordinance 2023-1300 adopting the Highland Village Comprehensive Plan Update “Our Village Our Vision” updating the City’s Comprehensive Plan pursuant to the Texas Local Government Code, including a Parks, Recreation and Open Space Master Plan Update, Trail System Master Plan Update, Opportunity Areas for Future Development, FM 407 Trail Corridor and Amenity Plan, and Thoroughfare Plan Update. Motion passed with the following vote of 5-2:

Ayes – Jaworski, Fiester, Heslep, Fiorenza and Kixmiller

Nos – Lombardo and Nelson

LATE WORK SESSION

- 18. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)**

Councilmember Heslep requested a future agenda item to discuss and analyze reducing the speed limits in Highland Village. Councilmember Fiorenza concurred. With the cancellation of the City Council meeting scheduled for March 14, City Manager Paul Stevens reported the item would be on the March 28 meeting agenda.

- 19. Adjournment**

The meeting was adjourned at 8:24 p.m.

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

DRAFT

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 03/28/2023

SUBJECT: Receive Budget Reports for Period Ending January 31, 2023

PREPARED BY: Mike McWhorter, Staff Accountant

BACKGROUND:

In accordance with the City Charter, Section 6.12, paragraph D, a budget report is submitted monthly for Council Review.

The budget report submitted for January represents the fourth report in the Fiscal Year.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

N/A

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Council to receive the budget reports for the period ending January 31, 2023.

General Fund Summary

FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired 33.3%

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 13,218,726	\$ 13,218,726	\$ 11,044,607	\$ (2,174,119)	84%
Sales Tax	3,643,905	3,643,905	615,445	(3,028,460)	17%
Franchise Fees	1,543,490	1,543,490	52,347	(1,491,143)	3%
Licensing & Permits	343,945	343,945	79,562	(264,383)	23%
Park/Recreation Fees	173,800	173,800	42,968	(130,832)	25%
Public Safety Fees	685,913	685,913	274,487	(411,426)	40%
Rents	179,919	179,919	62,397	(117,522)	35%
Municipal Court	91,800	91,800	32,197	(59,603)	35%
Interest Income	146,160	146,160	100,883	(45,277)	69%
Miscellaneous	249,500	249,500	23,786	(225,714)	10%
Total Revenues	\$ 20,277,158	\$ 20,277,158	\$ 12,328,681	\$ (7,948,477)	61%

Other Sources					
Transfers In	\$ 534,000	\$ 534,000		\$ (534,000)	0%
Total Available Resources	\$ 20,811,158	\$ 20,811,158	\$ 12,328,681	\$ (8,482,477)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 612,372	\$ 612,372	\$ 241,212	\$ 371,160	39%
Finance (includes Mun. Court)	1,431,563	1,431,563	566,689	864,874	40%
Human Resources	608,654	608,654	152,433	456,221	25%
City Secretary Office	456,383	456,383	151,045	305,338	33%
Information Services	1,254,727	1,254,727	337,718	917,009	27%
Marketing and Communications	454,086	454,086	147,120	306,966	32%
Police	5,811,852	5,811,852	1,861,931	3,949,921	32%
Fire	3,381,562	3,381,562	959,425	2,422,137	28%
Community Services	385,049	385,049	124,415	260,634	32%
Streets/Drainage	1,640,845	1,640,845	359,739	1,281,107	22%
Maintenance	2,175,296	2,175,296	777,273	1,398,022	36%
Parks	2,529,285	2,529,285	665,675	1,863,609	26%
Recreation	601,065	601,065	167,875	433,190	28%
Total Expenditures	\$ 21,342,739	\$ 21,342,739	\$ 6,512,551	\$ 14,830,188	31%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 390,900	\$ 390,900	\$ 962	\$ 389,938	0%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000		16,000	0%
Total Expenditures	\$ 21,358,739	\$ 21,358,739	\$ 6,512,551	\$ 14,846,188	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	7,077,867	7,077,867	7,077,867
+ Net Increase (Decrease)	(547,581)	(547,581)	5,816,130
Ending Fund Balance	\$ 6,530,286	\$ 6,530,286	\$ 12,893,997

General Fund Expenditure Summary

FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired

33.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 14,632,172	\$ 14,632,172	\$ 4,528,560	\$ 10,103,612	31%
Services / Supplies	6,319,667	6,319,667	1,983,029	4,336,638	31%
Capital	390,900	390,900	962	389,938	0%
	\$ 21,342,739	\$ 21,342,739	\$ 6,512,551	\$ 14,830,188	31%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 10,354,377	\$ 10,354,377	\$ 3,155,546	\$ 7,198,831	30%
<i>Employee Benefits</i>	4,277,796	4,277,796	1,373,014	2,904,782	32%
<i>Total Personnel</i>	\$ 14,632,172	\$ 14,632,172	\$ 4,528,560	\$ 10,103,612	31%
Services / Supplies					
<i>Professional Services</i>	\$ 2,009,115	\$ 2,009,115	\$ 813,655	\$ 1,195,460	40%
<i>Employee Development</i>	385,511	385,511	80,191	305,320	21%
<i>Office Supplies / Equipment</i>	1,969,182	1,969,182	739,661	1,229,521	38%
<i>Utilities</i>	406,410	406,410	89,276	317,134	22%
<i>Other</i>	1,549,449	1,549,449	260,246	1,289,203	17%
<i>Total Services / Supplies</i>	\$ 6,319,667	\$ 6,319,667	\$ 1,983,029	\$ 4,336,638	31%
Capital					
<i>Equipment / Vehicles</i>	\$ 390,900	\$ 390,900	\$ 962	\$ 389,938	0%
<i>Total Capital</i>	\$ 390,900	\$ 390,900	\$ 962	\$ 389,938	0%
Total General Fund Expenditure Summary	\$ 21,342,739	\$ 21,342,739	\$ 6,512,551	\$ 14,830,188	31%

General Fund Revenue

FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired

33.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 13,218,726	\$ 13,218,726	\$ 11,044,607	\$ (2,174,119)	84%
Sales Tax	3,643,905	3,643,905	615,445	(3,028,460)	17%
Franchise Fees	1,543,490	1,543,490	52,347	(1,491,143)	3%
Licensing & Permits	343,945	343,945	79,562	(264,383)	23%
Park/Recreation Fees	173,800	173,800	42,968	(130,832)	25%
Public Safety Fees	685,913	685,913	274,487	(411,426)	40%
Rents	179,919	179,919	62,397	(117,522)	35%
Municipal Court	91,800	91,800	32,197	(59,603)	35%
Interest Income	146,160	146,160	100,883	(45,277)	69%
Miscellaneous	249,500	249,500	23,786	(225,714)	10%
Total Revenues	\$ 20,277,158	\$ 20,277,158	\$ 12,328,681	\$ (7,948,477)	61%

City Manager Office FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired

33.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 392,754	\$ 392,754	\$ 146,088	\$ 246,665	37%
Services / Supplies	219,618	219,618	95,124	124,495	43%
Capital	-	-	-	-	0%
	\$ 612,372	\$ 612,372	\$ 241,212	\$ 371,160	39%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 315,900	\$ 315,900	\$ 115,189	\$ 200,711	36%
<i>Employee Benefits</i>	76,853	76,853	30,899	45,954	40%
<i>Total Personnel</i>	\$ 392,754	\$ 392,754	\$ 146,088	\$ 246,665	37%
Services / Supplies					
<i>Professional Services</i> <i>(City-wide legal - \$98,500)</i>	\$ 148,500	148,500	\$ 88,058	\$ 60,442	59%
<i>Employee Development</i>	15,100	15,100	5,650	9,450	37%
<i>Supplies / Equipment</i>	5,730	5,730	1,415	4,315	25%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency + Data Processing)</i>	50,288	50,288	-	50,288	0%
<i>Total Services / Supplies</i>	\$ 219,618	\$ 219,618	\$ 95,124	\$ 124,495	43%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
Total City Manager	\$ 612,372	\$ 612,372	\$ 241,212	\$ 371,160	39%

Finance Department FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 923,680	\$ 923,680	\$ 293,649	\$ 630,031	32%
Services / Supplies	507,883	507,883	273,040	234,843	54%
Capital	-	-	-	-	0%
	\$ 1,431,563	\$ 1,431,563	\$ 566,689	\$ 864,874	40%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 677,246	\$ 677,246	\$ 210,426	\$ 466,820	31%
<i>Employee Benefits</i>	246,434	246,434	83,224	163,211	34%
Total Personnel	\$ 923,680	\$ 923,680	\$ 293,649	\$ 630,031	32%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$184,223 / DCAD - \$97,000)</i>	\$ 465,083	465,083	\$ 268,770	\$ 196,313	58%
<i>Employee Development</i>	13,794	13,794	1,914	11,880	14%
<i>Supplies / Equipment</i>	7,757	7,757	2,356	5,401	30%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Data Processing Equipment + Supplies)</i>	21,249	21,249	-	21,249	0%
Total Services / Supplies	\$ 507,883	\$ 507,883	\$ 273,040	\$ 234,843	54%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Finance Department	\$ 1,431,563	\$ 1,431,563	\$ 566,689	\$ 864,874	40%
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Human Resources FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 444,243	\$ 444,243	\$ 119,519	\$ 324,724	27%
Services / Supplies	164,411	164,411	32,914	131,497	20%
Capital	-	-	-	-	0%
	<u>\$ 608,654</u>	<u>\$ 608,654</u>	<u>\$ 152,433</u>	<u>\$ 456,221</u>	25%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 336,772	\$ 336,772	\$ 86,832	\$ 249,940	26%
<i>Employee Benefits</i>	107,471	107,471	32,687	74,784	30%
Total Personnel	<u>\$ 444,243</u>	<u>\$ 444,243</u>	<u>\$ 119,519</u>	<u>\$ 324,724</u>	27%

Services / Supplies					
<i>Professional Services</i>	\$ 77,610	\$ 77,610	\$ 14,229	\$ 63,381	18%
<i>Employee Development</i>	72,901	72,901	18,433	54,468	25%
<i>Supplies / Equipment</i>	1,475	1,475	253	1,222	17%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	12,425	12,425	-	12,425	0%
Total Services / Supplies	<u>\$ 164,411</u>	<u>\$ 164,411</u>	<u>\$ 32,914</u>	<u>\$ 131,497</u>	20%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	0%

Total Human Resources	<u>\$ 608,654</u>	<u>\$ 608,654</u>	<u>\$ 152,433</u>	<u>\$ 456,221</u>	25%
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City Secretary Office FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 274,043	\$ 274,043	\$ 96,029	\$ 178,014	35%
Services / Supplies	182,340	182,340	55,016	127,324	30%
Capital	-	-	-	-	-
	\$ 456,383	\$ 456,383	\$ 151,045	\$ 305,338	33%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 188,563	\$ 188,563	\$ 67,031	\$ 121,532	36%
<i>Employee Benefits</i>	85,480	85,480	28,998	56,482	34%
Total Personnel	\$ 274,043	\$ 274,043	\$ 96,029	\$ 178,014	35%

Services / Supplies					
<i>Professional Services</i>	\$ 53,900	\$ 53,900	\$ 4,035	\$ 49,865	7%
<i>Employee Development</i> <small>(City Council related \$42,704)</small>	59,639	59,639	16,105	43,534	27%
<i>Supplies / Equipment</i>	16,301	16,301	2,376	13,925	15%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	52,500	52,500	32,500	20,000	62%
Total Services / Supplies	\$ 182,340	\$ 182,340	\$ 55,016	\$ 127,324	30%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total City Secretary Office	\$ 456,383	\$ 456,383	\$ 151,045	\$ 305,338	33%
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Information Services FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 794,436	\$ 794,436	\$ 251,808	\$ 542,629	32%
Services / Supplies	460,291	460,291	85,911	374,380	19%
Capital	-	-	-	-	0%
	\$ 1,254,727	\$ 1,254,727	\$ 337,718	\$ 917,009	27%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 596,234	\$ 596,234	\$ 186,305	\$ 409,929	31%
<i>Employee Benefits</i>	198,202	\$ 198,202	65,503	132,699	33%
Total Personnel	\$ 794,436	\$ 794,436	\$ 251,808	\$ 542,629	32%

Services / Supplies					
<i>Professional Services</i>	\$ 197,464	197,464	\$ 63,792	\$ 133,672	32%
<i>Employee Development</i>	27,270	27,270	2,077	25,193	8%
<i>Supplies / Equipment</i>	3,760	3,760	178	3,582	5%
<i>Utilities</i>	115,260	115,260	7,405	107,855	6%
<i>Other (Data Processing)</i>	116,537	116,537	12,459	104,078	11%
Total Services / Supplies	\$ 460,291	\$ 460,291	\$ 85,911	\$ 374,380	19%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total City Information Services	\$ 1,254,727	\$ 1,254,727	\$ 337,718	\$ 917,009	27%
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Marketing and Communications FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 337,083	\$ 337,083	\$ 107,630	\$ 229,453	32%
Services / Supplies	117,003	117,003	39,490	77,513	34%
Capital	-	-	-	-	0%
	\$ 454,086	\$ 454,086	\$ 147,120	\$ 306,966	32%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 240,215	\$ 240,215	\$ 76,270	\$ 163,945	32%
<i>Employee Benefits</i>	96,869	\$ 96,869	31,361	65,508	32%
Total Personnel	\$ 337,083	\$ 337,083	\$ 107,630	\$ 229,453	32%

<i>Professional Services</i>	\$ 83,808	\$ 83,808	\$ 22,192	\$ 61,616	26%
<i>Employee Development</i>	6,845	6,845	515	6,330	8%
<i>Supplies / Equipment</i>	-	-	-	-	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	26,350	26,350	16,783	9,567	64%
Total Services / Supplies	\$ 117,003	\$ 117,003	\$ 39,490	\$ 77,513	34%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Marketing and Communications	\$ 454,086	\$ 454,086	\$ 147,120	\$ 306,966	32%
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Police Department FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 5,229,121	\$ 5,229,121	\$ 1,560,018	\$ 3,669,103	30%
Services / Supplies	572,731	572,731	301,913	270,818	53%
Capital	10,000	10,000	-	10,000	0%
	\$ 5,811,852	\$ 5,811,852	\$ 1,861,931	\$ 3,949,921	32%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 3,753,300	3,753,300	\$ 1,115,727	\$ 2,637,573	30%
<i>Employee Benefits</i>	1,475,821	1,475,821	444,291	1,031,530	30%
Total Personnel	\$ 5,229,121	\$ 5,229,121	\$ 1,560,018	\$ 3,669,103	30%

Services / Supplies					
<i>Professional Services</i>	\$ 289,454	\$ 289,454	\$ 201,214	\$ 88,240	70%
<i>Employee Development</i>	45,339	45,339	11,316	34,023	25%
<i>Supplies / Equipment</i>	130,091	130,091	50,626	79,465	39%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$91,542)</i>	107,847	107,847	38,757	\$ 69,090	36%
Total Services / Supplies	\$ 572,731	\$ 572,731	\$ 301,913	\$ 270,818	53%

Capital					
<i>Equipment / Vehicles</i>	10,000	10,000	-	10,000	0%
Total Capital	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	0%

Total Police Department	\$ 5,811,852	\$ 5,811,852	\$ 1,861,931	\$ 3,949,921	32%
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Fire Department FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,966,826	\$ 2,966,826	\$ 899,300	\$ 2,067,526	30%
Services / Supplies	414,736	414,736	60,125	354,611	14%
Capital	-	-	-	-	0%
	\$ 3,381,562	\$ 3,381,562	\$ 959,425	\$ 2,422,137	28%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 2,029,874	<u>2,029,874</u>	\$ 600,530	\$ 1,429,345	30%
<i>Employee Benefits</i>	<u>936,952</u>	<u>936,952</u>	<u>298,770</u>	638,182	32%
Total Personnel	\$ 2,966,826	\$ 2,966,826	\$ 899,300	\$ 2,067,526	30%

Services / Supplies					
<i>Professional Services</i>	\$ 130,011	\$ 130,011	\$ 18,738	\$ 111,273	14%
<i>Employee Development</i> <i>(Training - \$52,950)</i>	68,490	68,490	12,197	56,293	18%
<i>Supplies / Equipment</i>	172,585	172,585	26,257	146,328	15%
<i>Utilities</i>	1,850	1,850	548	1,302	30%
<i>Other</i> <i>(Safety Programs)</i>	<u>41,800</u>	<u>41,800</u>	<u>2,385</u>	<u>39,415</u>	6%
Total Services / Supplies	\$ 414,736	\$ 414,736	\$ 60,125	\$ 354,611	14%

Capital					
<i>Equipment / Vehicles</i>		-		-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Fire Department	\$ 3,381,562	\$ 3,381,562	\$ 959,425	\$ 2,422,137	28%
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Community Services FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 351,104	\$ 351,104	\$ 117,689	\$ 233,415	34%
Services / Supplies	33,945	33,945	6,725	27,220	20%
Capital	-	-	-	-	0%
	\$ 385,049	\$ 385,049	\$ 124,415	\$ 260,634	32%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 250,628	250,628	\$ 81,789	\$ 168,839	33%
<i>Employee Benefits</i>	100,476	100,476	35,900	64,576	36%
<i>Total Personnel</i>	\$ 351,104	\$ 351,104	\$ 117,689	\$ 233,415	34%

Services / Supplies					
<i>Professional Services</i>	\$ 8,000	8,000	\$ 2,373	5,627	30%
<i>Employee Development</i>	16,852	16,852	2,679	14,173	16%
<i>Supplies / Equipment</i>	9,093	9,093	1,673	7,420	18%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 33,945	\$ 33,945	\$ 6,725	\$ 27,220	20%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%

<i>Total Building Operations</i>	\$ 385,049	\$ 385,049	\$ 124,415	\$ 260,634	32%
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Streets Division FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 861,548	\$ 861,548	\$ 291,800	\$ 569,749	34%
Services / Supplies	779,297	779,297	67,939	711,358	9%
Capital	-	-	-	-	0%
	\$ 1,640,845	\$ 1,640,845	\$ 359,739	\$ 1,281,107	22%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 593,300	\$ 593,300	\$ 191,191	\$ 402,109	32%
<i>Employee Benefits</i>	268,249	268,249	100,609	167,640	38%
Total Personnel	\$ 861,548	\$ 861,548	\$ 291,800	\$ 569,749	34%

Services / Supplies					
<i>Professional Services</i>	\$ 77,816	77,816	\$ 4,413	\$ 73,403	6%
<i>Employee Development</i>	12,981	12,981	1,656	11,325	13%
<i>Supplies / Equipment</i>	60,850	60,850	7,447	53,403	12%
<i>Utilities (Streetlights)</i>	86,000	86,000	26,026	59,974	30%
<i>Other (Street Maintenance)</i>	541,650	541,650	28,397	513,253	5%
Total Services / Supplies	\$ 779,297	\$ 779,297	\$ 67,939	\$ 711,358	9%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Streets	\$ 1,640,845	\$ 1,640,845	\$ 359,739	\$ 1,281,107	22%
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Maintenance Division FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired

33.3%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 402,114	\$ 402,114	\$ 140,415	\$ 261,698	35%
Services / Supplies	1,576,282	1,576,282	636,858	939,424	40%
Capital	196,900	196,900	-	196,900	0%
	\$ 2,175,296	\$ 2,175,296	\$ 777,273	\$ 1,398,022	36%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 273,056	273,056	\$ 95,060	\$ 177,996	35%
<i>Employee Benefits</i>	129,057	129,057	45,355	83,702	35%
Total Personnel	\$ 402,114	\$ 402,114	\$ 140,415	\$ 261,698	35%

Services / Supplies					
<i>Professional Services</i>	\$ 80,260	\$ 80,260	\$ 20,310	\$ 59,950	25%
<i>Employee Development</i>	3,340	3,340	215	3,125	6%
<i>Supplies / Equipment</i>	1,200,204	1,200,204	572,225	627,979	48%
<i>Utilities</i>	70,000	70,000	20,511	49,489	29%
<i>Other (Capital Lease Payments)</i>	222,478	222,478	23,597	\$ 198,881	0%
Total Services / Supplies	\$ 1,576,282	\$ 1,576,282	\$ 636,858	\$ 939,424	40%

Capital					
<i>Equipment / Vehicles</i>	196,900	196,900	-	196,900	0%
Total Capital	\$ 196,900	\$ 196,900	\$ -	\$ 196,900	0%

Total Maintenance	\$ 2,175,296	\$ 2,175,296	\$ 777,273	\$ 1,398,022	36%
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Parks Division FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,448,044	\$ 1,448,044	\$ 442,059	\$ 1,005,985	31%
Services / Supplies	917,241	917,241	222,654	694,587	24%
Capital	<u>164,000</u>	<u>164,000</u>	<u>962</u>	<u>163,038</u>	<u>1%</u>
	\$ 2,529,285	\$ 2,529,285	\$ 665,675	\$ 1,863,609	26%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 937,220	<u>937,220</u>	\$ 284,369	\$ 652,851	30%
<i>Employee Benefits</i>	<u>510,823</u>	<u>510,823</u>	<u>157,690</u>	<u>353,134</u>	<u>31%</u>
<i>Total Personnel</i>	\$ 1,448,044	\$ 1,448,044	\$ 442,059	\$ 1,005,985	31%

Services / Supplies					
<i>Professional Services</i>	\$ 397,209	\$ 397,209	\$ 105,658	\$ 291,551	27%
<i>Employee Development</i>	28,465	28,465	7,334	21,131	26%
<i>Supplies / Equipment</i>	356,686	356,686	74,765	281,921	21%
<i>Utilities</i>	133,300	133,300	34,786	98,514	26%
<i>Other</i>	<u>1,581</u>	<u>1,581</u>	<u>111</u>	<u>1,470</u>	<u>7%</u>
<i>Total Services / Supplies</i>	\$ 917,241	\$ 917,241	\$ 222,654	\$ 694,587	24%

Capital					
<i>Equipment / Vehicles</i>	164,000	164,000	962	163,038	1%
<i>Total Capital</i>	164,000	164,000	962	163,038	1%

Total Parks	\$ 2,529,285	\$ 2,529,285	\$ 665,675	\$ 1,863,609	26%
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Recreation Division FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 207,176	\$ 207,176	\$ 62,555	\$ 144,620	30%
Services / Supplies	373,889	373,889	105,320	268,569	28%
Capital	<u>20,000</u>	<u>20,000</u>	<u>-</u>	<u>20,000</u>	<u>0%</u>
	\$ 601,065	\$ 601,065	\$ 167,875	\$ 433,190	28%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
<i>Salaries / Wages</i>	\$ 162,068	\$ 162,068	\$ 44,828	\$ 117,240	28%
<i>Employee Benefits</i>	<u>45,108</u>	<u>45,108</u>	<u>17,727</u>	<u>27,380</u>	<u>39%</u>
Total Personnel	\$ 207,176	\$ 207,176	\$ 62,555	\$ 144,620	30%

Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ (127)	\$ 127	0%
<i>Employee Development</i>	14,495	14,495	100	14,395	1%
<i>Supplies / Equipment</i>	4,650	4,650	90	4,560	2%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	<u>354,744</u>	<u>354,744</u>	<u>105,256</u>	<u>249,488</u>	<u>30%</u>
Total Services / Supplies	\$ 373,889	\$ 373,889	\$ 105,320	\$ 268,569	28%

Capital					
<i>Equipment / Vehicles</i>	20,000	20,000	-	20,000	0%
Total Capital	\$ 20,000	\$ 20,000	\$ -	\$ 20,000	0%

Total Recreation	\$ 601,065	\$ 601,065	\$ 167,875	\$ 433,190	28%
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Equipment Replacement / Capital Schedule FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	-	-	0%
Marketing Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	10,000	10,000	-	10,000	0%
Fire Dept Capital Outlay	-	-	-	-	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	-	-	-	-	0%
Maintenance Capital Outlay	196,900	196,900	-	196,900	0%
City Parks Capital Outlay	164,000	164,000	962	163,038	1%
City Recreation Capital Outlay	20,000	20,000	-	20,000	0%
Total Expenditures	\$ 390,900	\$ 390,900	\$ 962	\$ 389,938	0%

Utility Fund Revenues

FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (189,000)	\$ (189,000)	\$ (55,320)	\$ (133,680)	29%
<i>Charges / Penalties</i>	88,250	88,250	26,683	61,567	30%
Total Fees	\$ (100,750)	\$ (100,750)	\$ (28,637)	\$ (72,113)	28%

Licenses & Permits

<i>Construction Inspection</i>	\$ -	\$ -		\$ -	0%
Total Licenses & Permits	\$ -	\$ -	\$ -	\$ -	0%

Charges for Services

<i>Water Sales</i>	\$ 5,483,922	\$ 5,483,922	\$ 1,336,838	\$ 4,147,084	24%
<i>Sewer Sales</i>	4,626,689	4,626,689	1,336,533	3,290,156	29%
<i>Inspection Fees</i>	4,000	4,000	-	4,000	0%
Total Charges for Service	\$ 10,114,611	\$ 10,114,611	\$ 2,673,371	\$ 7,441,240	26%

Interest

<i>Interest (Operations)</i>	\$ 68,000	\$ 68,000	\$ 82,806	\$ (14,806)	122%
<i>Interest (Capital Projects)</i>	6,000	6,000	13,518	(7,518)	225%
Total Interest	\$ 74,000	\$ 74,000	\$ 96,324	\$ (22,324)	130%

Impact Fees

<i>Impact Fees</i>	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	0%
Total Impact Fees	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	0%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 2,041	\$ 2,959	41%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 2,041	\$ 2,959	41%

Total Utility Fund Revenues	\$ 10,142,861	\$ 10,142,861	\$ 2,743,098	\$ 7,399,763	27%
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Utility Division FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,818,060	\$ 1,818,060	\$ 644,082	\$ 1,173,978	35%
Services / Supplies	6,831,471	6,831,471	2,018,611	4,812,861	30%
Capital	20,000	20,000	110,749	(90,749)	554%
Total Utility Division	\$ 8,669,532	\$ 8,669,532	\$ 2,773,442	\$ 5,896,089	32%

--- Detail - Operations ---					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used

Personnel					
Salaries / Wages	\$ 1,238,673	\$ 1,238,673	\$ 431,062	\$ 807,611	35%
Employee Benefits	579,387	579,387	213,020	366,367	37%
Total Personnel	\$ 1,818,060	\$ 1,818,060	\$ 644,082	\$ 1,173,978	35%

Services / Supplies					
Professional Services	\$ 286,743	\$ 286,743	\$ 49,386	\$ 237,357	17%
Employee Development	67,255	67,255	45,032	22,223	67%
Supplies / Equipment	78,762	78,762	15,355	63,407	19%
Utilities	375,136	375,136	111,233	263,903	30%
Other (Well Lot Maintenance)	1,191,454	1,191,454	278,158	913,296	23%
Sub-Total - Operations Services / Supplies	\$ 1,999,350	\$ 1,999,350	\$ 499,163	\$ 1,500,187	25%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
UTRWD - Administration Fees	\$ 5,270	\$ 5,270	\$ 5,269	\$ 1	100%
UTRWD - Water Volume Cost	1,119,972	1,119,972	322,456	797,516	29%
UTRWD - Water Demand Charges	1,463,010	1,463,010	472,195	990,815	32%
UTRWD - Sewer Effluent Volume Rate	622,955	622,955	179,598	443,357	29%
UTRWD - Capital Charge Joint Facilities	1,389,179	1,389,179	463,060	926,119	33%
UTRWD - HV Sewer Line to UTRWD	231,735	231,735	76,869	154,866	33%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,832,121	\$ 4,832,121	\$ 1,519,448	\$ 3,312,673	31%

Total Services / Supplies	\$ 6,831,471	\$ 6,831,471	\$ 2,018,611	\$ 4,812,861	30%
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Capital					
Equipment / Vehicles	20,000	20,000	110,749	(90,749)	554%
Total Capital	\$ 20,000	\$ 20,000	\$ 110,749	\$ (90,749)	554%

Total Utility Division - Operations	\$ 8,669,532	\$ 8,669,532	\$ 2,773,442	\$ 5,896,089	32%
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Utility Fund Working Capital FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	\$ 5,483,922	\$ 5,483,922	\$ 1,336,838	\$ 4,147,084	24%
Sewer Sales	4,626,689	4,626,689	1,336,533	3,290,156	29%
Other Fees / Charges	97,250	97,250	28,723	68,527	30%
Electronic Payment Credit	(189,000)	(189,000)	(55,320)	(133,680)	29%
Interest	68,000	68,000	82,806	(14,806)	122%
Total Revenues	\$ 10,086,861	\$ 10,086,861	\$ 2,729,581	\$ 7,357,281	27%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	\$ 456,661	\$ 456,661	\$ 150,903	\$ 305,758	33%
Operations	3,360,750	3,360,750	992,342	2,368,407	30%
UTRWD	4,832,121	4,832,121	1,519,448	3,312,673	31%
Debt Service	1,011,709	1,011,709	-	1,011,709	0%
Capital Projects	-	-	-	-	0%
Equipment Replace / Capital	20,000	20,000	110,749	(90,749)	554%
Total Expenditures	\$ 9,681,241	\$ 9,681,241	\$ 2,773,442	\$ 6,907,798	29%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Transfers In (Applied Impact Fees)	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	0%
Operating Transfers In / Utility Capital Projects		-	\$ 542,450	(542,450)	0%
Operating Transfers Out / Utility Capital Projects	-	-	-	-	0%
Operating Transfers Out / General Fund	(470,000)	(470,000)	-	(470,000)	0%
Total Other Sources (Uses)	\$ (320,000)	\$ (320,000)	\$ 692,450	\$ (1,012,450)	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	85,620	85,620	648,588
Beginning Working Capital			
Operations	3,117,785	3,117,785	3,117,785
Available Impact Fees	1,282,718	1,282,718	1,282,718
Total Available Working Capital	\$ 4,400,503	\$ 4,400,503	\$ 4,400,503
Ending Working Capital			
Operations	3,203,406	3,203,406	3,766,374
Designated Capital Project	-	-	-
Available Impact Fees	1,182,718	1,182,718	1,132,718
Total Available Working Capital	\$ 4,386,124	\$ 4,386,124	\$ 4,899,092

Impact Fees			
Beginning Balance	1,282,718	1,282,718	1,282,718
+ Collections	50,000	50,000	-
- Applied to offset Debt Service	(150,000)	(150,000)	(150,000)
Ending Balance	1,182,718	1,182,718	1,132,718

*The working Capital Analysis is prepared to provide a picture of the "cash position" of this enterprise fund. Income restricted for specific use and non-operating expenses are excluded. Impact fees are excluded from revenues, however included for working capital balances - as they are available to address contingency expenditures.

Corps Leased Parks Fund FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 601,550	\$ 601,550	\$ 180,161	\$ 421,389	30%
<i>Annual Park Passes</i>	64,000	64,000	9,345	54,655	15%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	30	30	79	(49)	264%
Total Revenues	\$ 665,580	\$ 665,580	\$ 189,585	\$ 475,995	28%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 222,990	222,990	\$ 55,676	\$ 167,314	25%
<i>Services / Supplies</i>	458,841	458,841	43,207	415,634	9%
<i>Capital</i>	55,000	55,000	-	55,000	0%
Total Expenditures	\$ 736,831	\$ 736,831	\$ 98,883	\$ 637,948	13%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In / General Fund</i>	-	-	-	-	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 739,992	\$ 739,992	\$ 739,992
<i>+ Net Increase (Decrease)</i>	(71,251)	(71,251)	90,702
Ending Fund Balance	\$ 668,741	\$ 668,741	\$ 830,694

Debt Service Fund

FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,106,550	\$ 2,106,550	\$ 1,755,683	\$ 350,867	83%
<i>Interest Income</i>	15,000	15,000	5,924	9,076	39%
Total Revenues	\$ 2,121,550	\$ 2,121,550	\$ 1,761,607	\$ 359,943	83%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,600,000	\$ 1,600,000	\$ -	\$ 1,600,000	0%
<i>Interest Payments</i>	1,028,131	1,028,131	-	1,028,131	0%
<i>Paying Agent Fees</i>	3,000	3,000	750	2,250	25%
Total Expenditures	\$ 2,631,131	\$ 2,631,131	\$ 750	\$ 2,630,381	0%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	537,581	537,581	-	\$ 537,581	0%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
Total Financing Sources	\$ 537,581	\$ 537,581	\$ -	\$ 537,581	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 87,355	\$ 87,355	\$ 87,355
<i>+ Net Increase (Decrease)</i>	28,000	28,000	1,760,857
Ending Fund Balance	\$ 115,355	\$ 115,355	\$ 1,848,213

Capital Projects Fund

FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-		-	0%
Interest Income	190,000	190,000	106,568	83,432	56%
Total Revenues	\$ 190,000	\$ 190,000	\$ 106,568	\$ 83,432	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2018 GO Bond (Parks)	1,033,531	1,033,531	231,893	801,638	22%
2021 Bond Issue (Parks)	1,564,035	1,564,035	294,125	1,269,911	19%
2021 Bond Issue (Streets)	5,730,000	5,730,000	99,213	5,630,787	2%
Total Expenditures	\$ 8,327,566	\$ 8,327,566	\$ 625,230	\$ 7,702,336	8%

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds		\$ -		\$ -	0%
Bond Discount / Premium	-	-		-	0%
Debt Issuance		-		-	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
Total Financing Sources	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 15,796,600	\$ 15,796,600	\$ 15,796,600
<i>+Net Increase (Decrease)</i>	(8,137,566)	(8,137,566)	(518,662)
Ending Fund Balance	\$ 7,659,034	\$ 7,659,034	\$ 15,277,938

Drainage Utilities FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ 10,000	10,000	\$ -	\$ 10,000	0%
<i>Drainage Fee Receipts</i>	510,000	510,000	148,119	361,881	29%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	1,500	1,500	2,808	(1,308)	187%
Total Revenues	\$ 521,500	\$ 521,500	\$ 150,927	\$ 370,573	29%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 367,162	\$ 367,162	\$ 125,931	\$ 241,231	34%
<i>Services / Supplies</i>	253,635	253,635	24,374	229,261	10%
<i>Capital</i>	70,000	70,000	-	70,000	0%
Total Expenditures	\$ 690,797	\$ 690,797	\$ 150,306	\$ 540,491	22%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 16,000	\$ 16,000	\$ -	16,000	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 331,511	\$ 331,511	\$ 331,511
<i>+ Net Increase (Decrease)</i>	(169,297)	(169,297)	621
Ending Fund Balance	\$ 162,214	\$ 162,214	\$ 332,132

Park Development Fee Fund FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 300	\$ 300	\$ 1,030	(730)	0%
<i>Community Park Fees</i>	-	-		-	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
Total Revenues	\$ 300	\$ 300	\$ 1,030	\$ (730)	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Capital Outlay (Unity Park)</i>	-	-	-	-	0%
<i>Capital Outlay (Village Park)</i>	-	-	-	-	0%
<i>Capital Outlay - (St James development, Area I)</i>	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out (Funding for projects at Unity Park with FY2012 bond)</i>	-	-	-	-	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 82,124	\$ 82,124	\$ 82,124
<i>+ Net Increase (Decrease)</i>	300	300	1,030
Ending Fund Balance	\$ 82,424	\$ 82,424	\$ 83,154

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ -	-
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	82,424	83,454
<i>Neighborhood Park Fees (Area IV)</i>	-	-
Total	\$ 82,424	\$ 83,454

Public Safety Special Revenue Fund

FY 2022/2023 Budget

YEAR TO DATE JANUARY

Percent of Budget Year Transpired	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 37,600	37,600	\$ 19,806	\$ 17,794	53%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	13,600	13,600	46,115	(32,515)	0%
Capital	-	-		(46,115)	0%
Total Expenditures	\$ 13,600	\$ 13,600	\$ 46,115	\$ (32,515)	339%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	(22,000)	(22,000)	-	(22,000)	0%
Total Other Sources (Uses)	\$ (22,000)	\$ (22,000)	\$ -	\$ (22,000)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 49,172	\$ 39,100	\$ 39,100
+ Net Increase (Decrease)	2,000	2,000	(26,309)
Ending Fund Balance	\$ 51,172	\$ 41,100	\$ 12,791

Municipal Court Technology Fee Fund

FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 2,800	\$ 2,800	\$ 770	2,030	27%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 4,400	\$ 4,400	\$ 3,600	\$ 800	82%
Total Expenditures	\$ 4,400	\$ 4,400	\$ 3,600	\$ 800	0%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	-	-	-	-	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 15,544	\$ 15,544	\$ 15,544
+ Net Increase (Decrease)	(1,600)	(1,600)	(2,830)
Ending Fund Balance	\$ 13,944	\$ 13,944	\$ 12,713

Municipal Court Building Security Fund FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 3,000	\$ 3,000	\$ 941	\$ 2,059	31%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel (Bailiff)</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 43,992	\$ 43,992	\$ 43,992
+ Net Increase (Decrease)	3,000	3,000	941
Ending Fund Balance	\$ 46,992	\$ 46,992	\$ 44,933

Highland Village Community Development Corporation
Working Capital Analysis (FY 2022)

	<i>Actual 2020-2021</i>	<i>Projected 2021-2022</i>	<i>Budget 2022-2023</i>	<i>YTD 2022-2023</i>
Beginning Fund Balance	\$ 109,678	\$ 356,702	\$ 451,066	\$ 451,065
Revenues				
4B Sales Tax	1,532,222	1,693,333	1,739,289	285,984
Park Fees (Rental)	42,080	47,900	85,000	23,610
Linear Park Fees	-	-	-	-
Miscellaneous Income	1,000	1,475	-	-
Interest Income	60	300	500	8,384
Total	\$ 1,575,362	\$ 1,743,008	\$ 1,824,789	\$ 317,978
Expenditures				
<i>Personnel</i>	302,812	315,130	331,609	92,543
Services / Supplies	193,044	428,907	407,678	59,863
Reimburse GF (Support Functions)	28,000	-	-	-
Reimburse GF (Debt Service)	804,482	887,327	565,581	-
Total Non-Capital Expenditures	\$ 1,328,338	\$ 1,631,364	\$ 1,304,868	\$ 152,406
Capital				
Equipment	-	17,281	287,000	-
Net Increase / (Decrease)	247,024	94,363	232,921	165,572
Working Capital Balance	\$ 356,702	\$ 451,065	\$ 683,987	\$ 616,637

PEG Fee Fund

FY 2022/2023 Budget

YEAR TO DATE JANUARY

<i>Percent of Budget Year Transpired</i>	33.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	0%
Total Revenues	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	7,000	7,000	375	6,625	5%
<i>Capital</i>		-		-	0%
Total Expenditures	\$ 7,000	\$ 7,000	\$ 375	\$ 6,625	5%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out</i>	-	-	-	-	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 133,578	\$ 133,578	\$ 133,578
<i>+Net Increase (Decrease)</i>	17,000	17,000	(375)
Ending Fund Balance	\$ 150,578	\$ 150,578	\$ 133,203

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13

MEETING DATE: 03/28/2023

**SUBJECT: Receive the Annual Comprehensive Financial Report for FY
2021 - 2022**

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

Accountability is the essence of governmental financial reporting. The audit demonstrates this accountability. The Annual Comprehensive Financial Report represents a yearly audit of City finances and records.

IDENTIFIED NEED/S:

The Annual Comprehensive Financial Report is presented to Council for acceptance.

OPTIONS & RESULTS:

The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2022.

The report is on file in the City Secretary's Office as well as the report from the auditors. An electronic version has been posted on the city website and can be accessed using the link below. It has also been submitted to GFOA for consideration of an Excellence in Financial Reporting Award.

[FY 2022 Comprehensive Financial Report](#)

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Council to receive the Annual Comprehensive Financial Report for FY 2021 - 2022.

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Highland Village, we offer readers of the City of Highland Village's financial statements this narrative overview and analysis of the financial activities of the City of Highland Village for the fiscal year ended September 30, 2022. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in our letter of transmittal.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the City of Highland Village exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$57,680,068. Of this amount, \$9,811,793 may be used to meet the government's ongoing obligations to citizens and creditors.
- The City of Highland Village's total net position increased by \$1,715,927. A \$97,190 increase in net position related to governmental activities and an increase of \$1,618,737 in net position in business-type activities.
- As of September 30, 2022, the City of Highland Village's governmental funds reported combined ending fund balances of \$26,327,376 an increase of \$13,894,451 in comparison with the prior year. Approximately 25 percent of this total amount, \$6,651,051 is available for spending at the government's discretion (unassigned fund balance).
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$6,651,051 or 33 percent of total General Fund expenditures.
- The City of Highland Village's total debt increased by \$9,115,000 during the current fiscal year. This is attributed to new debt issuance of \$14,240,000 partially offset by net refunded debt of \$2,090,000, as well as debt payments of \$3,035,000.

OVERVIEW OF THE FINANCIAL STATEMENTS

The management's discussion and analysis are intended to serve as an introduction to the City of Highland Village's basic financial statements. The City of Highland Village's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of the City of Highland Village's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the City of Highland Village's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the difference between these items reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of Highland Village is improving or deteriorating.

The statement of activities presents information showing how the City's net position changed during the most recent fiscal year. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave). Both the statement of net position and the statement of activities are prepared utilizing the accrual basis of accounting as opposed to the modified accrual basis used in the governmental fund financial statements.

In the Statement of Net Position and the Statement of Activities, the City is divided between two kinds of activities:

Governmental activities. Most of the City's basic services are reported here, including the police, fire, community development, public works, information services, park services, municipal court, and general administration. Property taxes, sales taxes, and franchise fees finance most of these activities.

Business-type activities. The City charges a fee to customers to help it cover all or most of the cost of certain services it provides. The City's water, sewer and drainage utilities are reported here.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund financial statements provide detailed information about the most significant funds, not the City as a whole. Some funds are required to be established by state law or bond covenants. However, the City Council also establishes other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants and other money. All of the funds of the City of Highland Village can be divided into two categories: governmental funds and proprietary funds.

Governmental funds. The majority of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method identified as the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. By comparing information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements, readers may better understand the long-term impact of the government's near-term financing decisions. The relationship or differences between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds are detailed in a reconciliation following the fund financial statements.

The City of Highland Village maintains 11 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Debt Service Fund, and Capital Projects Fund, all of which are considered to be major funds. Data from the other 8 governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

Proprietary funds. The City charges customers for the services it provides, whether to outside customers or to other units within the City. These services are generally reported in proprietary funds. Proprietary funds are reported in the same manner that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the City's Enterprise Fund (a component of proprietary funds) is identical to the business-type activities that are reported in the government-wide statements, but provide more detail and additional information, such as cash flows.

The City of Highland Village maintains an Enterprise Fund to account for water and sewer services provided to the City's retail and wholesale customers. All activities associated with providing such services are accounted for in this fund, including administration, operation, maintenance, debt service, capital improvements, billing and collection. The City's intent is that costs of providing the services to the general public on a continuing basis is financed through user charges in a manner similar to a private enterprise.

Notes to the financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the City of Highland Village's budgetary comparison schedules and its progress in funding its obligation to provide pension benefits to its employees.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The City's combined net position was \$57,680,068 as of September 30, 2022. Analyzing the net position of governmental and business-type activities separately, governmental activities' net position was \$45,845,278 and business-type activities' net position was \$11,834,790. This analysis focuses on the net position (Table 1), and the changes in net position (Table 2).

The largest portion of the City's net position reflects its net investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure); less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

TABLE 1**CITY OF HIGHLAND VILLAGE'S NET POSITION**

	2022	2021	2022	2021	2022	2021
Current and other assets	\$ 31,272,457	\$ 14,128,323	\$ 11,182,263	\$ 8,954,143	\$ 42,454,720	\$ 23,082,466
Capital assets	<u>57,887,896</u>	<u>58,375,544</u>	<u>14,378,662</u>	<u>15,087,162</u>	<u>72,266,558</u>	<u>73,462,706</u>
Total assets	<u>89,160,353</u>	<u>72,503,867</u>	<u>25,560,925</u>	<u>24,041,305</u>	<u>114,721,278</u>	<u>96,545,172</u>
Deferred outflows of resources	<u>1,464,528</u>	<u>1,398,151</u>	<u>220,086</u>	<u>189,970</u>	<u>1,684,614</u>	<u>1,588,121</u>
Long-term liabilities	33,909,175	22,163,683	8,747,973	9,823,426	42,657,148	31,987,109
Other liabilities	<u>5,047,461</u>	<u>4,697,754</u>	<u>4,837,775</u>	<u>4,026,725</u>	<u>9,885,236</u>	<u>8,724,479</u>
Total liabilities	<u>38,956,636</u>	<u>26,861,437</u>	<u>13,585,748</u>	<u>13,850,151</u>	<u>52,542,384</u>	<u>40,711,588</u>
Deferred inflows of resources	<u>5,822,967</u>	<u>1,292,493</u>	<u>360,473</u>	<u>165,071</u>	<u>6,183,440</u>	<u>1,457,564</u>
Net position:						
Net investment in capital assets	39,283,602	40,488,662	6,028,561	7,252,431	45,312,163	47,741,093
Restricted	1,263,887	1,057,266	1,292,225	1,207,251	2,556,112	2,264,517
Unrestricted	<u>5,297,789</u>	<u>4,202,160</u>	<u>4,514,004</u>	<u>1,756,371</u>	<u>9,811,793</u>	<u>5,958,531</u>
Total net position	<u>\$ 45,845,278</u>	<u>\$ 45,748,088</u>	<u>\$ 11,834,790</u>	<u>\$ 10,216,053</u>	<u>\$ 57,680,068</u>	<u>\$ 55,964,141</u>

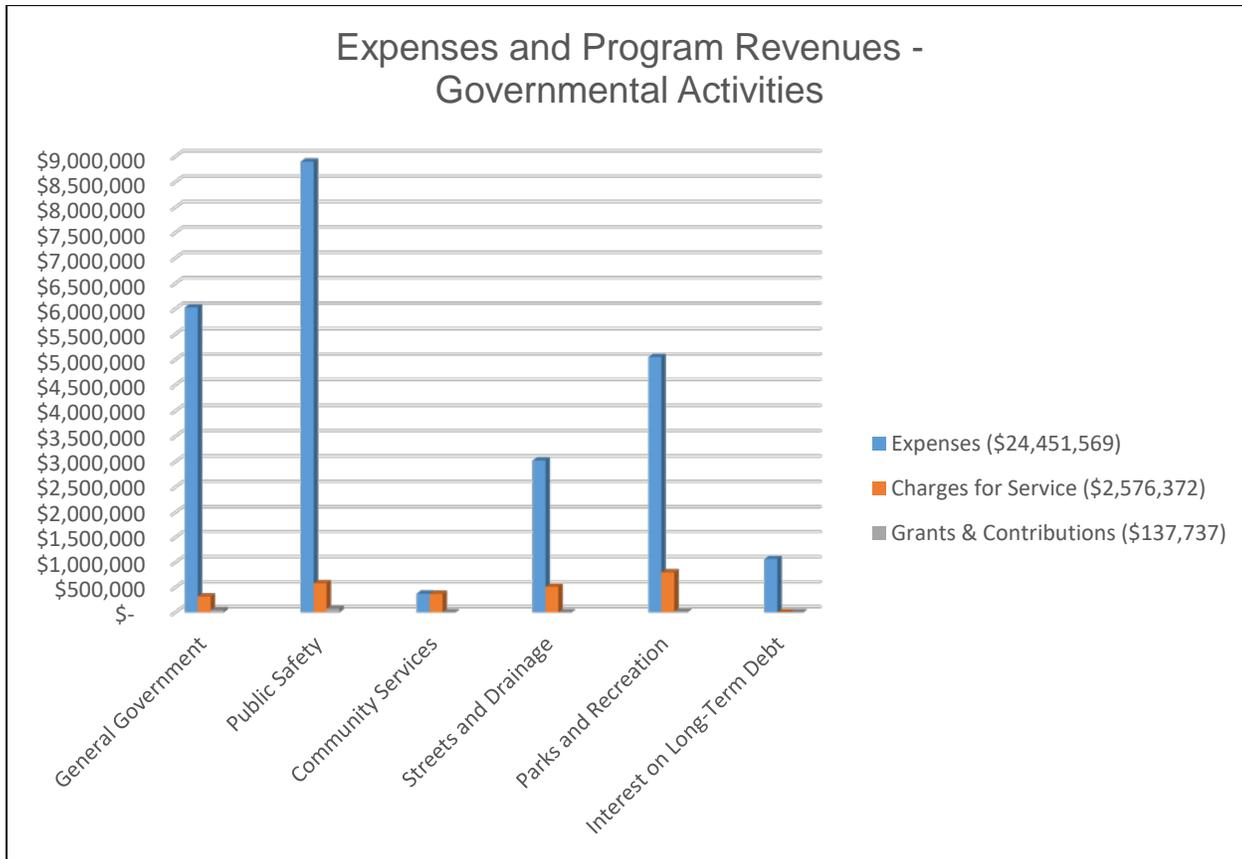
The following table (Table 2) provides a summary of the City's operations for the year ended September 30, 2022. Governmental activities increased the City's net position by \$97,190 and business-type activities increased the City's net position by \$1,618,737, resulting in a net \$1,715,927 increase in total net position.

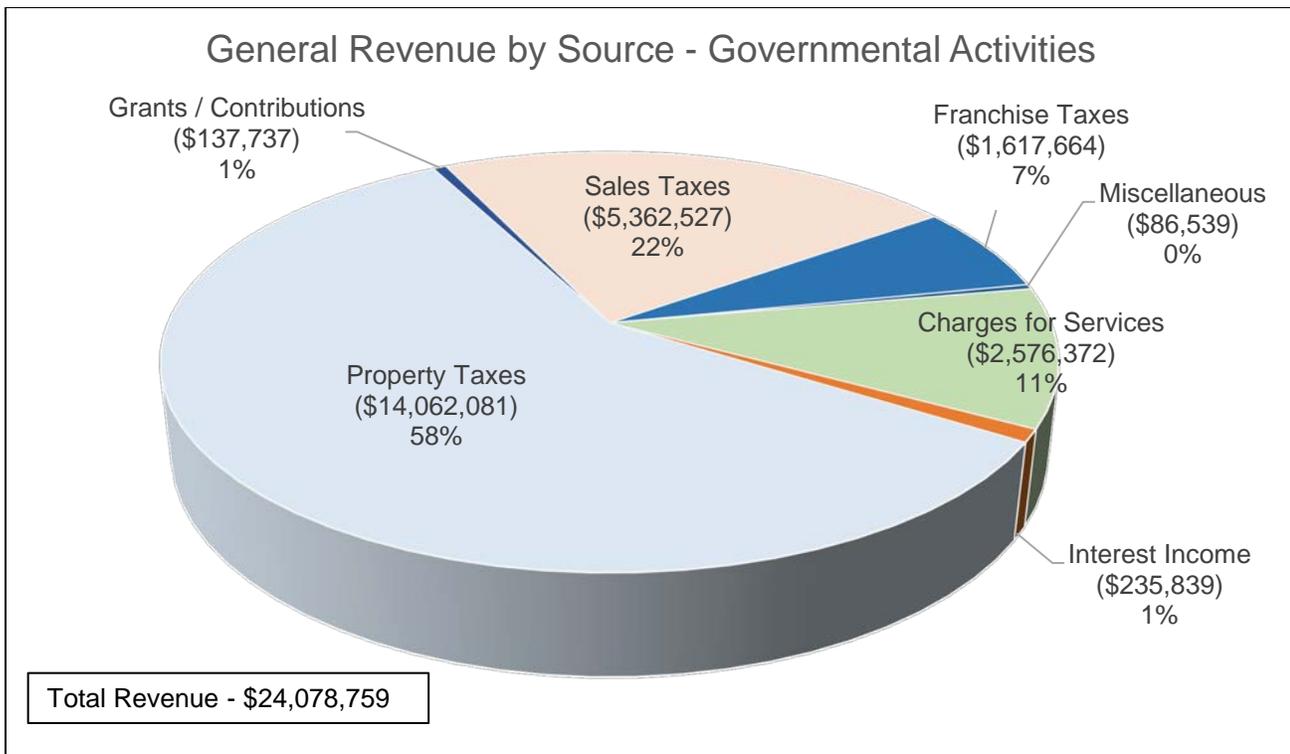
TABLE 2

CITY OF HIGHLAND VILLAGE'S CHANGES IN NET POSITION

	Governmental Activities		Business-type Activities		Totals	
	2022	2021	2022	2021	2022	2021
Revenues:						
Program revenues:						
Charges for services	\$ 2,576,372	\$ 2,439,211	\$ 10,722,176	\$ 9,552,361	\$ 13,298,548	\$ 11,991,572
Operating grants and contributions	76,636	113,234	1,547,662		1,624,298	113,234
Capital grants and contributions	61,101	776,828	215,479	1,199,342	276,580	1,976,170
General revenues:						
Property taxes	14,062,081	13,552,545	-	-	14,062,081	13,552,545
Sales taxes	5,362,527	4,732,971	-	-	5,362,527	4,732,971
Franchise fees	1,617,664	1,513,527	-	-	1,617,664	1,513,527
Interest income	235,839	38,718	49,392	15,064	285,231	53,782
Gain on sale of asset					-	-
Miscellaneous	86,539	83,090	-	-	86,539	83,090
Total revenues	<u>24,078,759</u>	<u>23,250,124</u>	<u>12,534,709</u>	<u>10,766,767</u>	<u>36,613,468</u>	<u>34,016,891</u>
Expenses:						
General government	6,029,386	5,532,530	-	-	6,029,386	5,532,530
Public safety	8,899,370	8,432,376	-	-	8,899,370	8,432,376
Community services	374,687	467,764	-	-	374,687	467,764
Streets and drainage	3,026,367	3,046,868	-	-	3,026,367	3,046,868
Parks and recreation	5,052,548	4,577,551	-	-	5,052,548	4,577,551
Interest on long-term debt	1,069,211	586,607	-	-	1,069,211	586,607
Water and wastewater	-	-	10,445,972	9,880,513	10,445,972	9,880,513
Total expenses	<u>24,451,569</u>	<u>22,643,696</u>	<u>10,445,972</u>	<u>9,880,513</u>	<u>34,897,541</u>	<u>32,524,209</u>
Increases in net position before transfers	(372,810)	606,428	2,088,737	886,254	1,715,927	1,492,682
Transfers	470,000	470,000	(470,000)	(470,000)	-	-
Change in net position	97,190	1,076,428	1,618,737	416,254	1,715,927	1,492,682
Net position, beginning	<u>45,748,088</u>	<u>44,671,660</u>	<u>10,216,053</u>	<u>9,799,799</u>	<u>55,964,141</u>	<u>54,471,459</u>
Net position, ending	<u>\$ 45,845,278</u>	<u>\$ 45,748,088</u>	<u>\$ 11,834,790</u>	<u>\$ 10,216,053</u>	<u>\$ 57,680,068</u>	<u>\$ 55,964,141</u>

Governmental activities. The City’s expenses for governmental activities are detailed below – with associated program revenues.





Net position associated with governmental activities increased \$97,190 in FY 2022 – this compared to a \$1,076,528 increase in net position in FY 2021.

- FY 2022 revenues increased \$828,635 from the previous year. Key elements of this increase is as follows:
 - Charges for services increased \$137,161, reflective of increased governmental collections (\$62,823), Public Safety (\$30,068 – primarily increased EMS fees), and Parks (\$55,717 – largely due to increased park entry fees collected).
 - Capital grants and contributions decreased \$715,727 primarily reflective of infrastructure donated to the City the previous year with approval of the Reserve at Chapel Hill subdivision.
 - Property taxes increased by \$509,536 during the year. Most of this increase is the product of a 10.4% increase in the taxable assessed value of the property, partially mitigated by a decrease in the property tax rate.
 - Sales tax revenue increased by \$629,556. Collected sales tax were increased 11% from the prior year.
 - Franchise fees increased \$104,137, reflective of increased sales for both the electric and gas franchises, with the City collecting the increased proportionate percentage.
 - Investment earnings increased by \$197,121, resulting from increased yields.

- FY 2022 expenses increased \$1,807,873 from FY 2021, reflecting inflation and increased service demand. The total expense amount of \$24,451,569 was greater than total revenues – creating a \$372,810 decrease in net position before transfers. This compares to a \$606,428 increase in FY 2021 net position.
 - General government expenses increased by \$496,856. This increase is primarily attributed to expenditures associated with a Comprehensive Plan update totaling \$543,025.

- Public Safety expenses increased \$466,994. \$386,591 pro-rata share of capital costs for initial design, construction, and equipping of a joint fire training facility was funded in FY 2022.
- Parks and recreation expenses increased by \$474,997. A large portion of this increase is increased parks maintenance of \$191,429, largely regarding improvements at Doubletree Ranch Park. In addition, there was increased cost for maintenance contracts of \$62,165 largely associated with ROW mowing, as well as increased capital expenditures primarily related to the purchase of two workman utility vehicles (\$62,527).
- Interest on long-term debt increased \$482,604, as the City issued debt in FY 2022.

Business-type activities: Business-type activities reflected a \$1,618,737 increase in the City’s net position – this compared to a \$416,254 increase in net position in FY 2021. Overall, revenue exceeded expense and transfers.

- Charges for service increased \$1,169,815 from last year’s total of \$9,552,361. Water sales increased from the previous year as a result of increased consumption during the summer months. Sewer sales also reflected a modest increase from the previous year.
- Operating and capital grants and contributions increased by \$563,799. \$1,547,662 in Coronavirus State and Local Fiscal Recovery Funds were expended in FY 2022. \$915,169 in water and sewer capital improvements contributed by the developer of the Reserve at Chapel Hill subdivision was received in FY 2021.
- Interest income increased \$34,328, reflective of higher yields.
- Expenses reflected an increase of \$565,459 from last year largely related to increased maintenance costs.

FINANCIAL ANALYSIS OF THE GOVERNMENT’S FUNDS

Governmental funds. The focus of the City’s governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City’s financing requirements. In particular, unassigned fund balance may serve as a useful measure of the City’s net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City’s governmental funds reported combined ending fund balances of \$26,327,376 an increase of \$13,894,451 in comparison with the prior year. Approximately 25 percent of this total amount, or \$6,651,051, constitutes unassigned fund balance, which is available for spending at the City’s discretion. The remainder of fund balance is not available for spending because it has already been restricted - \$17,246,227, committed - \$852,433, assigned - \$1,531,806, or non-spendable - \$45,859.

The General Fund is the chief operating fund of the City. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$6,651,051, while total fund balance was \$8,228,716. As a measure of the General Fund’s liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 33 percent of total General Fund expenditures, while total fund balance represents 41 percent of that same amount.

The original budget for FY 2022 reflected a \$1,288,241 drawdown of the projected fund balance of \$7,228,611, primarily to fund capital equipment purchases – while still providing for sufficient reserve balances. Actual ending fund balance for FY 2021 was \$8,268,987. For FY 2022, revenues of \$18,885,184 exceeded the budgeted amount by \$91,904, and expenditures of \$19,937,900 in FY 2022 were below the budgeted amount by \$661,621. Additionally, \$480,023 of the total expenditure total was offset by financing sources of leases issued. These variances comprised the majority of the decrease in fund balance of \$40,271. Key factors affecting fund balance are as follows:

- Total General Fund revenues of \$18,885,184 were increased from FY 2021 by \$1,223,234.
 - Taxes reflected a \$1,038,787 increase from FY 2021.
 - Property tax revenue increased \$510,577 largely resulting from a 10.4% increase in assessed valuation, partially offset by a property tax decrease.
 - Sales tax revenue increased \$431,775.
 - Franchise fees increased by \$96,435.
 - Licenses, permits and fees increased \$21,601 reflecting modest increase in building permits issued in FY 2022.
 - Investment earnings increased \$89,369 resulting from increased yields.
 - Charges for Services revenues experienced a \$54,557 increase, primarily reflective of increased collections from ambulance service fees.
- Total General Fund expenditures of \$19,937,900 represent an increase of \$2,030,157 from the previous year. The FY 2022 actual expenditures were \$661,621 below the original budgeted amount.
 - Personnel expenditures totaling \$13,792,463 reflected an increase of \$751,999 from FY 2021. The increase was evenly distributed between salaries (\$379,617) and benefits (\$372,382). Overall salary increases of 5% were partially offset by reductions associated with turnover. Benefit costs increased by \$372,382 largely related to increased expenditures for medical insurance coverage, also reflecting an increase in Texas Municipal Retirement System payments.
 - Services / Supplies expenditures increased by \$909,466.
 - Professional services increased \$519,599 primarily as a result of a Comprehensive Plan update initiated in FY 2022.
 - Supplies / Equipment decreased \$196,707. This primarily resulted from a decrease in Building and Grounds Maintenance of \$321,695 stemming from the last remaining roof replacements totaling \$376,031 from a prior year hail storm in FY 2021. This was partially offset by increased expenditures for park maintenance of \$65,302 and increased costs for fuel (\$94,033).
 - Street Maintenance decreased \$97,740 partially related to delayed implementation of the FY 2022 street overlay program.
 - A one-time proportionate payment of \$386,591 was made to the City of Lewisville for the construction of a joint regional fire training facility.
 - A principal amount of \$114,022 was booked with the implementation of the GASB Statement No. 87, Leases.

- Capital Outlay expenditures increased by \$368,691 in FY 2022, largely due to provision for capital leases issued of \$480,023.
- Total Other Financing Sources (Uses) reflected a net total of \$1,012,445 – a \$450,265 increase from FY 2021. Base elements of this total include transfers-in of \$470,000, \$28,000, and \$16,000 respectively, from the Utility Fund, Highland Village Economic Development Corporation and Drainage Utility Fund for support functions provided by the General Fund, as well as a transfer-in of \$18,257 from the Public Safety Fund related to collected Child Safety Fees. Also included were \$480,023 related to leases issued. These transfers-in were partially offset by transfers to the Drainage Utility Fund of \$16,000 for the City's drainage fees.

The Debt Service Fund has a total fund balance of \$93,470, a decrease of \$44,506, all of which is restricted for the payment of debt service.

The Capital Projects Fund ended the year with a \$15,888,870 fund balance, increased \$13,503,954 from FY 2021 primarily related to debt issuance of \$15.3M in FY 2022.

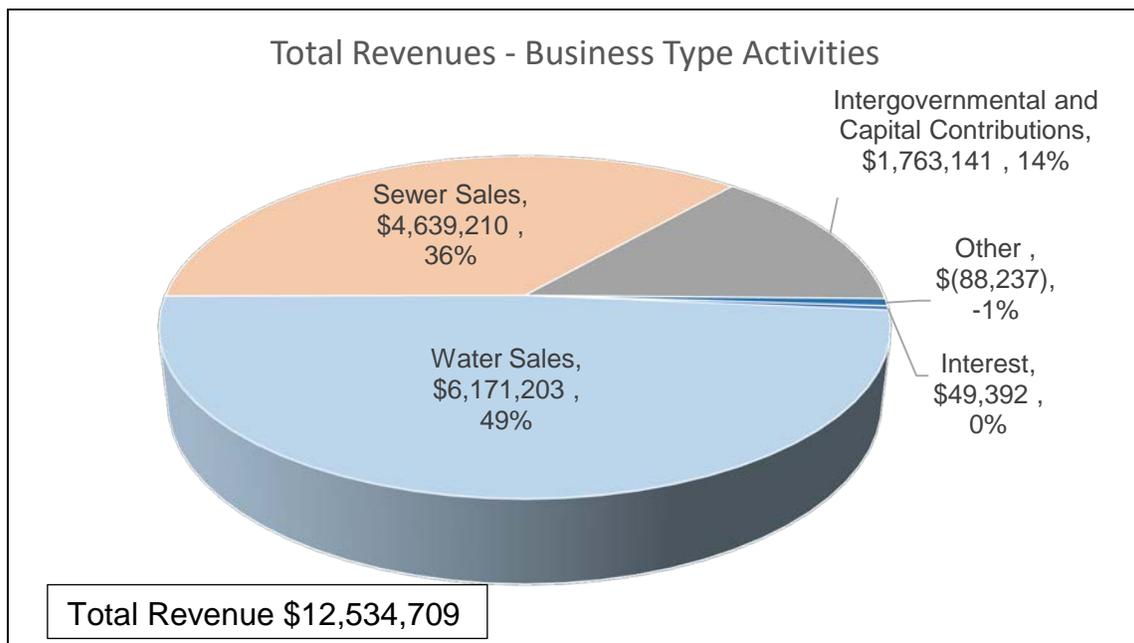
Remaining governmental funds reported a combined ending fund balance of \$2,116,320, reflecting an increase of \$475,274.

- Revenues for these funds reflected an increase of \$217,366 from the previous year. The increase was primarily reflective of increased sales tax collections of \$197,781 in the Highland Village Community Development Fund. This was buttressed by a \$48,411 increase in licenses, permits, and fees, largely related to collected fees in the Corps Leased Parks Fund.
- Combined expenditures increased \$286,266. The increase is largely related to increased operations and capital expenditures totaling \$333,744 across several funds (Corps Leased Parks Fund - \$55,612, Drainage Fund - \$99,692, Highland Village Community Development Fund - \$148,440).
- Total Other Financing Sources (Uses) reflected a net total of \$-856,614 – a net \$40,048 increase from FY 2021. This decrease is primarily reflective of FY 2021 including a \$61,549 transfer from the Public Safety Fund to the General Fund regarding collected reimbursement from the Texas Division of Emergency Management to offset related public safety personnel cost, partially offset by a transfer of \$20,000 from the General Fund to the Drainage Utility for capital equipment also in FY 2021.

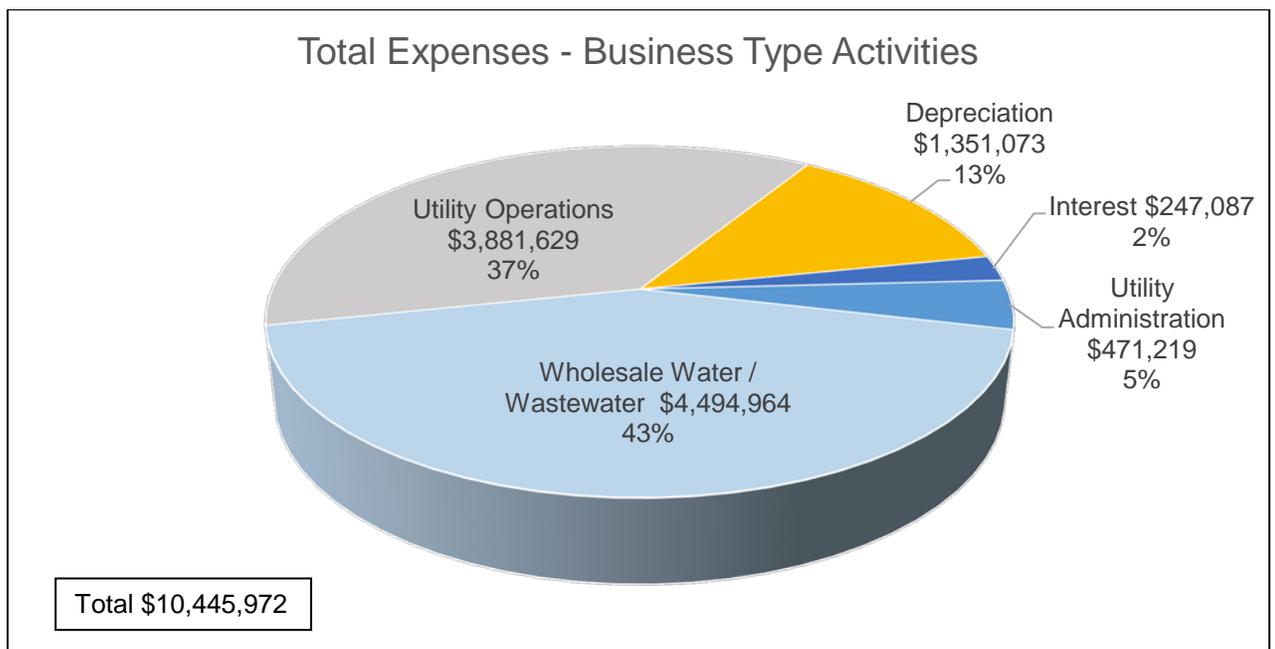
Proprietary funds. The City’s proprietary fund provides the same type of information found in the government-wide financial statements, but in more detail.

Net position in the Enterprise Fund totaled \$11,834,790 at the end of the fiscal year 2022, an increase of \$1,618,737, or 15.8%. Included in net position is \$1,292,225 restricted for capital projects and unrestricted net position of \$4,514,004. The remaining net position balance of \$6,028,561 consists of net investments in capital assets.

- Utility operating revenues of \$10,722,176 reflected an increase of \$1,169,815 or 12.2%, in FY 2022.
 - Water sales increased \$953,771.
 - Sewer sales increased \$223,763.
 - Other fees decreased \$7,719.



- Utility operating expenses of \$10,198,885 increased \$615,040, or 6.4%.
 - Administration expenses increased \$48,895 in FY 2022.
 - Maintenance and Operations increased \$559,334.
 - Wholesale water / sewer treatment cost increased \$55,931.
 - Personnel expenses increased \$47,785.
 - Services and supplies increased \$455,619.
 - Utilities increased \$141,820.
 - Water meter maintenance increased \$158,375 primarily relating to planned replacement of water meters that have reached established usage threshold.
 - Water storage tank maintenance increased \$60,273 resulting from scheduled painting of the Southwood 2 water storage tank.
 - Lift Station maintenance increased \$46,297, stemming from pump replacements.
 - Well lot maintenance increased \$44,234, largely related to upgrade of Southwood water well.
 - Depreciation increased in FY 2022 by \$6,811.



GENERAL FUND BUDGETARY HIGHLIGHTS

During fiscal year 2021-2022, the City Council of the City of Highland Village amended the budget for the General Fund on one occasion, resulting in an increase in budgeted expenditures of \$335,000. The majority of these appropriations relate to actions taken to fund unbudgeted items during the fiscal year, including the acceptance of grants during the year.

Staff reviewed each supplemental appropriation throughout the year and determined that revenues provided sufficient reserves to recommend their increase. All budget amendments presented had either offsetting reductions or sufficient available fund balances reserves.

For fiscal year 2021-2022, actual expenditures on a budgetary basis were \$19,937,900. This total was less than the original budgeted expenditures of \$20,599,525 by \$661,625, and \$996,625 below the revised budget. The supplemental requests approved during the year are summarized following:

- Personnel expenditures increased by a total of \$25,000 which consists of increases in City Manager (\$20,000), Communication / Marketing (\$15,000), City Secretary (\$20,000), Fire (\$50,000), Streets (\$20,000), Maintenance (\$20,000), and Parks (\$20,000) Departments, offset by decreases in the Police (\$-90,000), and Human Resources (\$-50,000) Departments. These changes resulted from mid-year adjustments, personnel changes, insurance coverage elections, etc. In addition, the amendments addressed the reallocation of some items budgeted in a single department, such as incentive pay, with actual expenditures charged to the respective departments. Also, supplemental one-time retention incentive payments for non-managerial employees comprised some of the adjustments.
- Services and supplies expenditures increased in total by \$235,000 which consists of the following amendments:
 - City Manager – Increased \$30,000 resulting from additional charges associated with the Comp Plan update.
 - Marketing – Increased \$10,000 resulting increased special event costs.
 - Fire - Increased \$15,000 mostly related to purchase of safety equipment.
 - Parks – Increased \$20,000 related to removal of diseased pine trees on City property.
 - Community Services – Increased \$10,000 associated with increased professional services.
 - Maintenance - Increased \$150,000 related to increased fuel costs as well as utilities.
- Increased Capital Outlay in total by \$75,000 which consists of the following amendment:
 - Police – Increased \$70,000 due to receipt of an animal control vehicle carried over from FY 2021.
 - Streets – Increased \$5,000 resulting from actual cost of received fork lift exceeding budget amount.

Actual revenue on a budgetary basis was \$18,885,184 compared to the original budget of \$18,793,280, providing a positive variance of \$91,904. Actual tax revenues were \$238,791 more than the budget amount, primarily related to Sales Tax receipts. Licenses, permits and fees actual revenues were less than budgeted by \$88,147. Investment earnings were \$80,052 less than budgeted, reflective of higher yields. Charges for services were \$24,323 above the budgeted amount primarily resulting from increased EMS fees received. Miscellaneous revenues were \$177,286 less than budgeted mostly related to delay of receipt of new vehicles with leasing program, thus providing no opportunity for sale of replaced vehicles as anticipated.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. The City's investment in capital assets, for its governmental and business-type activities as of September 30, 2022, amounted to \$72,266,558 (net of accumulated depreciation). This investment in capital assets includes land, building, park facilities, roads, bridges, water and sewer lines, machinery, equipment, and right-to-use assets.

Major capital asset events during the current fiscal year included the following:

Project	Amount
Street Reconstruction Phase 4	\$ 920,412
Highland Village Rd Sidewalk	534,086
Glenmere, Camden, Turpin, La Mesa Water and Sewer Lines	407,858
Use of building – Animal Shelter	365,356
Edgewood Dr. Sewer Line Replacement	135,704
2022 Street Improvement Project	129,200
SX Single Site Assureon Data Vault Node	108,153
Use of equipment - Axon Camera and Accessories	105,431
John Deere 331G Skid Steer Compact Track	73,914
Highland Shores Blvd Street Reconstruction	62,760
Doubletree Park Barn HVAC	62,357
Victoria Park Sidewalk Improvements	57,307
Sellmeyer and Doubletree Tennis Parking Lot	54,585
2021 Ford F-150 Responder	38,940
Toro Workman HDX – 2WD	31,264
Toro Workman HDX – 2WD	31,264
Mitsubishi 5000# LP Pneumatic Forklift	29,134
Sandero, Bexar, Victoria, Malibu Waterlines	28,618
Unity Park Softball Fields	26,963

TABLE 3

CITY OF HIGHLAND VILLAGE’S CAPITAL ASSETS AT YEAR-END

	Governmental Activities		Business-type Activities		Totals	
	2022	2021	2022	2021	2022	2021
Land	\$ 17,183,848	\$ 17,183,848	\$ 75,713	\$ 75,713	\$ 17,259,561	\$ 17,259,561
Land improvements	14,432,493	14,548,054	-	-	14,432,493	14,548,054
Buildings and improvements	4,620,430	5,063,994	646,022	717,943	5,266,452	5,781,937
Distribution system			12,603,907	12,872,218	12,603,907	12,872,218
Equipment	2,923,791	3,313,935	638,813	775,392	3,562,604	4,089,327
Infrastructure	15,830,826	16,875,450	7,374	7,989	15,838,200	16,883,439
Intangibles	5,689	73,908	-	-	5,689	73,908
Right to use equipment	298,159				298,159	-
Right to use building	360,368				360,368	-
Construction in progress	<u>2,232,292</u>	<u>1,316,355</u>	<u>406,833</u>	<u>637,907</u>	<u>2,639,125</u>	<u>1,954,262</u>
Total capital assets	\$ <u>57,887,896</u>	\$ <u>58,375,544</u>	\$ <u>14,378,662</u>	\$ <u>15,087,162</u>	\$ <u>72,266,558</u>	\$ <u>73,462,706</u>

Additional information on the City’s capital assets can be found in Note E on pages 41-42 of this report.

Long-term debt. At the end of the current fiscal year, the City had total bonds outstanding of \$39,440,000. Of this amount, \$30,765,000 is tax-supported debt. The remainder of the City of Highland Village’s debt represents bonds secured solely by specified revenue sources (i.e., revenue bonds).

TABLE 4

CITY OF HIGHLAND VILLAGE’S OUTSTANDING DEBT AT YEAR-END

	Governmental Activities		Business-type Activities		Totals	
	2022	2021	2022	2021	2022	2021
General obligations	\$ 16,620,000	\$ 12,145,000	\$ 6,150,000	\$ 3,900,000	\$ 22,770,000	\$ 16,045,000
Combination tax and revenue certificates of obligation	14,145,000	7,745,000	2,525,000	6,245,000	16,670,000	13,990,000
Tax notes	-	290,000	-	-	-	290,000
	<u>\$ 30,765,000</u>	<u>\$ 20,180,000</u>	<u>\$ 8,675,000</u>	<u>\$ 10,145,000</u>	<u>\$ 39,440,000</u>	<u>\$ 30,325,000</u>

The City’s total debt increased by \$9,115,000 during the current fiscal year. A key factor in this increase was debt issuance of \$14,240,000 partially offset by net refunded debt of \$2,090,000, as well as debt payments of \$3,035,000.

The City’s tax supported debt is rated “AAA” by Standards & Poor’s. The current ratio of tax-supported debt to assessed value of all taxable property is 1.2 percent.

Additional information on the City’s outstanding debt can be found in Note G and H on page 43-46 of this report.

ECONOMIC FACTORS AND NEXT YEAR’S BUDGETS AND RATES

The fiscal year 2022-2023 budget was adopted by ordinance on September 20, 2022. The following summarizes the significant factors that were considered in adopting the budget.

- General fund revenues are budgeted to increase by 7.9% over the FY 2022 budget with property taxes making up 65% of the general fund budgeted revenues. The property tax taxable values increased by 10.4%, prompting a tax rate reduction to remain within revenue cap constraints. Accordingly, the Council approved a tax rate of \$.546825 per \$100 valuation, reduced from the previous \$.56302 tax rate. The updated tax rate is comprised of \$.471792 apportioned to maintenance and operation expenses and \$.075033 apportioned to pay interest and principle maturities on outstanding debt. Sales tax represents 18% of the budget general fund revenues. Sales tax collections are expected to increase 12% over the FY 2022 budgeted amount.
- General fund expenditures are budgeted to increase by 3.6% over the FY 2022 original budget.
 - Personnel expenditures represent 68% of budgeted general fund expenditures. The proposed total increase in personnel is \$612,367 or 4.4% over FY 2022. The majority of this increase, \$525,108, is related to an overall 5% salary increase. Overtime increased \$157,403, primarily related to increasing Police Officer biweekly shifts to 84 hours from 80 hours, resulting in

added four hours overtime. An administrative position was eliminated to accommodate this change, providing a \$126,587 offset. This change will provide increased coverage as well as providing an increase in officer pay. Base salaries will experience an \$86,851 reduction resulting from turnover of tenured employees. Health insurance is expected to increase by \$113,827.

- Supplies and services expenditures represent 30% of the budgeted general fund expenditures. Expenditures in this category are expected to increase by \$256,899 or 4.2% from FY 2022. Professional Services will decrease \$181,202 – largely attributed to a one-time expenditure of \$350,000 related to a Comprehensive Master Plan Update in FY 2022 not repeated. This was partially offset by an increase in maintenance contracts related to supplemental requests for Police to add mobile video units as well as Flock stationary cameras totaling \$67,926. Supplies and equipment provide for a \$594,113 increase, stemming from a municipal facilities security upgrade that is carried over from FY 2022 (\$404,384) as well as an anticipated increase in fuel prices (\$169,993). Additionally, FY 2023 expenditures reflect a reduction of \$396,591 as an expenditure in FY 2022 for a one-time Highland Village pro-rata portion of funding for joint fire training facility. This was partially offset by a \$45,744 contract with All American Dogs to provide animal shelter services. And lease expenditures for the fleet management program increase \$116,025 as more vehicles are replaced.
- Capital outlay expenditures represent 2% of the budgeted general fund expenditures. Capital expenditures are budgeted at \$390,900 a \$126,047 or 24% decrease from the FY 2021 original budget. Just under one-half of the capital budget provides for upfront capital for peripheral items with replaced vehicles (\$146,900) pertaining to the lease program for City vehicles. A replacement generator is also addressed (\$50,000), as well as Parks utility vehicle replacements totaling \$66,000. Supplemental items include Parks equipment – a dedicated spray vehicle (\$70,000) and zero turn mower (\$28,000), as well as a trailer to hold recreation event equipment (\$20,000).
- The water sales are budgeted at \$5,483,922, representing an increase of 2.9% from the budget for FY 2022. Projections are based on normalized usage determined by the past several years history – applied to the projected home count. Wastewater sales are budgeted at \$4,626,689, representing a 4.7% increase from FY 2022.
- Water and wastewater expenses are budgeted at \$8,669,531 representing a \$271,408 or 3.2 % increase compared to FY 2022 budget. Increased costs for wholesale water and effluent treatment from the Upper Trinity Regional Water District (\$252,378) comprises the bulk of the increase.

Information on subsequent events is detailed in Note K on pages 50-51 of this report.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the City’s finances for all those with an interest in the government’s finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the City of Highland Village, Finance Department, 1000 Highland Village Road, Highland Village, TX, 75077.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA # 14

MEETING DATE: 03/28/2023

SUBJECT: Consider Resolution 2023-3053 Adopting the Denton County Hazardous Mitigation Action Plan Authorizing updating of said Plan into the City's Emergency Operations Plan.

PREPARED BY: Jason Collier, Fire Chief

BACKGROUND:

The City of Highland Village, in an effort to be eligible in the future for FEMA Disaster Mitigation & Recovery Funding, has participated in the preparation of the Denton County Hazard Mitigation Plan update 2023. The Disaster Mitigation Act of 2000 requires such participation in order of communities to remain eligible for certain disaster assistance should the need arise.

IDENTIFIED NEED/S:

The City of Highland Village needs to remain vigilant with this document and a signatory agency, in an attempt to remain eligible for disaster mitigation funding, to better prepare the residents and property owners for disasters and to improve the recovery from said disasters.

OPTIONS & RESULTS:

As a result of the completion and adoption of this document, the City will make itself and its residents and property owners eligible for disaster mitigation and recovery funding

PROGRESS TO DATE: (if appropriate)

N/A

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

There is no budgetary impact for the adoption of this document.

RECOMMENDATION:

Approve Resolution 2023-3053 as proposed.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2023-3053

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ADOPTING THE DENTON COUNTY HAZARD MITIGATION ACTION PLAN – 2023; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Highland Village recognizes the threat that natural hazards pose to people and property within the City of Highland Village; and

WHEREAS, on March 22, 2023, the Texas Department of Emergency Management (“TDEM”) notified Denton County that the Federal Emergency Management Agency (“FEMA”) has approved a Multi-Jurisdiction hazard mitigation plan, known as *Denton County Hazard Mitigation Action Plan, 2023*, (“the Plan”) in accordance with the Final Rule on Mitigation Planning (44CFR § 201.6), subject to adoption by local agencies; and

WHEREAS, the Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Highland Village as well as other communities in Denton County from the impacts of future hazards and disasters; and

WHEREAS, in addition to representatives of Denton County and the City of Highland Village, representatives of the cities of Argyle, Aubrey, Corinth, Denton, Justin, Krugerville, Krum, Lake Dallas, Lewisville, Little Elm, Oak Point, Pilot Point, Roanoke, Sanger, The Colony, and the towns of Bartonville, Copper Canyon, Cross Roads, DISH, Double Oak, Flower Mound, Hackberry, Hebron, Hickory Creek, Northlake, Ponder, Providence Village, Shady Shores, and Trophy Club participated in the review and development of the Plan; and

WHEREAS, the City Council of the City of Highland Village finds it to be in the public interest to adopt the Plan and to authorize its incorporation into the City’s own emergency planning documents;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS:

SECTION 1. The *Denton County Hazard Mitigation Plan, 2023* as approved by FEMA in accordance with the notification from the Texas Department of Emergency Management, on March 22, 2023 (a true and correct copy of which is on file in the Office of the City Secretary and incorporated herein by reference), is hereby approved and adopted.

SECTION 2. This Resolution shall be effective immediately upon approval.

PASSED AND APPROVED THIS THE 28TH DAY OF MARCH, 2023.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:3/24/2023:134186)

CITY OF HIGHLAND VILLAGE
CITY COUNCIL

AGENDA# 16

MEETING DATE: 03/28/2023

SUBJECT: Conduct Public Hearing and Consider Ordinance 2023-1301 amending the regulations relating to the use and development of 3.96± acre tract of land located in the F. Hyatt Survey, Abstract No. 559, commonly known as 102 Barnett Boulevard by enacting a Planned Development Overlay District for Attached Single Family Residential Townhouse Development (1st of two reads)

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND:

The City has received an application from Mr. Dusty Broadway, Broadway Builders, requesting to change the current zoning of a 3.96+ acre tract of land located in the F. Hyatt Survey, Abstract No. 559, commonly known as 102 Barnett Boulevard (the "Property"), which is presently zoned as SF-40, by enacting a Planned Development Overlay District for Attached Single Family Townhouses consisting of thirty-nine (39) lots.

The proposed development regulations provide for the following:

- The townhomes would be required to have a minimum of 2,242 square feet of air-conditioned space, two dedicated garage spaces, a driveway with two dedicated parking spaces and not to exceed a height of 35 feet, typical of a two story dwelling.
- In addition to the 78 parking spaces contained in garages and the additional 2 parking spaces from the driveways, there will be an additional 10 parking spaces within the development.
- Garage doors must be designed to appear like a "carriage style" design with hardware.
- A five-foot wide sidewalk/trail will be constructed along the eastern boundary of the Property along Barnett Boulevard.
- Each unit will have a 4-foot tall wrought iron fence in the back yard.
- An eight-foot (8.0') tall cedar fence will be installed in a board-on-board fashion along the east side of the existing fence adjacent to the western boundary of the Property. A cedar board cap shall be installed on the top of said fence provided the owners of all properties located adjacent to the western boundary of the Property provide written consent to such installation.

- The developer is required to preserve the existing trees on the Western Property line as shown on the proposed Landscape Plan to serve as a screen from the existing neighborhood.
- The 24' Fire lane within the development will be privately maintained.
- A homeowners'/property owners' association must be established at the time of approval of the final plat of the property to maintain common areas.

As stated above, this is a Planned Development Overlay District and not a Freestanding District; however, the applicant had been able to meet the minimum standards for a Freestanding District, Section 28.2.B, with the exception to the Open Space requirement.

Open spaced required is 46,800 square foot. Open spaced provided is 33,308 square foot.

HISTORY:

On June 21, 2022, the Townhome project was presented to the Planning and Zoning Commission and at that meeting, the item was tabled. The application was then presented again to the Commission on August 16, 2022, which voted on that date to recommend denial of the requested zoning change. The applicant chose not to take the application forward to City Council. The prior application contained a request for approval to construct a total of sixty (60) townhouses with a minimum dwelling unit size of 1,789 square feet with no driveways, and compliance with the off-street parking requirements depended on construction of on-street parking spaces along Barnett Boulevard.

On February 21, 2023, the Townhome project was presented as a new application to the Planning and Zoning Commission. The Commission voted to send the application forward to City Council with a recommendation of approval by a vote of 3 to 2 with the following modifications:

1. Adding to the Concept Plan and explanation on how utilities are to be provided.
2. Adding a topographic map to the Concept Plan.
3. Provide an eight (8') foot board on board fence with a cap with approval with adjoining property owners.

IDENTIFIED NEED/S:

To conduct a public hearing regarding the request to change of zoning on the property and take appropriate action on the proposed ordinance.

OPTIONS & RESULTS:

Options are to (1) approve the ordinance as recommended by the Planning and Zoning Commission, (2) approve the ordinance with modifications, or (3) disapprove the ordinance. The City Council may also postpone any action in order to receive any additional information which it requests be presented.

PROGRESS TO DATE: (if appropriate)

Public Hearings are required for a zoning change. All notification requirements have been satisfied.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

An Ordinance is required. A copy of the draft ordinance setting forth the required development regulations prepared by the City Attorney is attached.

RECOMMENDATION:

Staff recommends the City Council review the recommendation of the Planning and Zoning Commission, consider the comments of the applicant and the public, and take action on the first Read of Ordinance 2023-1301.

**CITY OF HIGHLAND VILLAGE, TEXAS
ORDINANCE NO. 2023-1301**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE HIGHLAND VILLAGE COMPREHENSIVE ZONING ORDINANCE AND ZONING MAP BY AMENDING THE REGULATIONS RELATING TO THE USE AND DEVELOPMENT OF 3.96± ACRES LOCATED IN THE F. HYATT SURVEY, ABSTRACT NO. 559, BY ENACTING A PLANNED DEVELOPMENT OVERLAY DISTRICT FOR ATTACHED SINGLE FAMILY RESIDENTIAL TOWNHOUSE DEVELOPMENT (PD 2023-1) AND ADOPTING DEVELOPMENT REGULATIONS, A CONCEPT PLAN, AND LANDSCAPE PLAN; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission and the governing body of the City of Highland Village, Texas, in compliance with the laws of the State of Texas and the ordinances of the City of Highland Village, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and situated in the affected area, and in the vicinity thereof, and in the exercise of the legislative direction, have concluded that the Comprehensive Zoning Ordinance and Zoning Map of the City of Highland Village, Texas, as previously amended, should be further amended.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THAT:

SECTION 1. The Comprehensive Zoning Ordinance (“CZO”) and the Zoning Map of the City of Highland Village, Texas, as previously amended (collectively, the “CZO”), be further amended by amending the regulations relating to the use and development of 3.96± acres located in the F. Hyatt Survey, Abstract No. 559, City of Highland Village, Denton County, Texas, more particularly described in Exhibit “A” attached hereto and incorporated herein by reference (the “Property”), by changing enacting a Planned Development Overlay District for Single Family Residential Townhouse Development (PD 2023-1) subject to the use and development regulations set forth in Section 2 of this Ordinance.

SECTION 2. In addition to the uses for which the Property may otherwise be developed in accordance with the “SF-40” Single Family District, the Property may be developed and used for single family attached townhouses subject to the following:

- A. CONCEPT PLAN:** The Property shall be developed in general conformance with the Concept Plan attached hereto as Exhibit “B” and incorporated herein by reference (“the Concept Plan”).
- B. DEVELOPMENT STANDARDS:** The Property shall be developed and used for the construction and occupancy of townhouses located on individual platted lots within the Property in accordance with the following standards:

Minimum Dwelling Unit Area	2,242 square feet of air-conditioned space
Maximum Density	39 dwelling units (9.85 dwelling units per acre)
Maximum Height	35.0 feet
Minimum Lot Area	2,755 square feet
Minimum Lot Width	28 feet
Minimum Lot Depth	98 feet
Minimum Front Yard	20 feet
Minimum Side Yard	15 feet
Corner Lot Side Yard	15 feet
Minimum Rear Yard	20 Feet
Maximum Lot Coverage	85% including main and accessory buildings

C. SCREENING:

- (1) A four-foot (4.0') tall wrought iron fence with six-foot (6.0') tall 2-foot by 2-foot brick columns on the east and west ends of said fence shall be constructed within the rear yards of the dwelling units backing to the north and south boundaries of the Property as shown on the Concept Plan.
- (2) A four-foot (4.0') tall wrought iron fence without brick columns shall be constructed within the rear yards of the dwelling units backing to the west boundary of the Property as shown on the Concept Plan.
- (3) Construction of the screening fences required by this Sections 2.C must be completed prior to issuance of a certificate of occupancy for any building constructed on the Property.
- (4) Eight foot (8.0') cedar boards shall be installed in a board-on-board fashion to the east side of the existing fence adjacent to the western boundary of the Property. A cedar board cap shall be installed on the top of said fence provided the owners of all properties located adjacent to the western boundary of the Property provide written consent to such installation.

D. LANDSCAPING AND OPEN SPACE:

- (1) The Property shall be landscaped substantially in accordance with the Landscape Plan attached hereto as Exhibit "C" and incorporated herein by reference ("the Landscape Plan").
- (2) All landscaping shall be irrigated with an automatic irrigation system and maintained in a healthy, growing condition.
- (3) The planting of all required landscaping shall be completed prior to issuance of a certificate of occupancy for any building constructed on the Property; provided, however, the planting of landscaping located on an individual lot on which a dwelling unit will be constructed and the related irrigation system may be delayed until completion of construction of the dwelling unit on such lot, in which case a certificate of occupancy or approval of final inspection for the dwelling

constructed on such lot shall not be granted until installation of such landscaping and irrigation is completed.

- (4) The trees on the western boundary of the Property in existence on the effective date of this Ordinance as shown on the Landscape Plan shall be preserved; provided, however, trees that have been determined by a certified arborist or tree surgeon to be dead, dying, or diseased beyond the point of being restored to a healthy, growing condition may be removed provided no such trees shall be removed prior to such determination being provided in a writing delivered to the City Manager.
 - (5) The Property may be developed with usable Open Space as defined in Section 21.6.L. of the Zoning Ordinance with an area of less than 1.074 acres but not less than 0.764 acres as shown on the Concept Plan.
- E. ENTRY FEATURE:** Construction of an entry feature designed as shown on Exhibit “D”, attached hereto and incorporated herein by reference (“Entry Feature”), and located in a dedicated common area easement outside of any public street right-of-way as shown on the Concept Plan shall be completed prior to issuance of the building permit for the 18th dwelling unit to be constructed on the Property.
- F. SIDEWALK:** Construction of sidewalks not less than five feet (5’) wide located as shown on the Concept Plan must be completed as follows:
- (1) Construction of the sidewalks located on the western and northern boundary of the Property and adjacent to Barnett Boulevard must be completed prior to issuance of certificate of occupancy for any building to be constructed on the Property; and
 - (2) Construction of the sidewalks within the interior of the Property located between buildings shall be completed prior to issuance of a certificate of occupancy for each individual building with a means of egress to such sidewalk.
- G. EXTERIOR BUILDING ELEVATIONS:** The exterior elevation of the buildings constructed on the Property shall be designed and constructed to appear substantially similar to the elevations shown on Exhibit “E,” attached hereto and incorporated herein by reference (“Elevations”).
- H. GARAGES AND PARKING:**
- (1) Every dwelling unit shall be constructed with an attached garage with space for parking for no fewer than two (2) vehicles and a driveway large enough to park no fewer than two (2) vehicles in tandem.
 - (2) Garages shall be classified as “Front Entry” and “Rear Entry” as indicated on the Concept Plan;
 - (3) Garage doors shall be designed with an appearance of a “carriage style” door with architectural hinges and handles substantially as shown on the Elevations; and

- (4) The Property shall be developed with no fewer than ten (10) off-street parking spaces located on the Property as shown on the Concept Plan.

I. UTILITIES:

- (1) The Property will be developed with an 8-inch looped water line connecting to an existing 8-inch water line located along the west side of the Property.
- (2) Sanitary sewer service will be provided to the Property by tapping into an existing 8-inch sanitary sewer line located in Barnett Boulevard to the east of the Property.

J. HOMEOWNERS'/PROPERTY OWNERS' ASSOCIATION: Prior to approval of the final plat for the Property, a homeowners' association shall be established and created to assume and be responsible for the continuous and perpetual operation, maintenance and supervision of landscape systems, screening walls and fences, features or elements located in the parkways, common areas between screening walls or living screens and adjacent curbs or street pavement edges, adjacent to drainage ways or drainage structures or at subdivision entryways, open space common areas or properties, including but not limited to: landscape features and irrigation systems, subdivision entryway features and monuments, playgrounds, pavilions, detention ponds, trail, private neighborhood park and related amenities with the Property subject to the following:

- (1) All open space and common properties or areas, facilities, structures, improvements systems, or other property that are to be operated, maintained and/or supervised by the homeowners' association shall be dedicated by easement or deeded in fee simple ownership interest to the homeowners' association after construction and installation as applicable by the owner and shall be clearly identified on the recorded final plat of the Property or portion thereof;
- (2) A copy of the agreements, covenants and restrictions establishing and creating the homeowners' association must be approved by the city attorney prior to the approval of the final plat of the Property and must be recorded prior to or concurrently with the recording of the final plat in the map and plat records of the Denton County. The recorded final plat shall clearly identify all facilities, structures, improvements systems, areas or grounds that are to be operated, maintained and/or supervised by the homeowners' association;
- (3) At a minimum, the agreements, covenants, and restrictions establishing and creating the homeowners' association required herein shall contain and/or provide for the following:
 - i. Definitions of terms contained therein;
 - ii. Provisions for the establishment and organization of the homeowners' association and the adoption of bylaws for said homeowners' association, including provisions requiring that the owner(s) of any lot or lots within the applicable subdivision and any successive purchaser(s) shall automatically and mandatorily become a member of the homeowners' association; the initial term of the agreement, covenants

and restrictions establishing and creating the homeowners' association shall be for a period of not less than 25 years and, if not established to be perpetual, shall automatically renew for successive periods of not less than 10 years thereafter;

- iii. The homeowners' association may not be dissolved without the prior written consent of the City;
- iv. Provisions ensuring the continuous and perpetual use, operation maintenance and/or supervision of all facilities, structures, improvements, systems, open space or common areas that are the responsibility of the homeowners' association and to establish a reserve fund for such purposes;
- v. Provisions prohibiting the amendment of any portion of the homeowners' association's agreements, covenants or restrictions pertaining to the use, operation, maintenance and/or supervision of any facilities, structures, improvements, systems, area or grounds that are the responsibility of the homeowners' association without the prior written consent of the City;
- vi. The right and ability of the City or its lawful agents, after due notice to the homeowners' association, to remove any landscape systems, features or elements that cease to be maintained by the homeowners' association; to perform the responsibilities of the homeowners' association and its board of directors if the homeowners' association fails to do so in compliance with any provisions of the agreements, covenants or restrictions of the homeowners' association or of any applicable City ordinances or regulations; to assess the homeowners' association for all costs incurred by the City in performing said responsibilities if the homeowners' association fails to do so; and/or to avail itself of any other enforcement actions available to the City pursuant to state law of City ordinance or regulations; and
- vii. Provisions indemnifying and holding the City harmless from any and all costs, expenses, suits, demands, liabilities or damages including attorney's fees and cost of suit, incurred or resulting from the City's removal of any landscape systems, features or elements that cease to be maintained by the homeowners' association or from the City's performance of the aforementioned operation, maintenance or supervision responsibilities of the homeowners' association due to the homeowners' association's failure to perform said responsibilities.

SECTION 3. All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provision of this Ordinance shall be controlling.

SECTION 4. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining

portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

SECTION 5. An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 6. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

SECTION 7. This ordinance shall take effect immediately from and after its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

PASSED AND APPROVED BY THE CITY COUNCIL, CITY OF HIGHLAND VILLAGE, TEXAS ON FIRST READING ON THIS THE 28TH DAY OF MARCH 2023.

PASSED AND APPROVED BY THE CITY COUNCIL, CITY OF HIGHLAND VILLAGE, TEXAS ON SECOND READING ON THIS THE ___ DAY OF _____, 2023.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:3/20/2023:133656)

Ordinance No. 2023-1301
EXHIBIT A - Description of the Property

Being all that certain lot, tract or parcel of land lying and being situated in the F. Hyatt Survey, Abstract number 559, City of Highland Village, Denton County, Texas, being part of Tract 4, Barnett Subdivision, an addition to the City of Highland Village according to the plat thereof recorded in Cabinet F, Page 31 of the Plat Records of Denton County, Texas, and being more particularly described as follows:

BEGINNING at a ½" rebar found at the northwest corner of Tract 4, Barnett Subdivision, being the southwest corner of Tract 5 of same and being on the east line of Briarhill Estates, Phase III, an addition to the City of Highland Village according to the plot thereof recorded in Cabinet H, Page 342 of the Plat Records of Denton County, Texas;

THENCE S 88°32'24" E, 225.82 feet, along the north line of Tract 4 and the south line of Tract 5, to a ½" rebar found at an angle point therein;

THENCE N 88°15'57" E, 184.37 feet, continuing along said line, to an "X" found at the northeast corner of Tract 4, being the northwest corner of Tract 3B, Barnett Subdivision, an addition to the City of Highland Village according to the plat thereof recorded in Cabinet H, Page 285 of the Plat Records of Denton County, Texas;

THENCE S 01°02'3.4" E, 453.47 feet, along the east line of Tract 4 and the west line of Tract 3A, to an "X" set in concrete at the northeast corner of that certain called 2.000 acre tract of land described in deed to Gladys Louise Barnett Dixon recorded in Volume 2378, Page 111 of the Real Property Records of Denton County, Texas;

THENCE S 86°29'36" W, 410.97 feet, along the north line of said 2.00-acre tract, to a ½" capped rebar (G & A) set at the northwest corner thereof, being on the west line of Tract 4, Barnett Subdivision and the east line of Briarhill Estates, Phase 3;

THENCE N 00°53'05" W, 478.77 feet along the west line of Tract 4, Barnett Subdivision and the east line of Briarhill Estates, Phase 3, to the POINT OF BEGINNING and containing approximately 3.96 acres of land.

**Ordinance No. 2023-1301
Exhibit "B" - Concept Plan (Topographical Map)**



File: U:\Projects\1912\1912_2023\SPEC23090_Highland Village_Township\1912-1912_Plan\1912-1912_Plan.dwg
 Plotted: 3/16/2023 8:49 AM by Jon Beck. Scale: 3/16/2023 8:21 AM by Jon Beck

GENERAL NOTES

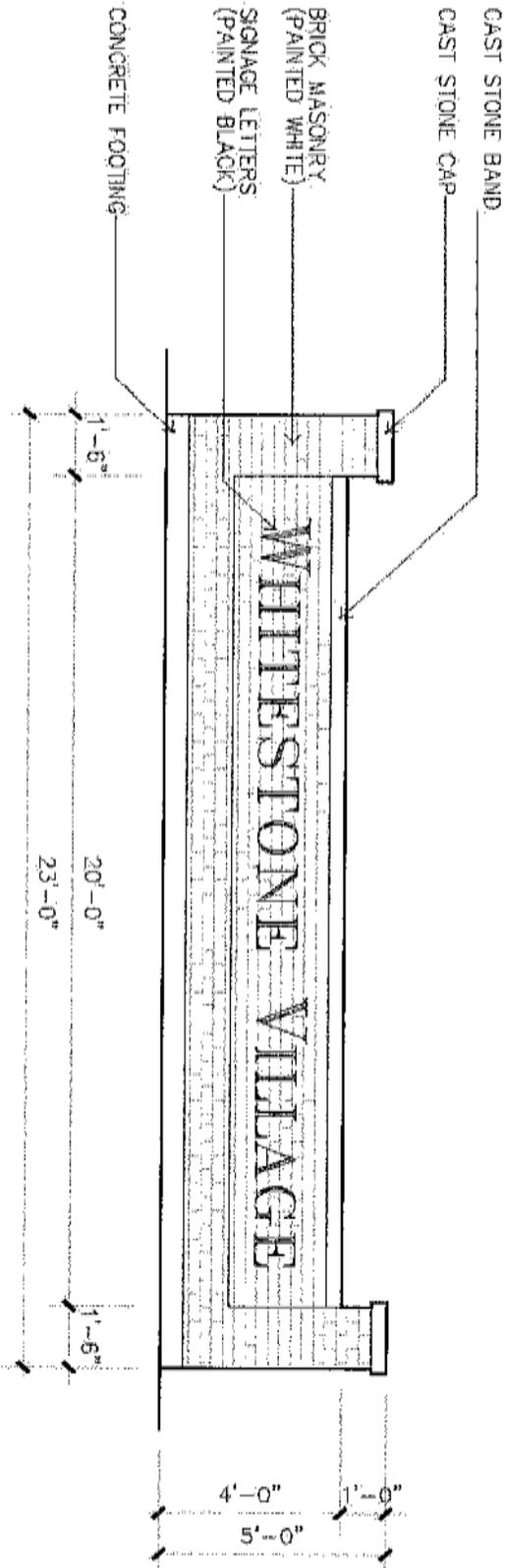
1. TOPOGRAPHIC INFORMATION IS BASED OFF LIDAR INFORMATION FROM DFW MAPS AND DOES NOT REPRESENT AN ON THE GROUND TOPOGRAPHIC SURVEY.

TRACT 4
BARNETT SUBDIVISION
3.96 Acres
 In the
F. HYATT SURVEY, ABSTRACT No. 559
CITY OF HIGHLAND VILLAGE
DENTON COUNTY, TEXAS

Revisions:	 MCADAMS	The John R. McAdams Company, Inc. 111 Hillside Drive Lewisville, Texas 75067 972.438.8712 201 Country View Drive Rowlett, Texas 75088 940.240.1012 TSP#E: 18782 TSP#J: 19184448 www.gps20.com www.spek20.com	
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DRAWN BY: JW DATE: 03/16/2023 SCALE: 1" = 60' JOB. No. SPEC23090

Ordinance No. 2023-1301
EXHIBIT "D" – Entry Feature



**Ordinance No. 2023-1301
EXHIBIT "E" - Elevations**

GENERAL NOTES - ELEVATIONS

1. THE LOT OF HIGHLAND GRANGE IS 1.17 ACRES - 1.17 ACRES IS 100,000 SQ. FT. (APPROXIMATELY) AND IS LOCATED AT THE CORNER OF BARNETT BOULEVARD AND HIGHLAND VILLAGE TRAIL, DALLAS, TEXAS. THE LOT IS BOUND BY BARNETT BOULEVARD TO THE NORTH, HIGHLAND VILLAGE TRAIL TO THE EAST, AND HIGHLAND VILLAGE TRAIL TO THE SOUTH. THE LOT IS BOUND BY BARNETT BOULEVARD TO THE WEST.

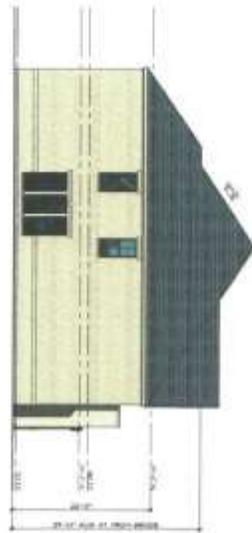
2. THE DEVELOPER HAS OBTAINED A PERMIT FROM THE CITY OF DALLAS FOR THE CONSTRUCTION OF 56 TOWNHOME UNITS ON THIS LOT.

3. THE ARCHITECT HAS PREPARED THESE ELEVATIONS FOR THE DEVELOPER'S USE IN OBTAINING A PERMIT FROM THE CITY OF DALLAS.

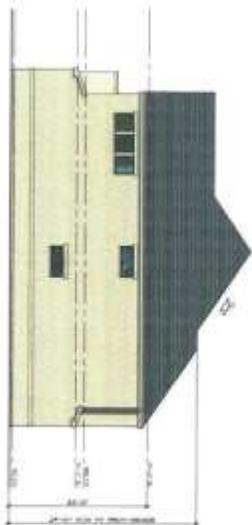
4. THE ARCHITECT HAS NOT CONDUCTED A VISUAL QUALITY REVIEW OF THE PROPOSED DEVELOPMENT.

5. THE ARCHITECT HAS NOT CONDUCTED A VISUAL QUALITY REVIEW OF THE PROPOSED DEVELOPMENT.

6. THE ARCHITECT HAS NOT CONDUCTED A VISUAL QUALITY REVIEW OF THE PROPOSED DEVELOPMENT.



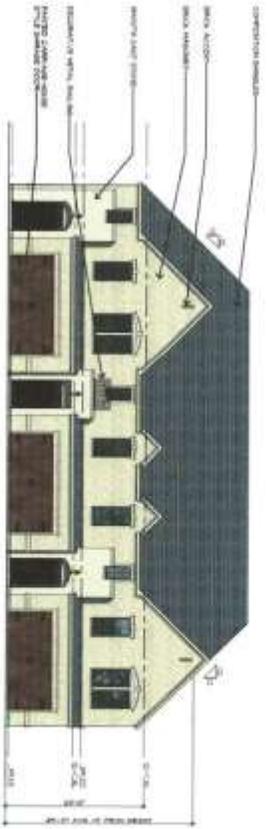
BUILDINGS 6, 8, & 10, LEFT SIDE ELEVATION
SCALE: 1/8" = 1'-0"



BUILDINGS 6, 8, & 10, RIGHT SIDE ELEVATION
SCALE: 1/8" = 1'-0"



BUILDINGS 6, 8, & 10, REAR ELEVATION
SCALE: 1/8" = 1'-0"



BUILDINGS 6, 8, & 10, FRONT ELEVATION
SCALE: 1/8" = 1'-0"

A3
ARCHITECTURE
DATE: 08/20/2023

IKEMIRE ARCHITECTS
ARCHITECTURE PLANNING INTERIORS
8960 DALLAS HWY. SUITE 2800 DALLAS, TX 75248-2886 FAX: 972-248-1457

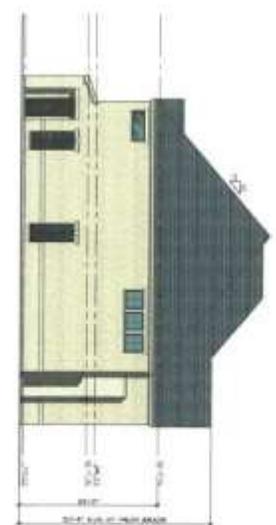


WHITESTONE VILLAGE TOWNHOMES
BROADWAY BUILDERS - DEVELOPER
BARNETT BOULEVARD, HIGHLAND VILLAGE TX
56 TOWNHOME UNITS

Ordinance No. 2023-1301
EXHIBIT "E" - Elevations

GENERAL NOTES - ELEVATIONS

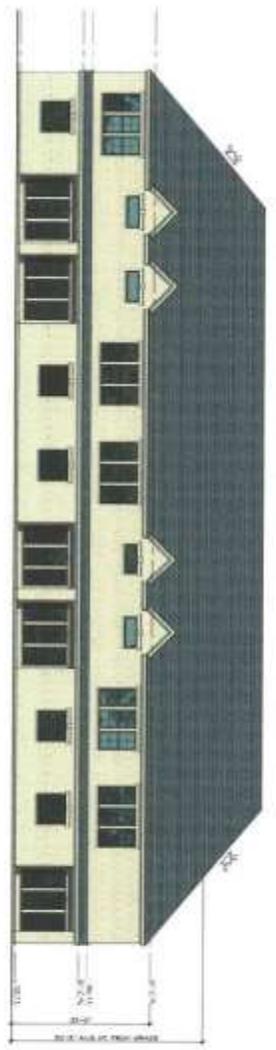
1. THE USE OF THE WORD "SHOULD" DOES NOT IMPLY A REQUIREMENT.
2. THE ARCHITECT'S DESIGN IS BASED ON THE INFORMATION PROVIDED BY THE CLIENT. THE ARCHITECT DOES NOT WARRANT THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT.
3. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT.
4. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT.
5. THE ARCHITECT IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED BY THE CLIENT.



BUILDING 3, LEFT SIDE ELEVATION
SCALE: 1/8" = 1'-0"



BUILDING 3, RIGHT SIDE ELEVATION
SCALE: 1/8" = 1'-0"



BUILDING 3, REAR ELEVATION
SCALE: 1/8" = 1'-0"



BUILDING 3, FRONT ELEVATION
SCALE: 1/8" = 1'-0"

A4

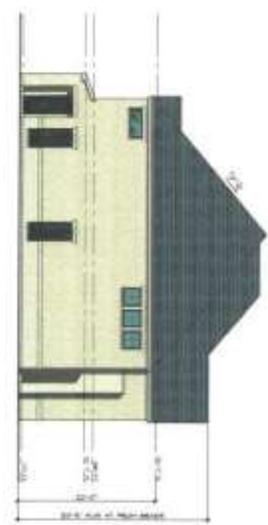
IKEMIRE ARCHITECTS
ARCHITECTURE • PLANNING • INTERIORS
1600 DALLAS FERRY, SUITE 200 DALLAS, TX 75246-3400 TEL: 872-240-1331

WHITESTONE VILLAGE TOWNHOMES
BROADWAY BUILDERS - DEVELOPER
BARNETT BOULEVARD, HIGHLAND VILLAGE, TX
24 TOWNHOME UNITS

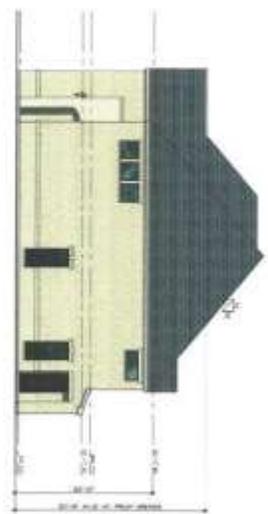
Ordinance No. 2023-1301
EXHIBIT "E" - Elevations

GENERAL NOTES - ELEVATIONS

- 1. ALL ELEVATIONS SHOWN ARE EXCEPT AS NOTED.
- 2. ALL DIMENSIONS ARE IN FEET AND INCHES.
- 3. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 4. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 5. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 6. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 7. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 8. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 9. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.
- 10. ALL DIMENSIONS ARE TO FACE UNLESS NOTED OTHERWISE.



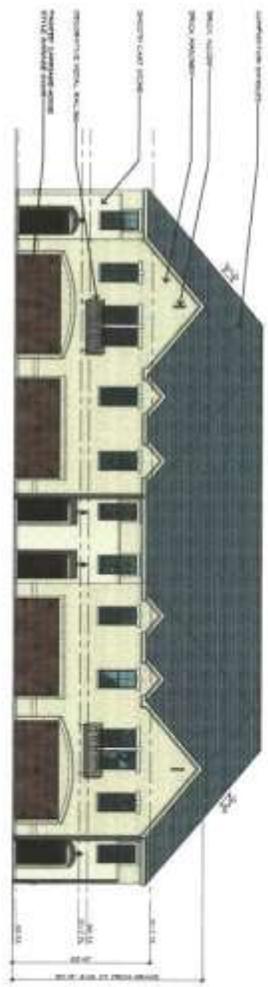
BUILDING 4, LEFT SIDE ELEVATION
SCALE 1/8" = 1'-0"



BUILDING 4, RIGHT SIDE ELEVATION
SCALE 1/8" = 1'-0"



BUILDING 4, REAR ELEVATION
SCALE 1/8" = 1'-0"

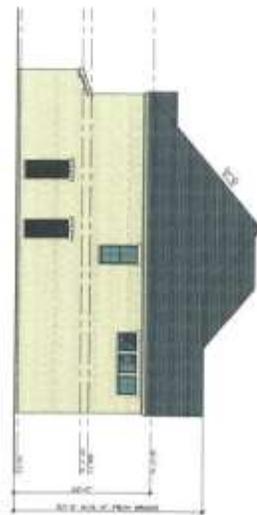


BUILDING 4, FRONT ELEVATION
SCALE 1/8" = 1'-0"

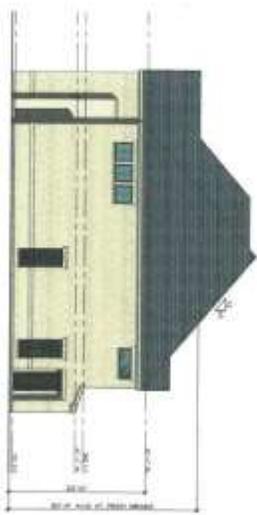
Ordinance No. 2023-1301
EXHIBIT "E" - Elevations

GENERAL NOTES - ELEVATIONS

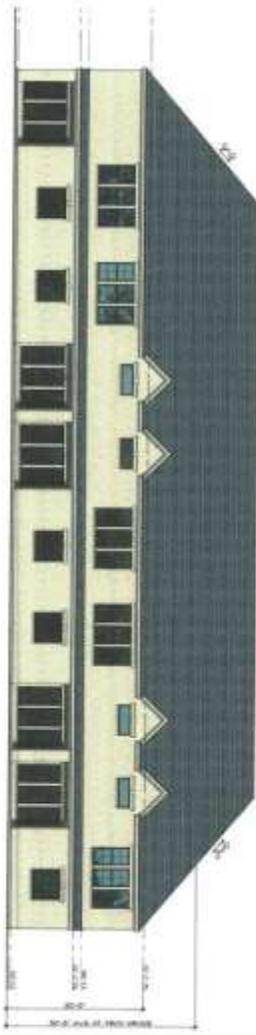
1. THE USE OF ANY MATERIALS, FINISHES, COLORS, ETC., SHOWN ON THESE ELEVATIONS IS FOR ILLUSTRATION PURPOSES ONLY. THE EXACT MATERIALS, FINISHES, COLORS, ETC., TO BE USED SHALL BE DETERMINED BY THE ARCHITECT AND APPROVED BY THE CITY ENGINEER.
2. ALL DIMENSIONS ARE IN FEET AND INCHES. DIMENSIONS ARE SHOWN TO THE CENTERLINE UNLESS OTHERWISE NOTED.
3. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY ENGINEER AND OTHER AFFECTED AGENCIES.
4. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY ENGINEER AND OTHER AFFECTED AGENCIES.
5. THE ARCHITECT SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY ENGINEER AND OTHER AFFECTED AGENCIES.



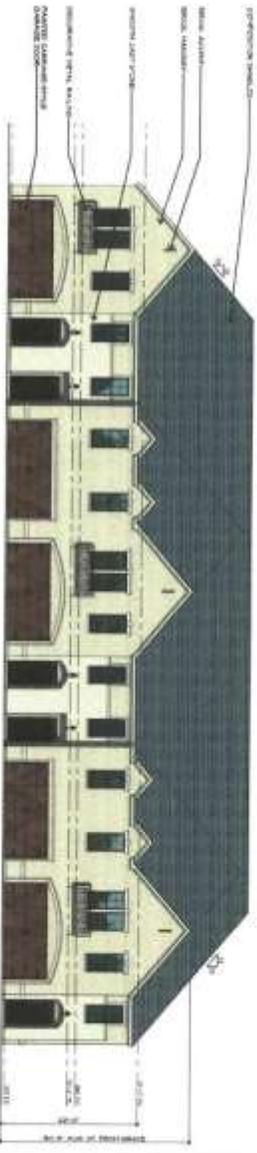
BUILDING 5, LEFT SIDE ELEVATION
SCALE: 1/8" = 1'-0"



BUILDING 5, RIGHT SIDE ELEVATION
SCALE: 1/8" = 1'-0"



BUILDING 5, REAR ELEVATION
SCALE: 1/8" = 1'-0"



BUILDING 5, FRONT ELEVATION
SCALE: 1/8" = 1'-0"



CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17

MEETING DATE: 03/28/2023

SUBJECT: Consider Resolution 2023-3052 Authorizing Negotiation and Execution of a Professional Services Agreement with Dunaway Associates, LLC Relating to Various Pilot Knoll Park Improvement Projects

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND:

On December 14, 2021, the Council approved Ordinance No. 2021-1291 authorizing the issuance of certificates of obligation for the purpose obtaining funds to construct street and parks projects (the "2021 CO's"). In the discussions associated with issuance of the 2021 CO's, City Staff identified the following parks improvement project with an estimated cost for design and construction totaling \$6.41 million:

Park Improvement Projects

Highland Village Tennis Center Improvements

- LED lighting upgrades and Musco Controls

Pilot Knoll Improvements

- Campground restroom improvements
- Campground/shelters improvements
- Replace gatehouse
- Boat ramp improvements
- Expanding camping options with rental cabins (16) also providing an ongoing revenue stream

Unity Park Improvements

- Tennis court resurfacing
- Lighted basketball courts
- Field renovations
- Replace a portion of turf in Dog Park with synthetic Grass
- Replace baseball fencing
- Add backstop netting

Other Parks

- Sellmeyer tennis fencing/windscreen replacement
- Lions Club parking lot
- Village Park fishing pier renovation
- Brazos Park field renovation

- Sellmeyer Park playground replacement

The projects relating to the improvement of Pilot Knoll Park are estimated to cost \$3.74 million, which breaks down as follows:

- Campground restroom improvements - \$50,000
- Campground/shelters (day use area) improvements - \$375,000
- Replace gatehouse - \$400,000
- Boat ramp improvements - \$620,000
- Cabins (16) - \$2.3 million

IDENTIFIED NEED/S:

To hire a design firm to perform professional landscape architecture, professional engineering, grant procurement, and bidding services (collectively, the “Services”) relating to the design and construction of all of the Pilot Knoll Park improvement projects.

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

Staff requested and has received a quote of \$341,150 from Dunaway Associates, LLC for performance of the Services.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Funding will come from the 2021 Certificates of Obligation proceeds.

RECOMMENDATION:

To approve Resolution No. 2023-3052.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2023-3052

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH DUNAWAY ASSOCIATES, LLC, RELATING TO VARIOUS PILOT KNOLL PARK IMPROVEMENT PROJECTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Administration has determined the need for professional services for varprojects related to Pilot Knoll Park (“the Park”) provide landscape architecture design, professional engineering,, grant procurement, and bidding services, including, but not limited to,campground restroom improvements,,campground/shelters (day use area) improvements;gatehouse replacement, boat ramp improvements, and construction of new cabins (collectively, the “Projects”); and

WHEREAS, City Administration has determined that Dunaway Associates, LLC has the required professional landscape architectural design and professional engineering experience to perform the work for the Projects at a fair and reasonable rate and recommends entering into an agreement with Dunaway Associates, LLC for such services; and

WHEREAS, the City Council of the City of Highland Village finds it to be in the public’s interest to concur in the above-described recommendation.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THAT:

SECTION 1. The City Manager is hereby authorized to negotiate and execute a professional services agreement with Dunaway Associates, LLC for professional landscape architecture, professional engineering, grant procurement, and bidding support services related to the Projects in the amount of \$341,150.00.

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

PASSED AND APPROVED THIS THE 28RD DAY OF MARCH 2023.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:3/13/2023:134023)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 18

MEETING DATE: 03/28/2023

**SUBJECT: Status Reports on Current Projects and Discussion on Future
Agenda Items**

PREPARED BY: Karen McCoy, Executive Assistant

COMMENTS

This item is on the agenda to allow a Councilmember to inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.



UPCOMING MEETINGS

March 28, 2023	Regular City Council Meeting - 7:30 pm
April 6, 2023	Zoning Board of Adjust Meeting – 7:00 pm
April 7, 2023	City Offices Closed for the Good Friday Holiday
April 11, 2023	Regular City Council Meeting - 7:00 pm
April 17, 2023	Parks & Recreation Advisory Board Meeting – 6:00 pm
April 18, 2023	Planning & Zoning Commission Meeting – 7:00 pm
April 25, 2023	Regular City Council Meeting - 7:00 pm
May 4, 2023	Zoning Board of Adjust Meeting – 7:00 pm
May 9, 2023	Regular City Council Meeting - 7:00 pm
May 15, 2023	Parks & Recreation Advisory Board Meeting – 6:00 pm
May 16, 2023	Planning & Zoning Commission Meeting – 7:00 pm
May 23, 2023	Regular City Council Meeting - 7:00 pm
May 29, 2023	City Offices Closed for the Memorial Day Holiday
June 1, 2023	Zoning Board of Adjust Meeting – 7:00 pm
June 13, 2023	Regular City Council Meeting - 7:00 pm
June 19, 2023	Parks & Recreation Advisory Board Meeting – 6:00 pm
June 20, 2023	Planning & Zoning Commission Meeting – 7:00 pm
June 27, 2023	Regular City Council Meeting - 7:00 pm

Note – The Zoning Board of Adjustment, Parks & Recreation Advisory Board, and the Planning & Zoning Commission meetings are held monthly, IF NEEDED. Please visit www.highlandvillage.org or the City Hall bulletin board for the latest meeting additions and updates.