



A G E N D A

**REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
TUESDAY, FEBRUARY 12, 2019, at 6:00 P.M.
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

**Convene Meeting in Open Session
Training Room – 6:00 P.M.**

EARLY WORK SESSION

1. Receive a quarterly presentation from Community Waste Disposal on Solid Waste, Recycling and Household Hazardous Waste Collection Services in Highland Village
2. Receive an Overview of Animal Care / Shelter
3. Receive an Update on the Copperas Branch Park Master Plan Community Engagement Process
4. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of February 12, 2019

(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
Training Room**

5. 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)

**OPEN SESSION
City Council Chambers – 7:30 P.M.**

6. Call to Order
7. Prayer to be led by Councilmember Mike Lombardo
8. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Mike Lombardo: *“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”*

9. **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.)*
10. **City Manager/Staff Reports**
 - **HVTV Update**
11. **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**
 - **Highland Village Parks Foundation Donation**

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.

12. **Consider Approval of Minutes of the Regular City Council Meeting held on January 22, 2019**
13. **Consider Resolution 2019-2798 cancelling the March 12, 2019 City Council Meeting**
14. **Consider Resolution 2019-2799 authorizing Agreements with Duro-Last, Inc. through the City's Cooperative Purchasing Agreement with the Interlocal Purchasing System (TIPS) for Replacement of the Municipal Complex Roof**
15. **Consider Resolution 2019-2800 Amending the Design Manual for the Installation of Network Nodes and Node Support Poles**
16. **Receive Investment Report for the Quarter Ending December 31, 2018**
17. **Receive Budget Reports for Period Ending December 31, 2018**

ACTION AGENDA

18. **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)**
19. **Receive Highland Village Police Department's annual compliance report under the Texas Code of Criminal Procedure (CCP) sections 2.131-2.134 prohibiting racial profiling**

LATE WORK SESSION

(Items may be discussed during Early Work Session, Time Permitting)

20. Discuss Senate Bill 2 Property Tax Cap
21. 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 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.)
22. 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 8TH DAY OF FEBRUARY, 2019 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 _____, 2019 at _____ am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 1

MEETING DATE: 02/12/19

SUBJECT: Receive a quarterly presentation from Community Waste Disposal (CWD) and showcase a new solid waste collection truck

PREPARED BY: Scott Kriston, Director of Public Works

COMMENTS

General discussion regarding the first quarter of the solid waste and recycling services provided by Community Waste Disposal (CWD) as presented by Jason Roemer and Paul Hanson. They will showcase a new Compressed Natural Gas (CNG) solid waste collections truck that will be utilized in servicing Highland Village as stated in the contract.

CWD began providing solid waste and recycling collections and hauling services for the City September 2018.

This item is for general discussion and sharing of CWD report data.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2

MEETING DATE: 02/12/19

SUBJECT: Receive an overview of Animal Care / Shelter

PREPARED BY: Karen Bradley, Administrative Assistant

COMMENTS

Highland Village Animal Care is under the Support Services Division of the Highland Village Police Department. Commander Morrison and Chief Reim will provide an update / overview on the Animal Care unit and our current kennel shelter, located at Animal Medical Center Highland Village.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 3

MEETING DATE: 02/12/19

**SUBJECT: Provide an Update on the Copperas Branch Park Master Plan
Community Engagement Process**

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND:

Council approved Resolution 2018-2783 entering a professional services agreement with la terra studio for Master Planning Copperas Branch Park on October 23, 2018. A critical component of the master planning process is community input and the engagement process. The process includes traditional public meetings and new processes using online engagement platforms.

IDENTIFIED NEED/S:

Recent marketing surveys indicated that a large percentage of the respondents would like to use online engagement tools for interaction and collaboration with the city on specific projects. City Administration has identified the need to engage the community through multiple platforms. It was determined that using digital engagement will provide opportunities for community involvement in the master planning process 24/7, virtually eliminating any time constraint barriers and allowing for more public input especially for those that would not typically attend public meetings.

OPTIONS & RESULTS:

Unlike Facebook, Nextdoor and other social media platforms, Bang The Table will provide a safe space for people to speak up while being respectful of the opinions of others. Bang the Table is the thought leader in community engagement. Its online engagement platform EngagementHQ (EHQ), has helped more than 1000 government organizations worldwide bring effective engagement to their communities. Bang the Table is passionate about delivering best practices and a superior software solution for civic engagement. This promotes a safe space for all and promotes healthy conversations.

PROGRESS TO DATE: (if appropriate)

The City has contracted with Bang The Table to provide online engagement services. As part of our contract with la terra studios, they will provide the content, designs and images for our use. Our site, Speak up HV, will provide the opportunity to build relationships, community trust through transparency and openness, and a safe space for dialogue and idea sharing for the Copperas Branch Park Master Plan project.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11

MEETING DATE: 02/12/19

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Karen Bradley, Administrative Assistant to City Secretary

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.

- Highland Village Parks Foundation Donation

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 02/12/19

SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on January 22, 2019

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 January 22, 2019 City Council meeting.

**MEETING MINUTES OF THE REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX
LOCATED AT 1000 HIGHLAND VILLAGE ROAD
TUESDAY, JANUARY 22, 2019**

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Scott Kriston	Public Works Director
	Travis Nokes	Interim Fire Chief
	Jason Collier	Assistant Fire Chief
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

EARLY WORK SESSION

1. Receive an Update on Possible Development of a Residential Overlay District in Highland Village

Public Works Director Scott Kriston reported that Council passed a resolution last October approving construction of a home using an alternate exterior building material. During that discussion, Council directed staff to review the City's current zoning regulations to consider updates allowing for the use of alternate exterior building materials.

Mr. Kriston reported at the Planning & Zoning Commission (P&Z) meeting held in December, 2018, staff and the City's consultant made a presentation regarding the use of alternate exterior building materials for residential structures. He provided information to Council regarding the City's zoning ordinance as it relates to the definition of masonry construction. Since homes located within an HOA would typically not be allowed to use alternate exterior building materials due to their HOA regulations, establishing a residential overlay district for those areas outside of an HOA was discussed at the P&Z meeting. Other topics discussed at their meeting included:

- residential paint colors
- painted brick regulations
- residential look & feel ordinance

Mr. Kriston added that in the past eighteen (18) years, there have been two (2) new homes approved for construction that were non-conforming to the code and that approximately thirteen (13) new homes have been constructed in non-HOA areas over the past five (5)

years. Mr. Kriston reported the overall consensus of P&Z was not to make any changes and to continue to review on a case by case basis. This process also allows for owners of neighboring properties to voice if they were in support or opposition.

Mayor Pro Tem Busche asked if there could be specific restrictions such as paint colors. With the few requests that have come before the Council, Councilmember Jaworski stated this may be a moot point; Councilmember Lombardo concurred. Deputy Mayor Pro Tem Fleming added that some people prefer to live in an area that is not located within a HOA so there are not as many restrictions. Councilmember Fiester stated he better understands the process in Highland Village but did voice that maybe P&Z should handle such requests rather than the City Council. City Attorney Laughlin stated since this type of request is not a standard variance that would go before the Zoning Board of Adjustment, therefore it goes to P&Z and then to Council, unless the process were amended in the ordinance. Mayor Wilcox voiced concern that a case by case interpretation could be subjective.

The consensus of City Council is to continue with the current process.

2. Receive a Presentation and Discuss the City's Legislative Program for the 86th Texas Legislative Session

City Manager Michael Leavitt reported the 86th Texas Legislature convened this month and is expected to consider legislation on a wide range of issues with a direct impact on municipal government in general and on Highland Village. He further reported City staff has prepared the City's legislative program, setting the city's priorities and key issues for the 86th Texas legislative session. He added that Council and City staff will be present to present the City's legislative program to our legislators at Denton County Days, which will be held February 18-19, 2019.

He presented the legislative priorities for Highland Village, which are divided into six main categories:

- Local Authority – Public Right of Ways
- Local Revenue Caps, Revenue Reduction and Online Sales Tax
- Public Safety
- Transportation and DCTA
- Water
- Parks Funding

He added that the common theme to all six categories is Highland Village's belief that cities are the level of government most connected to, and thus most accountable to, the people they serve; as a result, the state should recognize and preserve local authority and support cities in their mission of providing quality local services to all Texans. Council received clarification on a few items and also discussed some updates to the proposed program, which will be included on the Consent Agenda for tonight's meeting.

For legislation relating to Denton County Transportation Authority (DCTA), Mr. Leavitt reported the biggest change is the reduction from fourteen (14) voting members to five (5) voting members. Councilmember Lombardo voiced concern there was nothing included to provide member cities with an option to opt out should they choose to do so at some point.

3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of January 22, 2019

No items were discussed.

CLOSED SESSION

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)**

Council did not meet in Closed Session.

Early Work Session ended at 7:29 p.m.

OPEN SESSION

5. **Call to Order**

Mayor Wilcox called the meeting to order at 7:35 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember

Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Travis Nokes	Interim Fire Chief
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Don Strange	Public Works Streets and Code Manager
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

6. **Prayer to be led by Councilmember Jon Kixmiller**

Councilmember Kixmiller gave the invocation.

7. **Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Jon Kixmiller.**

Councilmember Kixmiller led the pledges.

8. **Visitor Comments**

No one wished to speak.

9. City Manager/Staff Reports

- **HVTV Update**

The Foodie Friday segment was presented and featured Palio's Pizza Café in the Marketplace at Highland Village. The update also included information on the upcoming Father & Daughter Valentine Dance.

10. 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

Mayor Pro Tem Busche announced the Lewisville Lake Symphony is hosting the International Chamber Series concerts. These are free and the next concert will be held on Friday, January 25; further details are available on their website.

Mayor Wilcox recognized Highland Village Boy Scout Troop 298 who were in attendance for tonight's Council meeting.

- **Recognition of Donald Strange, Public Works Street and Code Manager, for earning the Certified Public Works Professional Manager designation from the American Public Works Association (APWA)**

Public Works Director Scott Kriston recognized Mr. Strange for earning the Certified Public Works Professional Manager designation from the American Public Works Association (APWA).

CONSENT AGENDA

Councilmember Lombardo suggested moving Agenda Item #19 from the Action Agenda up to the Consent Agenda; Mayor Wilcox moved the item up.

- 11. Consider Approval of Minutes of the Regular City Council Meeting held on January 8, 2019**
- 12. Consider Resolution 2019-2792 authorizing the Purchase of Three (3) Ford F-Series Trucks for the Public Works Department from Silsbee Ford through the City's Cooperative Purchasing Agreement with the State of Texas Purchasing Co-op ("GoodBuy")**
- 13. Consider Resolution 2019-2793 authorizing the City Manager to Enter into Interlocal Cooperation Agreements with Denton County for Ambulance and Fire Protection Services**
- 14. Consider Resolution 2019-2794 ordering a General Municipal Election to be held on May 4, 2019 for the Purpose of Electing Councilmembers to Places 3, 5 and 7; Authorizing a Joint Election with other Denton County Political Subdivisions; and Authorizing a Contract for Election Services with Denton County**
- 15. Consider Resolution 2019-2795 approving the City's Legislative Program for the 86th Texas Legislative Session**

16. Consider Resolution 2019-2796 authorizing the City Manager to execute an Untreated Water Purchase Contract with the City of Dallas from Copperas Branch Lake, a Tributary of Lake Lewisville, to provide water for Irrigation and Recreational Uses at Doubletree Ranch Park
17. Receive Budget Reports for Period Ending November 30, 2018
19. Consider Resolution 2019-2797 authorizing the City Manager to Enter into a Fire and Emergency Services Automatic Aid Agreement with the Town of Flower Mound for Automatic Aid Paramedic Engine Response

Motion by Deputy Mayor Pro Tem Fleming, seconded by Mayor Pro Tem Busche, to approve Consent Agenda Items #11 through #17, and #19. Motion carried 7-0.

ACTION AGENDA

18. 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)

NO ACTION TAKEN

Council did not meet in Closed Session.

19. Consider Resolution 2019-2797 authorizing the City Manager to Enter into a Fire and Emergency Services Automatic Aid Agreement with the Town of Flower Mound for Automatic Aid Paramedic Engine Response

This item was moved to the Consent Agenda.

LATE WORK SESSION

20. Discuss cancelling the March 12, 2019 City Council Meeting

Mayor Wilcox reported spring break for the Lewisville Independent School District is March 11 through 15, 2019. Typically Council does not hold a meeting during this time to allow Council members and City staff the opportunity to spend time with their families. The City Council directed staff to bring a resolution to their February 12, 2019 meeting for formal action.

21. 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 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.)

Mayor Pro Tem Busche thanked the Parks and Recreation Department for their efforts to install a pedestrian crossing light on Highland Shores Boulevard.

22. Adjournment

Mayor Wilcox adjourned the meeting at 7:55 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

DRAFT

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13

MEETING DATE: 02/12/19

**SUBJECT: Consider Resolution 2019-2798 canceling the March 12, 2019
City Council Meeting**

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

Section 3.13 of City of Highland Village City Charter states that the City Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits. If (i) the business of the City is such that the number of items requiring City Council discussion and/or approval are too few to justify the staff time and costs related to preparing for a city council meeting, and (ii) matters pending which do require council approval can be delayed to a later meeting, then cancelation of a council meeting is from time to time proposed.

IDENTIFIED NEED/S:

The Regular City Council meeting scheduled for Tuesday, March 12, 2019 conflicts with the spring break holiday for Lewisville ISD students, which is March 11 – 15, 2019.

OPTIONS & RESULTS:

Cancelling the Regular City Council meeting scheduled for March 12 would allow Council and staff the opportunity to enjoy this time with their families.

PROGRESS TO DATE: (if appropriate)

City Administration has reviewed pending and anticipated business items which will require City Council approval and have determined that no project or other matter will be negatively impacted or delayed if the identified meetings are cancelled.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

None.

RECOMMENDATION:

To approve Resolution 2019-2798 cancelling the March 12, 2019 City Council meeting.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2019-2798

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS CANCELING THE MARCH 12, 2019, CITY COUNCIL MEETING, AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 3.13 of the City Charter of the City of Highland Village provides that the City Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits; and

WHEREAS, the City Council customarily holds its regular meetings on the second and fourth Tuesdays of each month; and

WHEREAS, the City Council finds that cancelling the regular meeting scheduled for March 12, 2019 will not adversely affect the operations of the City and will preserve City financial and human resources usually spent in preparation for such meetings;

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

SECTION 1. The Regular City Council meeting scheduled for March 12, 2019 is hereby canceled.

SECTION 2. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED this the 12th day of February, 2019.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:2/4/19:105863)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 14

MEETING DATE: 02/12/19

SUBJECT: Consider Resolution 2019-2799 Authorizing an Agreement with Duro-Last, Inc. through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System ("TIPS") For Replacement of the Municipal Complex roof

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND

During the storm event in March 2017, the Municipal Complex, Fire Station and Municipal Service Center roofs sustained hail damage. The City filed a claim with the TML Intergovernmental Risk Pool ("the Risk Pool") for the damages. The Risk Pool assigned an adjuster to review all City owned facilities. The roofs, both standing metal seam and flat, on the Municipal Complex, Police Station, Fire Station Public Works and the DuVall Center buildings were identified by the Risk Pool adjuster for a total roof replacement. At no cost to the City, the Risk Pool hired 4T Partnership, LLC., a building envelope consultant, to manage the scope of work for the entire damage zone. The consultant determined that engaging a commercial roofing contract, Duro-Last, Inc., which is under contract with The Interlocal Purchasing System ("TIPS") program will be the most cost effective method of contracting the standing metal seam roof replacement services and is in the public's best interest.

Highland Village has Real and Personal Property Coverage with the Replacement Cost Option. Under the coverage provisions, an initial Actual Cash Value payment is made until the loss or damaged property is actually repaired or replaced. Once the repairs are completed and the costs exceeds the payment, staff will submit the final receipts to the Risk Pool for review of any supplemental payments due under the Replacement Cost Coverage.

IDENTIFIED NEED/S:

The roof on the Municipal Complex, is identified for a total roof replacement by the Risk Pool adjuster. The standing metal seam roof sections were replaced first prior to moving forward with replacing the flat roofs as to not damage the new flat roofs.

PROGRESS TO DATE: (if appropriate)

The Risk Pool consultant worked with the roof material manufacturer to achieve the best possible pricing for the low sloped roof replacement. They recommended that the City utilize a contract with Duro-Last, Inc, through the TIPS program offered through the Region VIII Education Service Center. The consultant delivered an agreement for execution. The following pricing is for the low sloped roof component only. The quotes for the remaining flat roof sections have not been provided to the City.

The City received a claim payment from the Risk Pool in the amount of \$1,004,734.60 (less \$2,500.00 deductible). The replacement of the standing seam metal roof replacements for the Municipal Complex, Fire Station and Municipal Service Center are complete at a total cost

of \$855,434.59.

Municipal Complex (City Hall / HVPD)	\$84,038.35
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Total = \$84,038.35

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

City is responsible for a \$2,500.00 deductible. The City is working with TML to gain additional funds from recoverable depreciation and to seek additional funds from the Risk Pool under supplemental payment for Replacement Cost Coverage.

RECOMMENDATION:

Approve Resolution 2019-2799.

CITY OF HIGHLAND VILLAGE

RESOLUTION NO. 2019-2799

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING AGREEMENTS WITH DURO-LAST, INC. THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH THE INTERLOCAL PURCHASING SYSTEM (TIPS) FOR REPLACEMENT OF THE MUNICIPAL COMPLEX ROOF; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, following the severe hail storm that impacted the City of Highland Village in March 2017, an assessment by an adjuster for the Texas Municipal League Intergovernmental Risk Pool ("the Risk Pool") determined that the roofs on the Municipal Complex, Fire Station, and Municipal Service Center buildings were damaged to the extent to require replacement; and

WHEREAS, in consultation with the Risk Pool and its consultant, City Administration is recommending the City enter into an agreement for performing such roof replacements with Duro-Last, Inc. through the City's cooperative purchasing agreement with The Interlocal Purchasing System ("TIPS") operated by the Region VIII Education Service Center; and

WHEREAS, the City Council finds it to be in the public interest to concur in the foregoing 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 sign one or more agreements on behalf of the City with Duro-Last, Inc. for replacement of the Municipal Complex, roof through the City's cooperative purchasing agreement with TIPS in the amount of \$84,038.35, and, subject to City policy, state law, and, in the event of an increase in contract price, the availability of current funds, is further authorized to execute such change orders to said agreements as the City Manager determines to be in the public interest.

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

PASSED AND APPROVED this the 12th day of February 2019.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:1/29/19:105716)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 02/12/19

SUBJECT: Consider Resolution 2019-2800 Amending the Network Node Design Manual For the installation of Network Nodes and Node Support poles for location within Public right-of-way within the City

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND

Previous Council action dated December 11, 2018 adopted Ordinance 2018-1258 “Public Ways and Public Places” in response to the FCC released the Declaratory Ruling and Third Report and Order, adopted September 26, 2018, titled FCC-18-133A.1-Network Node FCC Order, a 116-page document which discusses its reasoning behind the adoption of provisions governing the installation of small cell wireless devices throughout the country¹. The Rules adopted in this Order will impact the ability of municipalities to regulate the installation of the small cell equipment within their territory. Specific considerations concerning this Order and the Rules adopted therein are: “Fees”, “Time Clock”, “Design/Aesthetic Considerations”, “Other Equipment/Considerations” and the “Effective date”.

The Texas Legislature enacted Chapter 284 of the Texas Local Government Code (“Chapter 284”). Chapter 284 relates to the installation of equipment, specifically wireless network equipment, in public rights-of-way. Chapter 284 provides a state-wide regulatory scheme regarding the installation of such equipment and limits individual cities’ abilities to further regulate the location of such equipment within the public right-of-way. Such regulations are contrary the historical right of Texas cities to regulate the improvements that are located with its streets and alleys and to levy a reasonable and fair charge for the use of public right-of-way by private businesses. Chapter 284 is applicable to the installation of “network nodes” (equipment that enables wireless communications between the communications network and the user’s equipment) and related equipment, and applies to both the “wireless service provider” (who provides the service directly to the public) and to “network providers” (which are entities who do not provide service to the end-user, but instead build and install the equipment on behalf of a wireless service provider).

The new rules were published in the Federal Register on October 15, 2018, and were effective January 14, 2019.

IDENTIFIED NEED/S:

¹ <https://www.fcc.gov/document/fcc-facilitates-wireless-infrastructure-deployment-5g>

In reviewing the City's current Network Node Design Manual, City Administration has determined that the current manual does not adequately address an issue pertaining to an exception to spacing requirements relating to management of the improvements that may be located in the City's rights-of-way and may, in some instances, be inconsistent with the FCC Order. Therefore, City Administration is recommending revising to the City's Network Node Design Manual adding exception language as it relates to spacing requirements. Having been approached by at least three network providers earlier in 2018 seeking to locate network nodes within the City's rights-of-way, City Administration anticipates that the same network providers, along with others, will demand the right to start placing wireless equipment along City streets. Thus, there is a need to update the City's Network Node Design Manual.

PROGRESS TO DATE:

The City Attorney, in consultation with the City Manager and Director of Public Works, prepared an amended Network Node Design Manual for consideration which addresses the identified need, a copy of which is provided with this briefing.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Unknown.

RECOMMENDATION:

Approve Resolution 2019-2800

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2019-2800

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AMENDING THE DESIGN MANUAL FOR THE INSTALLATION OF NETWORK NODES AND NODE SUPPORT POLES FOR LOCATION WITH PUBLIC RIGHT-OF-WAY WITHIN THE CITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Resolution No. 2017-2696, the City Council approved the *Highland Village Design Manual for the Installation of Network Nodes and Node Support Poles* ("the Design Manual") in accordance with Chapter 284 of the Texas Local Government Code; and

WHEREAS, recent changes to Federal Communications Commission regulations relating to the location of small cell network facilities in public rights-of-way have made it necessary to modify the Design Manual, which amendments have been presented and recommended by City Administration and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to adopt the recommended amendments to the Design Manual;

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

SECTION 1. The *Highland Village Design Manual for the Installation of Network Nodes and Node Support Poles* is hereby amended to read in its entirety as set forth in Exhibit "A," attached hereto and incorporated herein by reference.

SECTION 2. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED this the 12th day of February, 2019.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:2/1/19:105825)



City of Highland Village Design Manual

*for the
Installation of Network Nodes and Node Support Poles
pursuant to Tex. Loc. Gov. Code, Chapter 284.*

Adopted February 12, 2019 by Resolution No. 2019-2800

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SECTION 1. PURPOSE AND APPLICABILITY.

The City of Highland Village (“City”) recognizes that the State of Texas has delegated to the City the fiduciary duty, as a trustee, to manage the public right-of-way for the health, safety, and welfare of the public to Texas municipalities.

Purpose: Loc. Gov. Code, Chapter 284 allows certain wireless Network Providers to install in the public rights-of-way their wireless facilities, described and defined in Tex. Loc. Gov. Code, Chapter 284, Sec. 284.002 as “Micro Network Nodes”, “Network Nodes”, and “Node Support Poles”.

As expressly allowed by Tex. Loc. Gov. Code, Chapter 284, Section 284.108, and pursuant to its police power authority reserved in Sec. 284.301¹, the City enacts these Design Guidelines in order to meet its fiduciary duty to the citizens of the City, and to give assistance and guidance to wireless telecommunications providers to assist such companies in the timely, efficient, safe and aesthetically pleasing installation of technologically competitive equipment.

Applicability: This Design Manual is for siting and criteria for the installation Wireless Facilities, including Micro Network Nodes, Network Nodes, Node Support Poles and related ground equipment being installed pursuant to Loc. Gov. Code, Chapter 284

This Design Manual shall apply to any sitings, installations, collocations in, on, over or under the public rights-of-way of Network nodes, Node support poles, Micro network nodes, Distributed Antenna Systems, microwave communications or other Wireless Facilities, by whatever nomenclature, whether they are installed pursuant to Chapter 284, or installed pursuant to an agreement as agreed to and consented to by the City in its discretion, or installed as may otherwise be allowed by state law.

City Rights-of-Way Management Ordinance: A Network Provider shall comply with the City’s Rights-of-Way Management Ordinance except where in conflict with this Design Manual or Chapter 284, Subchapter C.

SECTION 2. DEFINITIONS.

The definitions as used in Tx. Loc. Gov. Code, Chapter 284, Sec. 284.002 shall be used in this Design Manual, unless otherwise noted in this Section 2, below.²

Abandon and its derivatives means the facilities installed in the right-of-way (including by way of example but not limited to: poles, wires, conduit, manholes, handholes, cuts, network nodes and node support poles, or portion thereof) that have been left by Provider in an unused or non-functioning condition for more than 730 consecutive calendar days unless, after notice to Provider, Provider has established to the reasonable satisfaction of the City that the applicable facilities, or portion thereof, is still in active use.

Antenna means communications equipment that transmits or receives electromagnetic radio frequency signals used in the provision of wireless services.

Applicable codes means:

(A) uniform building, fire, electrical, plumbing, or mechanical codes adopted by a recognized national code organization; and

(B) local amendments to those codes to the extent not inconsistent with Chapter 284.

City means the City of Highland Village, Texas or its lawful successor.

City Manager shall mean City's City Manager or designee

Chapter 284 means Tex. Loc. Gov. Code, Chapter 284, as amended.

Code of Ordinances means the City of Highland Village Code of Ordinances, as amended and/or recodified from time to time.

Collocate and *collocation* mean the installation, mounting, maintenance, modification, operation, or replacement of network nodes in a public right-of-way on or adjacent to a pole.

Concealment or Camouflaged means any Wireless Facility or Pole that is covered, blended, painted, disguised, camouflaged or otherwise concealed such that the Wireless Facility blends into the surrounding environment and is visually unobtrusive as allowed as a condition for City advance approval under Chapter 284, Sec. 284.105 in Historic or Design Districts. A Concealed or Camouflaged Wireless Facility or Pole also includes any Wireless Facility or Pole conforming to the surrounding area in which the Wireless Facility or Pole is located and may include, but is not limited to hidden beneath a façade, blended with surrounding area design, painted to match the supporting area, or disguised with artificial tree branches.

Decorative pole means a streetlight pole specially designed and placed for aesthetic purposes and on which no appurtenances or attachments, other than specially designed informational or directional signage or temporary holiday or special event attachments, have been placed or are permitted to be placed according to nondiscriminatory municipal codes.

Design District means an area that is zoned, or otherwise designated by municipal code, and for which the city maintains and enforces unique design and aesthetic standards on a uniform and nondiscriminatory basis.

Disaster emergency or disaster or emergency means an imminent, impending, or actual natural or humanly induced situation wherein the health, safety, or welfare of the residents of the city is threatened, and includes, but is not limited to any declaration of emergency by city state or federal governmental authorities.

Distributed Antenna System or DAS shall be included as a type of "Network Node."

Easement means and shall include any public easement or other compatible use created by dedication, or by other means, to the city for public utility purposes or any other purpose whatsoever. "Easement" shall include a private easement used for the provision of utilities.

Federal Communications Commission or FCC means the Federal Administrative Agency, or lawful successor, authorized to oversee cable television and other multi-channel regulation on a national level.

Highway right-of-way means right-of-way adjacent to a state or federal highway.

Historic district means an area that is zoned or otherwise designated as a historic district under municipal, state, or federal law.

Law means common law or a federal, state, or local law, statute, code, rule, regulation, order, or ordinance.

Local means within the geographical boundaries of the City.

Location means the City-approved and lawfully permitted location for the Network Node.

Macro tower means a guyed or self-supported pole or monopole greater than the height parameters prescribed by Chapter 284, Section 284.103 and that supports or is capable of supporting antennas.

Mayor means the Mayor for the City, including the Mayor Pro Tem and Deputy Mayor Pro Tem when serving as Mayor in accordance with the City Charter during the absence of the Mayor.

Micro network node means a network node that is not larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height, and that has an exterior antenna, if any, not longer than 11 inches.

Municipal park means an area that is zoned or otherwise designated by the Code of Ordinances as a public park for the purpose of recreational activity including, but not limited to, all land and facilities defined as a "public park or recreation facility" in accordance with Code of Ordinances Sec. 14.04.001.

Municipally owned utility pole means a utility pole owned or operated by a municipally owned utility, as defined by Section 11.003, Utilities Code, and located in a public right-of-way.

MUTCD means the most recent edition of the Manual of Uniform Traffic Control Devices.

Network node means equipment at a fixed location that enables wireless communications between user equipment and a communications network. The term:

(A) includes:

(i) equipment associated with wireless communications;

(ii) a radio transceiver, an antenna, a battery-only backup power supply, and comparable equipment, regardless of technological configuration; and

(iii) coaxial or fiber-optic cable that is immediately adjacent to and directly associated with a particular collocation; and

(B) does not include:

(i) an electric generator;

(ii) a pole; or

(iii) a macro tower.

Network provider means:

(A) a wireless service provider; or

(B) a person that does not provide wireless services and that is not an electric utility but builds or installs on behalf of a wireless service provider:

(i) network nodes; or

(ii) node support poles or any other structure that supports or is capable of supporting a network node.

Node support pole means a pole installed by a network provider for the primary purpose of supporting a network node.

Permit means a written authorization for the use of the public right-of-way or collocation on a service pole required from the City before a network provider may perform an action or initiate, continue, or complete a project over which the municipality has police power authority.

Pole means a service pole, municipally owned utility pole, node support pole, or utility pole.

Private easement means an easement or other real property right that is only for the benefit of the grantor and grantee and their successors and assigns.

Provider has the same meaning as “Network Provider.”

Public right-of-way means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the City has an interest. The term does not include:

(A) a private easement; or

(B) the airwaves above a public right-of-way with regard to wireless telecommunications.

Public right-of-way management ordinance means an ordinance that complies with Chapter 284, Subchapter C and includes the provisions of Article 14.07 of the Code of Ordinances, as amended.

Service pole means a pole, other than a municipally owned utility pole, owned or operated by a municipality and located in a public right-of-way, including:

- (A) a pole that supports traffic control functions;
- (B) a structure for signage;
- (C) a pole that supports lighting, other than a decorative pole; and
- (D) a pole or similar structure owned or operated by a municipality and supporting only network nodes.

Small cell shall be included as a type of “Network Node.”

Street means only the paved portion of the right-of-way used for vehicular travel, being the area between the inside of the curb to the inside of the opposite curb, or the area between the two parallel edges of the paved roadway for vehicular travel where there is no curb. A “Street” is generally part of, but smaller in width than the width of the entire right-of-way, while a right-of-way may include sidewalks and utility easements, a “Street” does not. A “street” does not include the curb or the sidewalk, if either are present at the time of a permit application or if added later.

SWPPP shall mean Storm Water Pollution Prevention Plan.

TAS means Texas Accessibility Standards.

Traffic Signal means any device, whether manually, electrically, or mechanically operated by which traffic is alternately directed to stop and to proceed.

Transport facility means each transmission path physically within a public right-of-way, extending with a physical line from a network node directly to the network, for the purpose of providing backhaul for network nodes.

Underground Requirement Area means an area where poles, overhead wires, and associated overhead or above ground structures have been removed and buried or have been approved for burial underground pursuant to City’s ordinances, zoning regulations, state law, private deed restrictions, and other public or private restrictions, that prohibit installing aboveground structures in a public right-of-way.

User means a person or organization which conducts a business over facilities occupying the whole or a part of a public street or right-of-way, depending on the context.

Utility pole means a pole that provides:

- (A) electric distribution with a voltage rating of not more than 34.5 kilovolts; or
- (B) services of a telecommunications provider, as defined by Chapter 284, Section 51.002, Utilities Code.

Wireless service means any service, using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or mobile, provided to the public using a network node.

Wireless service provider means a person that provides wireless service to the public.

Wireless facilities mean “Micro Network Nodes,” “Network Nodes,” and “Node Support Poles” as defined in Texas Local Government Code Chapter 284.

SECTION 3. PROHIBITED AND PREFERRED LOCATIONS OF MICRO NETWORK NODE, NETWORK NODE, NODE SUPPORT POLE AND RELATED GROUND EQUIPMENT.

A. Prohibited or Restricted Areas for Certain Wireless facilities, except with Separate City Agreement or Subject to Concealment Conditions.

1. ***Municipal Parks and Residential Areas.*** In accordance with Chapter 284, Sec. 284.104 (a), a Network Provider may not install a Node Support Pole in a public right-of-way without the City's discretionary, nondiscriminatory, and written consent if the public right-of-way is in a Municipal park or is adjacent to a street or thoroughfare that is:

(1) not more than 50 feet wide of paved street surface, being the area measured as the shortest distance between the inside of the curb to the inside of the opposite curb, or the area measured as the shortest distance between the two parallel edges of the paved roadway for vehicular travel where there is no curb; and

(2) adjacent to single-family residential lots or other multifamily residences or undeveloped land that is designated for residential use by zoning or deed restrictions.

1.1. In accordance with Chapter 284, Sec. 284.104 (b), a Network Provider installing a Network Node or Node Support Pole in a public right-of-way described above shall comply with private deed restrictions and other private restrictions in the area that apply to those facilities.

Each permit application shall disclose if it is within a Municipal Park and/or Residential Area as described above.

2. ***Historic District and Design Districts.*** In accordance with Chapter 284, Sec. 284.105, a Network Provider must obtain advance written approval from the City before collocating Network

Nodes or installing Node Support Poles in a Design District with Decorative Poles or in an area of the City zoned or otherwise designated as a Design District or Historic District.

2.1. As a condition for approval of Network Nodes or Node Support Poles in Design Districts with Decorative Poles or in a Historic District, the City shall require reasonable design or Concealment measures for the Network Nodes or Node Support Poles. Therefore, any request for installations in a Design District with Decorative Poles or in a Historic District, must be accompanied with proposed Concealment measures in the permit applications.

2.2. The City request that a Network Provider explore the feasibility of using Camouflage measures to improve the aesthetics of the Network Nodes, Node Support Poles, or related ground equipment, or any portion of the nodes, poles, or equipment, to minimize the impact to the aesthetics in Design Districts or in an Historic District.

2.3. Network Provider shall comply with and observe all applicable City, State, and federal historic preservation laws and requirements.

2.4. Each permit application shall disclose if it is within a Design District with Decorative Poles or in an area of the City zoned or otherwise designated as a Design District or Historic District.

3. Historic Landmarks. A Network Provider is discouraged from installing a Network Node or Node Support Pole within 300 feet of a historic site or structure or Historic Landmark recognized by the City, state or federal government (*see, for example, and not limited to* §442.001(3) of the Texas Government Code, and 16 U.S.C. §470), as of the date of the submission of the permit application. It is recommended that each permit application disclose if it is with 300 feet of such a structure.

4. Compliance with Undergrounding Requirements. In accordance with Chapter 284, Sec. 284.107, a Network Provider shall comply with nondiscriminatory undergrounding requirements, including applicable provisions of the Code of Ordinances, City's zoning regulations, state law, private deed restrictions, and other public or private restrictions, that prohibit installing aboveground structures in a public right-of-way without first obtaining zoning or land use approval.

4.1 Areas may be designated from time to time by the City as Underground Requirement Areas in accordance with recorded plats, and or conversions of overhead to underground areas, as may be allowed by law.

4.2 Each permit application shall disclose if it is within an area that has undergrounding requirements.

B. Least preferable locations.

1. Residential Areas and Parks. A Network Provider is prohibited from installing a Network Node on an existing pole in a public right-of-way without written consent from the City

Council if the public right-of-way is located in or adjacent to a street or thoroughfare that is adjacent to a municipal park or single-family residential lots or other multifamily residences or undeveloped land that is designated for residential use by zoning or deed restrictions.

1.1 In accordance with Chapter 284, Sec. 284.104 (b) a Network Provider installing a Network Node or a Node Support Pole in a public right-of-way shall comply with private deed restrictions and other private restrictions in the area that apply to those facilities.

2. *Historic Districts and Design Districts.* A Network Provider is discouraged from installing a Network Node or a Node Support Pole in the public right-of-way in any area designated by the City as a Design Districts or in an area of the City zoned or otherwise designated as a Historic District unless such a Network Node or a new Node Support Pole is camouflaged.

C. Most preferable locations

1. ***Industrial areas*** if not adjacent to a Municipal Park, Residential area, Historic District or Design District.

2. ***Highway Rights-of-Way*** areas if not adjacent to a Municipal Park, Residential area, Historic District or Design District.

3. ***Retail and Commercial areas*** if not adjacent to a Municipal Park, Residential area, Historic District or Design District.

D. Designated Areas.

1. The City Council may designate an area as a Historic District or a Design District under Chapter 284.105 at any time.

2. Currently designated *Historic Districts* are: None

3. Currently designated *Design District* areas are designated and named on the map set forth in Appendix I, with the boundaries of each Design District as shown on said map.

4. The failure to designate an area in this Chapter shall not mean that such an area is not within a defined district, if so designated by the City Council. Future areas may be designated as one of these Districts at any time. Such a designation does not require a zoning case.

5. While not required under Chapter 284 to designate Underground Compliance Areas to prohibit above ground Wireless facilities, the City may also, from time to time, designate Underground Compliance Areas. Currently designated *Underground Compliance Areas* are within the areas of the City indicated on the map set forth in Appendix 2.

E. Exceptions

The City, by its discretionary consent and agreement, may grant exception to the above prohibited locations and sizes, but only in a non-exclusive, and non-discriminatory manner, as allowed or required by Chapter 284, Sec. 284.109 and Sec. 284.110.

F. Order of Preference regarding Network Node attachment to existing facilities and New Node Support Poles.

1. *Existing telephone or electrical lines between existing utility poles.* Micro Network Nodes shall only be lashed on existing telephone or electrical lines between existing utility poles (electric poles or telephones poles), with notice to the pole owner as required by the Federal Pole Attachment Act, and not placed on Utility Poles, Node Support Poles or Service Poles.

2. *Existing Utility Poles* (electric poles or telephones poles), shall be the preferred support facility for Network Nodes and related ground equipment.

3. *Municipal Service Poles:*

a. *Non-decorative street lights* with a height of more than 20 feet.

b. *Traffic signal structures* when such installation will not interfere with the integrity of the facility and will not interfere with the safety of public and in accordance with an agreement as allowed by Chapter 284, Sec. 285.056 and Sec. 284.101 (a) (3), and (b).

c. *Street signage* shall be a low priority use for attachment of a Network Node and is strongly discouraged.

d. *Other municipal Service pole* use is discouraged.

4. *New node support poles* shall be the least preferred type of allowed facility for attachment of Network Nodes.

5. *Ground Equipment.* Ground equipment should be minimal and the least intrusive.

SECTION 4. GUIDELINES ON PLACEMENT.

A. Generally.

In accordance with Chapter 284.102, a Network Provider shall construct and maintain Network Nodes and Node Support Poles in a manner that does not:

1. obstruct, impede, or hinder the usual travel or public safety on a public right-of-way;

2. obstruct the legal use of a public right-of-way by other utility providers;
3. violate nondiscriminatory applicable codes;
4. violate or conflict with Section 14.07 of the Code of Ordinances, as amended, or this Design Manual; Or
5. violate the federal Americans with Disabilities Act of 1990 (42 U.S.C. Section 12101 et seq.).

B. General Requirements and Information:

1. *Size Limits.* Network Providers shall provide detailed drawings, with calculations to show strict conformity to the size limitations as set forth in Chapter 284, in accordance with, but not limited to Chapter 284, Sec. 284.002, size of a Micro Network Node, Sec. 284.003, Size of Network Nodes, and Sec. 284.103, Max. pole height, with each application and with each request for a permit for each location.³

2. *State and Federal Rights-of-way permit.* If the project lies within a Highway Right-of-Way, the applicant must provide evidence of a permit from the State or Federal Government.

3. *Confirmation of non-interference with City Safety Communication Networks.*

a. The Network Provider needs to provide analysis that the proposed network node shall not cause any interference with City public safety radio system, traffic signal light system, Supervisory Control and Data Acquisition (SCADA) system, water meter analytics (AMI) system, or other city safety communications components in accordance with Chapter 284, Sec. 284.304.

b. It shall be the responsibility of the Network Provider to evaluate, prior to making application for permit, the compatibility between the existing City infrastructure and Provider's proposed Network Node. A Network Node shall not be installed in a location that causes any interference. Network Nodes shall not be allowed on City's public safety radio infrastructure.

4. *Improperly Located Network Node facilities, Node Support Poles and related ground equipment:*

a. Improperly Located Network Node facilities, Node Support Poles and related ground equipment shall not impede pedestrian or vehicular traffic in the Right-of-Way. If any Network Node facilities, Node Support Poles or ground equipment is installed in a location that is not in accordance with the plans approved by the City Manager or his designee and impedes pedestrian or vehicular traffic or does not comply or otherwise renders the Right-of-Way non-compliant with

applicable Laws, including the American Disabilities Act, then Network Provider shall promptly remove the Network Node facilities, Node Support Poles or ground equipment.

b. Notice to Remove unauthorized facilities and relocate and penalty: After 30 days' notice to remove of Network Node facilities, Node Support Poles or ground equipment that is located in the incorrect permitted location, if not relocated the Network Provider shall be subject to a penalty of \$2000 per day penalty until the Network Node facilities, Node Support Poles or ground equipment is relocated to the correct area within the permitted Location, regardless of whether or not the Network Provider's contractor, subcontractor, or vendor installed the Network Node facilities, Node Support Poles or ground equipment in strict conformity with the City Rights-of-way management ord., and other applicable ordinances concerning improperly located facilities in the rights-of-way.

B. Underground Requirement Areas.

1. In accordance with Chapter 284, Section 284.107, a Network Provider shall, in relation to installations for which the City has approved a permit application, comply with nondiscriminatory undergrounding requirements, including applicable provisions of the Code of Ordinances, zoning regulations, state law, private deed restrictions, and other public or private restrictions, that prohibit installing aboveground structures in a public right-of-way without first obtaining zoning or land use approval.

2. If a location is designated by the City to be transitioned to be an Underground Requirement Area, then a Network Provider's permit for the location of the Micro Network Node, Network Node, Node Support Pole, and related ground equipment at such location will be revoked 90 days after the designation, with removal of said the Micro Network Node, Network Node, Node Support Pole, and related ground equipment at such location within 90 days of such designation, or as otherwise reasonably allowed by the City for the transition of other overhead facilities.

3. Any antenna which cannot operate when placed underground is specifically excepted from the underground requirements; however, this exception does not extend to any related equipment.

C. Network Node facilities placement:

1. **Right-of-Way:** To minimize any obstruction, impediment, or hindrance to the usual travel or public safety on a public right-of-way, Network Node facilities, Node Support Poles and related ground equipment shall be placed, as much as possible, (a) within two feet of the outer edge of a dedicated general utility easement located within the Right-of-Way, or, in absence of a dedicated general utility easement, (b) within two feet of the outer edge of the Right-of-Way line.

2. **Height above ground.** Network Node attachments to a pole shall be installed at least eight (8) feet above the ground in accordance with Chapter 284, Sec. 284.108, and if a Network Node attachment is projecting toward the street, for the safety and protection of the public and vehicular traffic, the attachment shall be installed no less than sixteen (16) feet above the ground.

3. ***Protrusions.*** In accordance with Chapter 284, Sec. 284.003(a)(1)(C), Sec. 284.003(a)(2)(C) and Sec. 284.003(a)(3)(B), no protrusion from the outer circumference of the existing structure or pole shall be more than two (2) feet.

4. ***Limit on number of Network Nodes per Site.*** There shall be no more than one Network Node on any one Pole.

D. New Node Support Poles.

1. ***New Node Support Poles Spacing.*** New node support poles shall be spaced apart from existing utility poles or Node Support poles at the same as the spacing between utility poles in the immediate proximity, but no less than at a minimum 300 feet from a utility pole or another Node Support Pole to minimize the hazard of poles adjacent to road ways and to minimize effect on property values and aesthetics on the area. An exception may be granted by City Council to the spacing requirements, in the event the provider can show that spacing requirements materially inhibit the provider's ability to compete or to provide service.

2. ***Height of Node Support Poles or modified Utility Pole.*** In accordance with Chapter 284, Sec. 284.103 a Node support pole or modified Utility Pole may not exceed a height that is higher than ten percent taller than the height of adjacent structure within 500 linear feet of a new pole.

3. ***Appearance of New Node Support Poles.*** New Node Support Poles located within designated Design Districts shall substantially conform in appearance to the existing street light poles located with each Design District. Pictures of existing street light poles corresponding with each Design District are set forth in Appendix I.

E. Ground Equipment.

1. ***Ground Equipment near street corners and intersections:*** Ground equipment should be minimal and the least intrusive. In accordance with Chapter 284.102(1), to minimize any obstruction, impediment, or hindrance to the usual travel or public safety on a public right-of-way, the maximum line of sight required to add to safe travel of vehicular and pedestrian traffic and in order to maximize that line of sight at street corners and intersections and to minimize hazards at those locations, ground equipment may not be installed within 50 feet of a street corner or a street intersection. An exception may be granted by City Council to the spacing requirements, in the event the provider can show that spacing requirements materially inhibit the ability of the provider to provide service or to compete.

2. ***Ground Equipment near Municipal Parks.*** For the safety of Municipal park patrons, particularly small children, to allow full line of sights near Municipal park property, and subject to obtaining any consent from the City Council that may be required for the placement of such Ground Equipment, the Network Provider shall not install Ground Equipment in a Right-of-Way that is within a Park or within 250 feet of the boundary line of a Park, unless approved by the City Manager and Parks Director in writing.

3. *Minimize Ground equipment density:*

In accordance with Chapter 284, Sec. 284.102 (1) to enhance the safety requirements of line of sight of pedestrians, particularly small children, the City's designee may deny a request for a proposed Location if the Network Provider installs Network Node ground equipment where existing ground equipment within 300 feet already occupies a footprint of 25 sq. ft. or more.

F. Municipal Service Poles:

1. ***In accordance with Agreement:*** Installations on all Service Poles shall be in accordance with an agreement as allowed by Chapter 284, Sec. 285.056 and Sec. 284.101 (a) (3), and (b).

2. ***Required industry standard pole load analysis:*** Installations on all Service Poles shall have an industry standard pole load analysis completed and submitted to the City with each permit application indicating that the Service Pole to which the Network Node is to be attached will safely support the load, in accordance with Chapter 284.108.

3. ***Height of attachments:*** All attachments on all Service Poles shall be at least 8 feet above grade, in accordance with Chapter 284, Sec. 285.108(a)(1) and (2), and if a Network Node attachment is projecting toward the street, for the safety and protection of the public and vehicular traffic, the attachment shall be installed no less than sixteen (16) feet above the ground.

4. ***Installations on Traffic Signals:*** Installations on all Traffic signal structures must not interfere with the integrity of the facility in any way that may compromise the safety of the public and must be in accordance with an agreement as allowed by Chapter 284, Sec. 285.056 and Sec. 284.101 (a) (3), and (b). Installation of Network Node facilities on any traffic signal structures shall:

- i. Be encased in a separate conduit than the traffic light electronics;
- ii. Have a separate electric power connection than the traffic signal structure; and
- iii. Have a separate access point than the traffic signal structure.

Consent to install a Network Node facility on Traffic signal structures owned by the Texas Department of Transportation (TxDOT) and operated and maintained by the Town of Flower Mound (Flower Mound) may require the prior consent of TxDOT and/or Flower Mound.

5. ***Installations on Street signage:*** Installations on all street signage structures must not interfere with the integrity of the facility in any way that may compromise the safety

of the public. Installation of Network Node facilities on any street signage structures that has electric shall:

- i. Be encased in a separate conduit than any City signage electronics;
- ii. Have a separate electric power connection than the signage structure;
- iii. Have a separate access point than the signage structure.

SECTION 5. GENERAL AESTHETIC REQUIREMENTS

A. Concealment.

1. Concealment of Network Nodes and Node support poles shall be required by the City in Design Districts with Decorative Poles and in Historic Districts pursuant to Chapter 284.105.

2. It is also the City's preference that all new node support poles be camouflaged, except those located in an area zoned or predominantly industrial area. Network Providers shall submit their proposal for camouflage with the permit application.

3. The Network Node facilities shall be concealed or enclosed as much as reasonably possible in an equipment box, cabinet, or other unit that may include ventilation openings. External cables and wires hanging off a pole shall be sheathed or enclosed in a conduit, so that wires are protected and not visible or visually minimized to the extent possible in strict accordance with the Section 14.07 of the Code of Ordinances, and other applicable ordinances, except to the extent not consistent with Chapter 284.

B. New Node Support Pole Spacing.

New node support poles shall be at a minimum 300 feet from a utility pole or another Node Support Pole to minimize the hazard of poles adjacent to road ways and to minimize effect on property values and aesthetics on the area. An exception may be granted by City Council to the spacing requirements, in the event the provider can show that spacing requirements materially inhibit the provider's ability to provide service or to compete.

C. Minimize Ground Equipment Concentration.

In order to minimize negative visual impact to the surrounding area, and in accordance with Chapter 284, Sec. 284.102 (1) to enhance the safety requirements of line of sight of pedestrians, particularly small children, the City's designee may deny a request for a proposed Location if the Network Provider installs Network Node ground equipment where existing ground equipment within 300 feet already occupies a footprint of 25 sq. ft. or more to minimize effect on property values and aesthetics on the area.

D. Allowed Colors.

Colors in Historic Districts and Design Districts must be approved by the City Manager from a palette of approved colors. Unless otherwise provided, all colors shall be earth tones or shall match the background of any structure the facilities are located upon and all efforts shall be

made for the colors to be inconspicuous. Colors in areas other than in a Historic Districts or Design Districts shall conform to colors of other installations of telecommunication providers in the immediately adjacent areas.

SECTION 6. ELECTRICAL SUPPLY

A. Network Provider shall be responsible for obtaining any required electrical power service to the Micro Network Node, Network Node facilities, Node Support Poles and ground equipment. The City shall not be liable to the Network Provider for any stoppages or shortages of electrical power furnished to the Micro Network Node, Network Node facilities, Node Support Poles or ground equipment, including without limitation, stoppages or shortages caused by any act, omission, or requirement of the public utility serving the structure or the act or omission of any other tenant or Network Provider of the structure, or for any other cause beyond the control of the City.

B. Network Provider shall not allow or install generators or back-up generators in the Right-of-Way in accordance with Chapter 284, Sec. 284.002(12)(B)(1).

SECTION 7. INSURANCE, INDEMNITY, BONDING AND SECURITY DEPOSITS.

1. Insurance, bonding and security deposits shall be in strict accordance with Code of Ordinances §14.07.102, and other applicable ordinances, except to the extent not consistent with Chapter 284.

2. Indemnity shall be in accordance with Code of Ordinances §14.07.130, and Chapter 284, Sec. 284.302, as provided for in Texas Loc. Gov't Code Sec. 283.057 (a) and (b.).

SECTION 8. REQUIREMENTS IN REGARD TO REMOVAL, REPLACEMENT, REPLACEMENT, MAINTENANCE AND REPAIR

A. Removal or Relocation by Network Provider.

1. If the Network Provider removes or relocates a Micro Network Node, Network Node facilities, Node Support Pole or related ground equipment at its own discretion, it shall notify the City Manager or designee in writing not less than 10 business days prior to removal or relocation. Network Provider shall obtain all Permits required for relocation or removal of its Micro Network Node, Network Node facilities, Node Support Poles and related ground equipment prior to relocation or removal. Such removal shall be in accordance with applicable provisions of Section 14.07 of the Code of Ordinances, except to the extent not consistent with Chapter 284.

2. The City shall not issue any refunds for any amounts paid by Network Provider for Micro Network Node, Network Node facilities, Node Support Poles or related ground equipment that have been removed.

B. Removal or Relocation Required for City Project.

1. In accordance with Chapter 284, Sec. 284.107 and Section 14.07 of the Code of Ordinances, except as provided in existing state and federal law, a Network Provider shall relocate or adjust Micro Network Node, Network Node, Node Support Pole and related ground equipment in a public right-of-way in a timely manner and without cost to the municipality managing the public right-of-way.

2. Network Provider understands and acknowledges that the City may require Network Provider to remove or relocate its Micro Network Node, Network Node, Node Support Pole and related ground equipment, or any portion thereof from the Right-of-Way for City construction projects as allowed by state and federal law, including the common-law.

3. Network Provider shall, at the City Manager's or his designee's, direction, remove or relocate the same at Network Provider's sole cost and expense, except as otherwise provided in existing state and federal law, whenever the City Manager or his designee reasonably determines that the relocation or removal is needed for any of the following purposes: Required for the construction, completion, repair, widening, relocation, or maintenance of, or use in connection with, any City construction or maintenance project of a street or public rights-of-way to enhance the traveling public's use for travel and transportation.

4. If Network Provider fails to remove or relocate the Micro Network Node, Network Node, Node Support Pole or related ground equipment, or portion thereof as requested by the City Manager within 90 days of Network Provider's receipt of the request, then the City shall be entitled to remove the Micro Network Node, Network Node, Node Support Pole or related ground equipment, or portion thereof at Network Provider's sole cost and expense, without further notice to Network Provider.

5. Network Provider shall, within 30 days following issuance of invoice for the same, reimburse the City for its reasonable expenses incurred in the removal (including, without limitation, overhead and storage expenses) of the Micro Network Node, Network Node, Node Support Pole or related ground equipment, or portion thereof.

C. Removal Required by City for Safety and Imminent Danger Reasons.

1. Network Provider shall, at its sole cost and expense, promptly disconnect, remove, or relocate the applicable Micro Network Node, Network Node, Node Support Pole and related ground equipment within the time frame and in the manner required by the City Manager or designee if the City Manager or designee reasonably determines that the disconnection, removal, or relocation of any part of a Micro Network Node, Network Node, Node Support Pole and related ground equipment (a) is necessary to protect the public health, safety, welfare, or City property, (b) the Micro Network Node, Network Node, Node Support Pole and related ground equipment, or portion thereof, is adversely affecting proper operation of streetlights or City property, or (c) Network Provider fails to obtain all applicable licenses, Permits, and certifications required by Law for its Micro Network Node, Network Node, Node Support Pole and related ground equipment, or use of any Location under applicable law in strict accordance with the City's rights-

of-way management ordinance, and other applicable ordinances, except to the extent not consistent with Chapter 284.

2. If the City Manager or his designee reasonably determines there is imminent danger to the public, then the City may immediately disconnect, remove, or relocate the applicable Micro Network Node, Network Node, Node Support Pole and related ground equipment at the Network Provider's sole cost and expense in strict accordance with the City's rights-of-way management ordinance, and other applicable ordinances, except to the extent not consistent with Chapter 284.

3. Network Provider shall reimburse City for the City's actual cost of removal of Micro Network Node, Network Node, Node Support Pole and related ground equipment within 30 days of receiving the invoice from the City.

SECTION 9. INSTALLATION AND INSPECTIONS

A. Installation.

Network Provider shall, at its own cost and expense, install the Micro Network Node, Network Node facilities, Node Support Poles and related ground equipment in a good and workmanlike manner in strict accordance with the Code of Ordinances sec. 14.07, and other applicable ordinances, except to the extent not consistent with Chapter 284

B. Inspections.

The City Manager, or designee, may perform visual inspections of any Micro Network Node, Network Node, Node Support Pole or related ground equipment located in the Right-of-Way shall be allowed in strict accordance with the City's rights-of-way management ordinance, and other applicable ordinances, except to the extent not consistent with Chapter 284.

SECTION 10. REQUIREMENTS UPON ABANDONMENT OF OBSOLETE MICRO NETWORK NODE, NETWORK NODE, NODE SUPPORT POLE AND RELATED GROUND EQUIPMENT.

Abandoned or obsolete Micro Network Node, Network Node, Node Support Pole and related ground equipment shall be removed in strict accordance with Code of Ordinances sec. 14.7 and other applicable ordinances, except to the extent not consistent with Chapter 284.

Network Provider shall remove Micro Network Node, Network Node, Node Support Pole and related ground equipment when such facilities are Abandoned regardless of whether or not it receives notice from the City. Unless the City sends notice that removal must be completed immediately to ensure public health, safety, and welfare, the removal must be completed within the earlier of 90 days of the Micro Network Node, Network Node, Node Support Pole and related ground equipment being Abandoned or within 90 days of receipt of written notice from the City. When Network Provider removes, or Abandons permanent structures in the Right-of-Way, the Network Provider shall notify the City Manager and Director of Public Works in writing of such

removal or Abandonment and shall file with the City Manager and Director of Public Works the location and description of each Micro Network Node, Network Node, Node Support Pole and related ground equipment removed or Abandoned. The City Manager or designee may require the Network Provider to complete additional remedial measures necessary for public safety and the integrity of the Right-of-Way.

SECTION 11. GENERAL PROVISIONS.

A. As Built Maps and Records. Network Provider's as built maps and records shall be in strict accordance with Code of Ordinances §14.07, and other applicable ordinances, except to the extent not consistent with Chapter 284.

Network Provider shall maintain accurate maps and other appropriate records of its Network Node facilities, Node Support Poles and related ground equipment as they are actually constructed in the Rights-of-Way, including, upon request, the use of Auto CAD/GIS digital format. Network Provider will provide additional maps to the City upon request.

B. Ownership.

No part of a Micro Network Node, Network Node, Node Support Pole and related ground equipment erected or placed on the Right-of-Way by Network Provider will become, or be considered by the City as being affixed to or a part of, the Right-of-Way. All portions of the Micro Network Node, Network Node, Node Support Pole and related ground equipment constructed, modified, erected, or placed by Network Provider on the Right-of-Way will be and remain the property of Network Provider and may be removed by Network Provider at any time, provided the Network Provider shall notify the City Manager or designee prior to any work in the Right-of-Way.

C. Tree Maintenance. Tree maintenance shall be in strict accordance Code of Ordinances sec. 14.07, and other applicable ordinances, except to the extent not consistent with Chapter 284.

D. Signage. Signage shall be in strict accordance with Code of Ordinances sec. 14.07, and other applicable ordinances, except to the extent not consistent with Chapter 284.

E Graffiti Abatement. Graffiti abatement shall be in strict accordance with Code of Ordinances sec. 14.07, and other applicable ordinances, except to the extent not consistent with Chapter 284.

F. Restoration.

Network Provider shall restore and repair of the rights-of-way from any damage to the Right-of-Way, or any facilities located within the Right-of-Way, and the property of any third party resulting from Network Provider's removal or relocation activities (or any other of Network Provider's activities hereunder) in strict accordance with Code of Ordinances sec. 14.07, and other applicable ordinances, except to the extent not consistent with Chapter 284.

G. Network provider's responsibility.

Network Provider shall be responsible and liable for the acts and omissions of Network Provider's employees, temporary employees, officers, directors, consultants, agents, Affiliates, subsidiaries, sub-Network Provider's and subcontractors in connection with the installations of any Micro Network Node, Network Node, Node Support Pole and related ground equipment, as if such acts or omissions were Network Provider's acts or omissions in strict accordance with the City's rights-of-way management ordinance, and other applicable ordinances, except to the extent not consistent with Chapter 284.

SECTION 12-19 RESERVED

SECTION 20. DESIGN MANUAL – UPDATES

Placement or Modification of Micro Network Node, Network Node, Node Support Pole and related ground equipment shall comply with the City's Design Manual at the time the Permit for installation or Modification is approved and as amended from time to time.

Design District Land Standard Designs



Canyon Creek, Clearwater A B C, Edgewood, Gayle Downs, Hermanson Add, Lake Vista, Lakewood Est, Russell Legend



Castlewood Subdivision I, II-I, II-II, II-III, III-1 III-1C & D, III-2, III-IIB, IV-I, IV-II

Legend



Celebrations Village, LISD, Market Place, Nelson, Valley Ridge Center

Legend



Chapel Hill 1 & 2, Chapel Springs, The Oaks, Lakewood (Brooks Ct.), Highland Oaks

Legend



City Hall, Fire Station, Municipal Service Center

Legend
Highland Village



Highland Hills 1, 2, 3, 4, 5, Village Estates 3, 4

Legend



Highland Lake, Holiday Addition, Village Estates 1, 2, Willow Creek Estates

Legend



Highland Meadows Commercial Addition

Legend



Highland Plaza

Legend



Highland Shores 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13 & 14

Legend



Highland Shores 15, 17, Overlook & Highland Forest

Legend



Highland Shores Villas 1, 2, Copperas Branch

Legend



Highland Village Town Center

Legend



Rolling Hills, St. James

Legend



Stafford Addition

Legend



Tartan Square, Tartan Village

Legend





The District at Highland Village



Wichita Estates

The Shops at Highland Village

Legend

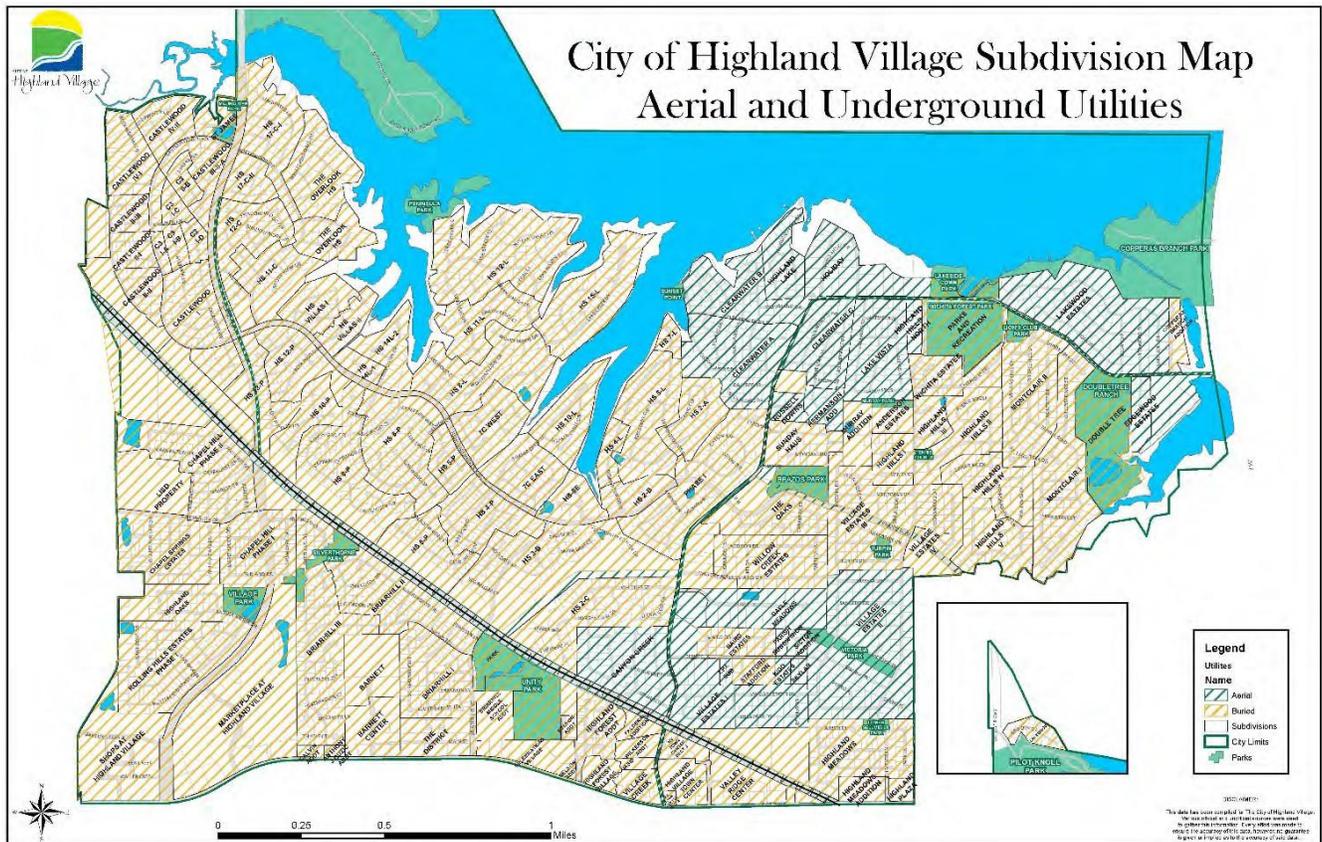


Wilkerson, lasis

Legend



APPENDIX 2- MAP OF UNDERGROUND REQUIREMENT AREAS



Endnotes

¹ Sec. 284.301. LOCAL POLICE-POWER-BASED REGULATIONS. (a) Subject to this chapter and applicable federal and state law, a municipality may continue to exercise zoning, land use, planning, and permitting authority in the municipality's boundaries, including with respect to utility poles.

(b) A municipality may exercise that authority to impose police-power-based regulations for the management of the public right-of-way that apply to all persons subject to the municipality.

(c) A municipality may impose police-power-based regulations in the management of the activities of network providers in the public right-of-way only to the extent that the regulations are reasonably necessary to protect the health, safety, and welfare of the public.

² The definitions as used in Tx. Loc. Gov. Code, Chapter 284, Sec. 284.002 shall be used in this Design Manual.

Tex. Loc. Gov. Code, Chapter 284, Sec. 284.002. DEFINITIONS. In this chapter:

(1) "Antenna" means communications equipment that transmits or receives electromagnetic radio frequency signals used in the provision of wireless services.

(2) "Applicable codes" means:

(A) uniform building, fire, electrical, plumbing, or mechanical codes adopted by a recognized national code organization; and

(B) local amendments to those codes to the extent not inconsistent with this chapter.

(3) "Collocate" and "collocation" mean the installation, mounting, maintenance, modification, operation, or replacement of network nodes in a public right-of-way on or adjacent to a pole.

(4) "Decorative pole" means a streetlight pole specially designed and placed for aesthetic purposes and on which no appurtenances or attachments, other than specially designed informational or directional signage or temporary holiday or special event attachments, have been placed or are permitted to be placed according to nondiscriminatory municipal codes.

(5) "Design district" means an area that is zoned, or otherwise designated by municipal code, and for which the city maintains and enforces unique design and aesthetic standards on a uniform and nondiscriminatory basis.

(6) "Historic district" means an area that is zoned or otherwise designated as a historic district under municipal, state, or federal law.

(7) "Law" means common law or a federal, state, or local law, statute, code, rule, regulation, order, or ordinance.

(8) "Macro tower" means a guyed or self-supported pole or monopole greater than the height parameters prescribed by Section 284.103 and that supports or is capable of supporting antennas.

(9) "Micro network node" means a network node that is not larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height, and that has an exterior antenna, if any, not longer than 11 inches.

(10) "Municipally owned utility pole" means a utility pole owned or operated by a municipally owned utility, as defined by Section 11.003, Utilities Code, and located in a public right-of-way.

(11) "Municipal park" means an area that is zoned or otherwise designated by municipal code as a public park for the purpose of recreational activity.

(12) "Network node" means equipment at a fixed location that enables wireless communications between user equipment and a communications network. The term:

(A) includes:

(i) equipment associated with wireless communications;

(ii) a radio transceiver, an antenna, a battery-only backup power supply, and comparable equipment, regardless of technological configuration; and

(iii) coaxial or fiber-optic cable that is immediately adjacent to and directly associated with a particular collocation; and

(B) does not include:

(i) an electric generator;

(ii) a pole; or

(iii) a macro tower.

(13) "Network provider" means:

-
- (A) a wireless service provider; or
 - (B) a person that does not provide wireless services and that is not an electric utility but builds or installs on behalf of a wireless service provider:

- (i) network nodes; or

- (ii) node support poles or any other structure that supports or is capable of supporting a network node.

(14) "Node support pole" means a pole installed by a network provider for the primary purpose of supporting a network node.

(15) "Permit" means a written authorization for the use of the public right-of-way or collocation on a service pole required from a municipality before a network provider may perform an action or initiate, continue, or complete a project over which the municipality has police power authority.

(16) "Pole" means a service pole, municipally owned utility pole, node support pole, or utility pole.

(17) "Private easement" means an easement or other real property right that is only for the benefit of the grantor and grantee and their successors and assigns.

(18) "Public right-of-way" means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the municipality has an interest. The term does not include:

- (A) a private easement; or

- (B) the airwaves above a public right-of-way with regard to wireless telecommunications.

(19) "Public right-of-way management ordinance" means an ordinance that complies with Subchapter C.

(20) "Public right-of-way rate" means an annual rental charge paid by a network provider to a municipality related to the construction, maintenance, or operation of network nodes within a public right-of-way in the municipality.

(21) "Service pole" means a pole, other than a municipally owned utility pole, owned or operated by a municipality and located in a public right-of-way, including:

- (A) a pole that supports traffic control functions;

- (B) a structure for signage;

- (C) a pole that supports lighting, other than a decorative pole; and

- (D) a pole or similar structure owned or operated by a municipality and supporting only network nodes.

(22) "Transport facility" means each transmission path physically within a public right-of-way, extending with a physical line from a network node directly to the network, for the purpose of providing backhaul for network nodes.

(23) "Utility pole" means a pole that provides:

- (A) electric distribution with a voltage rating of not more than 34.5 kilovolts; or

- (B) services of a telecommunications provider, as defined by Section 51.002, Utilities Code.

(24) "Wireless service" means any service, using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or mobile, provided to the public using a network node.

(25) "Wireless service provider" means a person that provides wireless service to the public.

³ Sec. 284.002. DEFINITIONS (8) "Micro network node" means a network node that is not larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height, and that has an exterior antenna, if any, not longer than 11 inches.

Sec. 284.003. LIMITATION ON SIZE OF NETWORK NODES. (a) Except as provided by Section 284.109, a network node to which this chapter applies must conform to the following conditions:

(1) each antenna that does not have exposed elements and is attached to an existing structure or pole:

- (A) must be located inside an enclosure of not more than six cubic feet in volume;

- (B) may not exceed a height of three feet above the existing structure or pole; and

- (C) may not protrude from the outer circumference of the existing structure or pole by more than two feet;

(2) if an antenna has exposed elements and is attached to an existing structure or pole, the antenna and all of the antenna's exposed elements:

- (A) must fit within an imaginary enclosure of not more than six cubic feet;

- (B) may not exceed a height of three feet above the existing structure or pole; and

- (C) may not protrude from the outer circumference of the existing structure or pole by more than two feet;

-
- (3) the cumulative size of other wireless equipment associated with the network node attached to an existing structure or pole may not:
 - (A) be more than 28 cubic feet in volume; or
 - (B) protrude from the outer circumference of the existing structure or a node support pole by more than two feet;
 - (4) ground-based enclosures, separate from the pole, may not be higher than three feet six inches from grade, wider than three feet six inches, or deeper than three feet six inches; and
 - (5) pole-mounted enclosures may not be taller than five feet.
- (b) The following types of associated ancillary equipment are not included in the calculation of equipment volume under Subsection (a):
- (1) electric meters;
 - (2) concealment elements;
 - (3) telecommunications demarcation boxes;
 - (4) grounding equipment;
 - (5) power transfer switches;
 - (6) cut-off switches; and
 - (7) vertical cable runs for the connection of power and other services.
- (c) Equipment attached to node support poles may not protrude from the outer edge of the node support pole by more than two feet.
- (d) Equipment attached to a utility pole must be installed in accordance with the National Electrical Safety Code, subject to applicable codes, and the utility pole owner's construction standards.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 16

MEETING DATE: 02/12/19

SUBJECT: Investment Report for Quarter Ending December 31, 2018

PREPARED BY: Heather Miller

BACKGROUND

The Public Funds Investment Act, Chapter 2256.023 of the Government Code requires the investment officer of each local government to submit its governing body a quarterly report of investment transactions. The City staff has compiled the following information for your review and to comply with this reporting requirement.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

The detailed transactions for September 30, 2018 through December 31, 2018 follow this briefing.

- TexPool (Texas Local Government Investment Pool, a public funds investment pool that matures January 1, 2019)
- TexSTAR (Texas Short Term Asset Reserve Program, a public funds investment pool, custodial, and depository services are provided by JP Morgan Chase Bank and subsidiary J.P. Morgan Investor Services Co. that matures January 1, 2019)
- Independent DDA (Demand Deposit Account that matures January 1, 2019 collateralized by pledged securities held in custody by The Independent Bankers Bank)
- Independent NOW (Negotiable Order of Withdraw that matures January 1, 2019 collateralized by pledged securities held in custody by The Independent Bankers Bank)
- Southside MMA (Money Market Account that matures January 1, 2019, collateralized by pledged securities held in custody by the Federal Home Loan Bank)
- InterBank MMA (Money Market Account that matures January 1, 2019, fully insured by the Federal Deposit Insurance Corporation)
- LegacyTexas Bank CD (Certificates of Deposit that matures October 16, 2018 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Third Coast Bank CD (Certificates of Deposit that matures January 22, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

- LegacyTexas Bank CD (Certificates of Deposit that matures February 27, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- LegacyTexas Bank CD (Certificates of Deposit that matures February 27, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Third Coast Bank CD (Certificates of Deposit that matures April 22, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Wallis State Bank CD (Certificates of Deposit that matures April 28, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Third Coast Bank CD (Certificates of Deposit that matures July 22, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Wallis State Bank CD (Certificates of Deposit that matures August 9, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

This information reports that the beginning market value for all cash and investments was \$22,572,325 and the ending market value on December 31, 2018 was \$24,245,096. The average yield for the quarter ending December 31, 2018 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (2.14%) is less than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at September 30, 2018 was \$11,738,812 and the ending balance at December 31, 2018 was \$14,875,616 or 61% of the City's total portfolio. The weighted average maturity of the City's portfolio at December 31, 2018 is 42 days.

The average total portfolio yield for the quarter ending September 30, 2018 was 2.22%.

The book value and market value for the City's total portfolio for the beginning and end of the reporting period is as follows:

	<u>Book Value</u>	<u>Market Value</u>
September 30, 2018	\$22,572,325	\$22,572,325
December 31, 2018	\$24,245,096	\$24,245,096

I hereby certify that the attached report is in compliance with the Public Funds Investment Act and that all investments held and transactions made during the reporting period were duly authorized and properly recorded and valued.





Heather Miller
Investment Officer

Ken Heerman
Assistant City Manager

Jeff Sun
Staff Accountant

¹Note:

Par is the stated legal dollar value or principal value at maturity.

Book value is what we paid for the instrument adjusted by any accretion or amortization costs.

Market value is what we could reasonably sell the instrument for in the current market.

PROGRESS TO DATE: (if appropriate)

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

RECOMMENDATION:

Council to receive the Investment Reports for the period ending December 31, 2018.



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

December 31, 2018

Prepared by

Valley View Consulting, L.L.C.

The investment portfolio of the City of Highland Village is in compliance with the Public Funds Investment Act and the City of Highland Village Investment Policy and Strategies.

Ken Heerman, Assistant City Manager

Heather Miller, Assistant Finance Director

Jeff Sun, Staff Accountant

Disclaimer: These reports were compiled using information provided by the City of Highland Village. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

Summary

Quarter End Results by Investment Category:

Asset Type	September 30, 2018			December 31, 2018		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
MMA/NOW/Pools	2.02%	\$ 11,738,812	\$ 11,738,812	2.14%	\$ 14,875,616	\$ 14,875,616
Securities/CDs	2.28%	10,833,513	10,833,513	2.35%	9,369,480	9,369,480
Totals		\$ 22,572,325	\$ 22,572,325		\$ 24,245,096	\$ 24,245,096

Current Quarter Average Yield (1)

Total Portfolio	2.22%
Rolling Three Month Treasury	2.37%
Rolling Six Month Treasury	2.39%

Fiscal Year-to-Date Average Yield (2)

Total Portfolio	2.22%
Rolling Three Month Treasury	2.37%
Rolling Six Month Treasury	2.39%
TexPool	2.29%

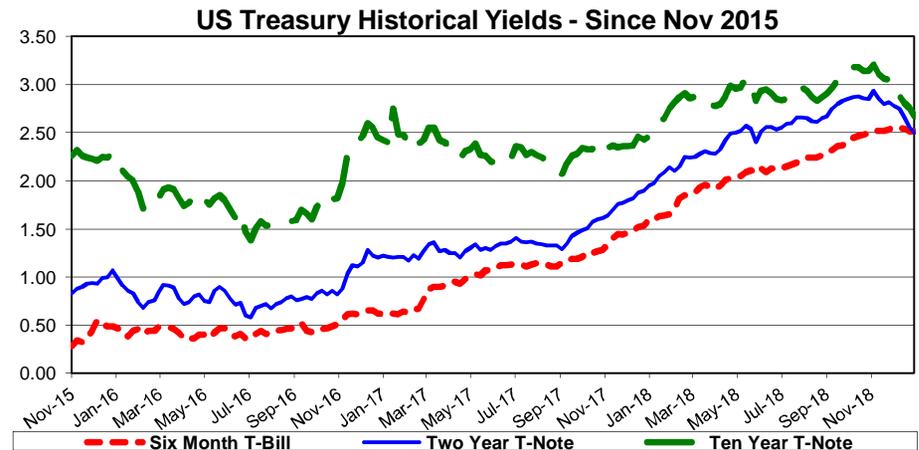
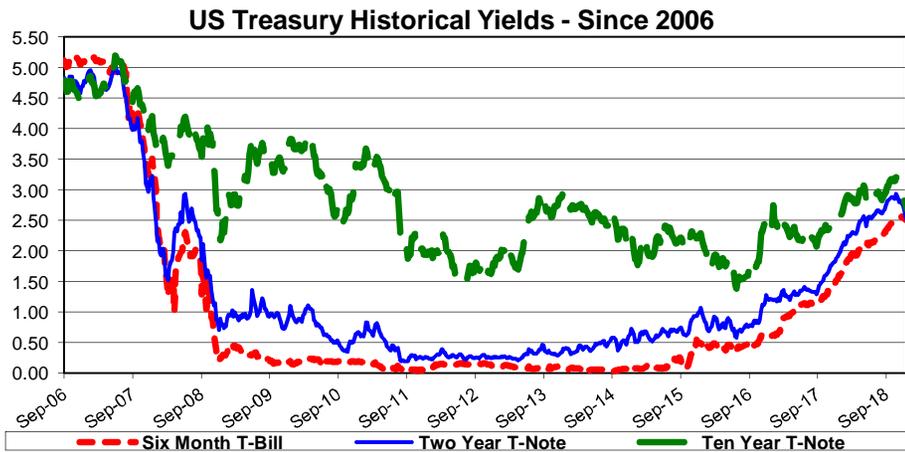
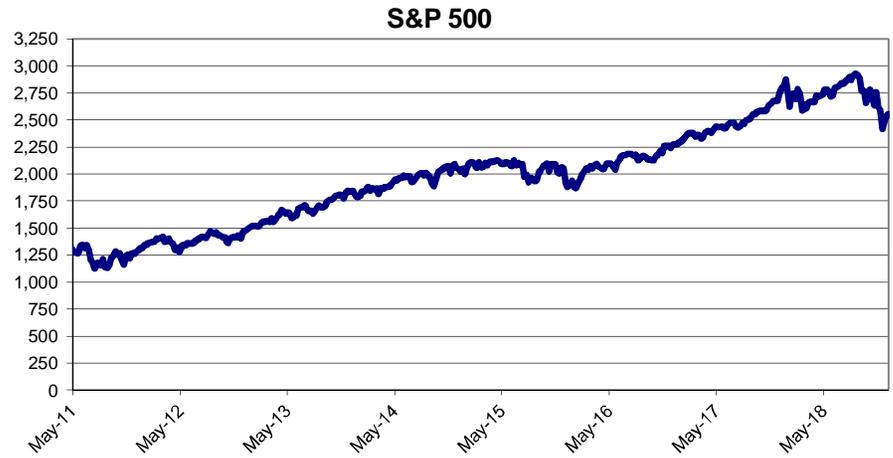
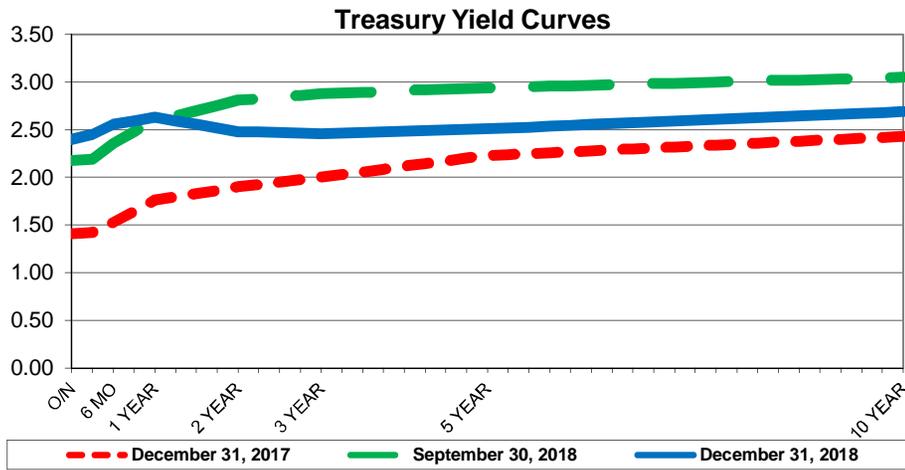
Interest Earnings

Quarterly Interest	\$ 122,339	Approximate
Fiscal Year-to-Date Interest	\$ 122,339	Approximate

(1) Average Yield calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

(2) Fiscal Year-to-Date Average Yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

The Federal Open Market Committee (FOMC) increased the Fed Funds target range to 2.25% - 2.50% (Effective Fed Funds are trading +/-2.40%). The official outlook calls for two additional increases during 2019. However, the market is currently projecting zero 2019 increases. Gradual FRB portfolio reduction continues by limiting reinvestment of maturing holdings. Third Quarter GDP grew 3.4% (final). Employment/ Unemployment remain solid with December adding 312k new jobs and a 254k three month average. Crude oil decreased below +/- \$50. The Stock Markets drifted slightly higher than recent lows. Housing continues to weaken. The mid-maturity yield curve flattened.



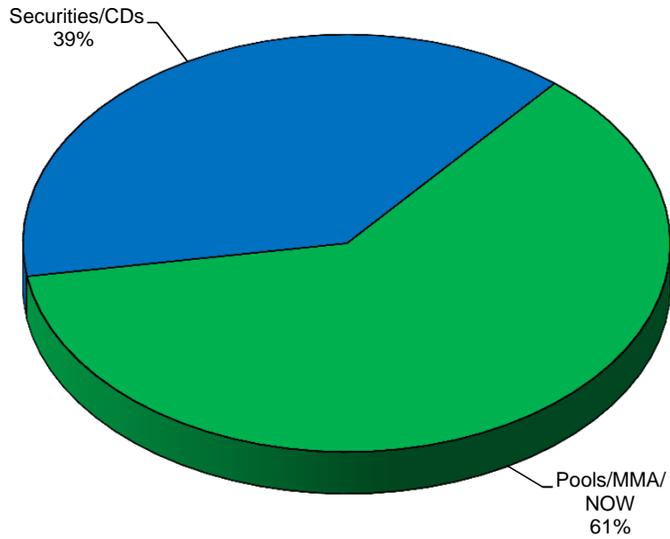
Investment Holdings
December 31, 2018

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
TexPool	AAAm	2.29%	01/01/19	12/31/18	\$ 2,289,151	\$ 2,289,151	1.00	\$ 2,289,151	1	2.29%
TexSTAR	AAAm	2.31%	01/01/19	12/31/18	3,968,514	3,968,514	1.00	3,968,514	1	2.31%
Independent DDA		0.35%	01/01/19	12/31/18	2,128,835	2,128,835	1.00	2,128,835	1	0.35%
Independent NOW		0.40%	01/01/19	12/31/18	6,620	6,620	1.00	6,620	1	0.40%
Southside MMA		2.44%	01/01/19	12/31/18	2,890,686	2,890,686	1.00	2,890,686	1	2.44%
InterBank MMA		2.70%	01/01/19	12/31/18	211,933	211,933	1.00	211,933	1	2.70%
InterBank ICS		2.70%	01/01/19	12/31/18	3,379,876	3,379,876	1.00	3,379,876	1	2.70%
Third Coast Bank CD		2.15%	01/22/19	01/22/18	1,016,167	1,016,167	100.00	1,016,167	22	2.15%
LegacyTexas Bank CD		2.20%	02/27/19	02/27/18	1,018,414	1,018,414	100.00	1,018,414	58	2.22%
LegacyTexas Bank CD		2.20%	02/27/19	02/27/18	1,527,621	1,527,621	100.00	1,527,621	58	2.22%
Third Coast Bank CD		2.20%	04/22/19	01/22/18	1,016,545	1,016,545	100.00	1,016,545	112	2.20%
Wallis State Bank CD		2.53%	04/26/19	09/22/18	3,018,923	3,018,923	100.00	3,018,923	116	2.55%
Third Coast Bank CD		2.25%	07/22/19	01/22/18	1,016,923	1,016,923	100.00	1,016,923	203	2.25%
WallisBank CD		2.59%	08/09/19	08/09/18	754,887	754,887	100.00	754,887	221	2.61%
					\$ 24,245,096	\$ 24,245,096		\$ 24,245,096	42	2.22%
									(1)	(2)

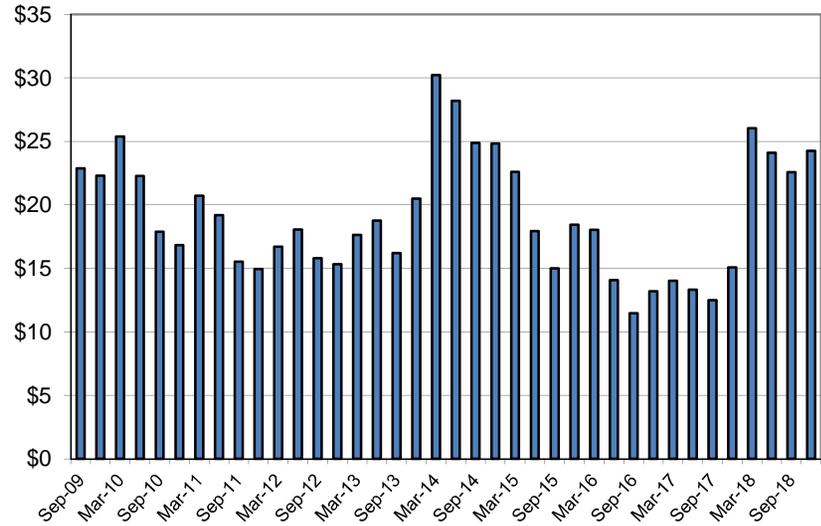
(1) **Weighted average life** - For purposes of calculating weighted average life, pool and bank account investments are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered.

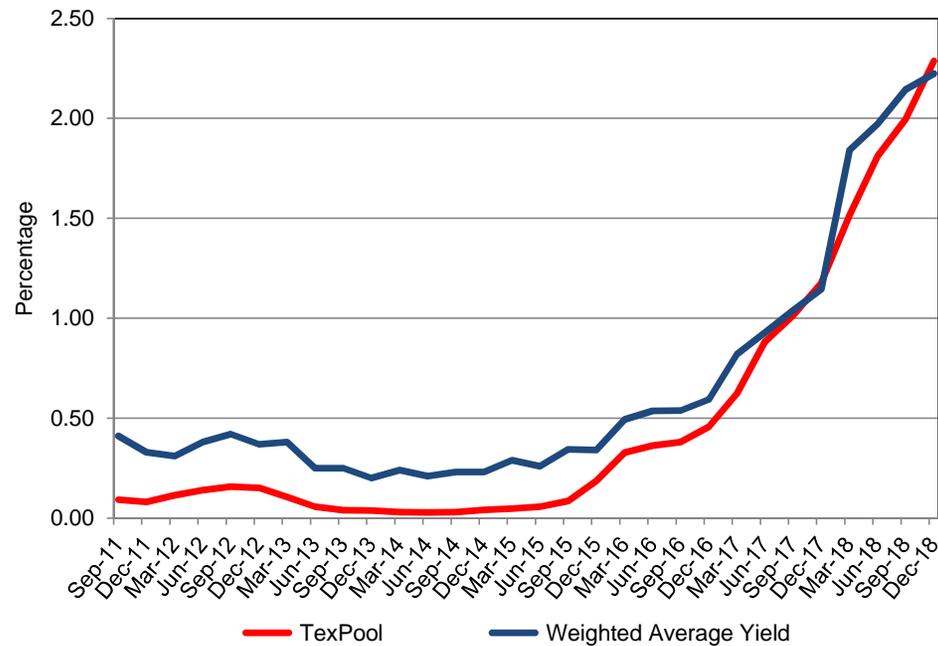
Portfolio Composition



Total Portfolio (Millions)



Total Portfolio Performance



Book Value Comparison

Description	Coupon/ Discount	Maturity Date	September 30, 2018				December 31, 2018			
			Original Face/ Par Value	Book Value	Purchases/ Accretions	Amortizations/ Sales/Maturities	Original Face/ Par Value	Book Value		
TexPool	2.29%	01/01/19	\$ 1,853,262	\$ 1,853,262	\$ 435,890	\$ —	\$ 2,289,151	\$ 2,289,151		
TexSTAR	2.31%	01/01/19	1,211,307	1,211,307	2,757,208		3,968,514	3,968,514		
Independent DDA	0.35%	01/01/19	668,566	668,566	1,460,269		2,128,835	2,128,835		
Independent NOW	0.40%	01/01/19	65,607	65,607		(58,987)	6,620	6,620		
Southside MMA	2.44%	01/01/19	2,873,647	2,873,647	17,039		2,890,686	2,890,686		
InterBank MMA	2.70%	01/01/19	249,457	249,457		(37,525)	211,933	211,933		
InterBank ICS	2.70%	01/01/19	4,816,966	4,816,966		(1,437,090)	3,379,876	3,379,876		
LegacyTexas Bank CD	1.85%	10/16/18	1,518,575	1,518,575		(1,518,575)	—	—		
Third Coast Bank CD	2.15%	01/22/19	1,010,690	1,010,690	5,477		1,016,167	1,016,167		
LegacyTexas Bank CD	2.20%	02/27/19	1,012,848	1,012,848	5,566		1,018,414	1,018,414		
LegacyTexas Bank CD	2.20%	02/27/19	1,519,272	1,519,272	8,348		1,527,621	1,527,621		
Third Coast Bank CD	2.20%	04/22/19	1,010,939	1,010,939	5,606		1,016,545	1,016,545		
Wallis State Bank CD	2.53%	04/26/19	3,000,000	3,000,000	18,923		3,018,923	3,018,923		
Third Coast Bank CD	2.25%	07/22/19	1,011,189	1,011,189	5,735		1,016,923	1,016,923		
WallisBank CD	2.59%	08/09/19	750,000	750,000	4,887		754,887	754,887		
TOTAL			\$ 22,572,325	\$ 22,572,325	\$ 4,724,946	\$ (3,052,176)	\$ 24,245,096	\$ 24,245,096		

Market Value Comparison

Description	Coupon/ Discount	September 30, 2018			Qtr-to-Qtr Change	December 31, 2018		
		Original Face/ Par Value	Market Price	Market Value		Original Face/ Par Value	Market Price	Market Value
TexPool	2.29%	\$ 1,853,262	1.00	\$ 1,853,262	\$ 435,890	\$ 2,289,151	1.00	\$ 2,289,151
TexSTAR	2.31%	1,211,307	1.00	1,211,307	2,757,208	3,968,514	1.00	3,968,514
Independent DDA	0.35%	668,566	1.00	668,566	1,460,269	2,128,835	1.00	2,128,835
Independent NOW	0.40%	65,607	1.00	65,607	(58,987)	6,620	1.00	6,620
Southside MMA	2.44%	2,873,647	1.00	2,873,647	17,039	2,890,686	1.00	2,890,686
InterBank MMA	2.70%	249,457	1.00	249,457	(37,525)	211,933	1.00	211,933
InterBank ICS	2.70%	4,816,966	1.00	4,816,966	(1,437,090)	3,379,876	1.00	3,379,876
LegacyTexas Bank CD	1.85%	1,518,575	100.00	1,518,575	(1,518,575)	–		–
Third Coast Bank CD	2.15%	1,010,690	100.00	1,010,690	5,477	1,016,167	100.00	1,016,167
LegacyTexas Bank CD	2.20%	1,012,848	100.00	1,012,848	5,566	1,018,414	100.00	1,018,414
LegacyTexas Bank CD	2.20%	1,519,272	100.00	1,519,272	8,348	1,527,621	100.00	1,527,621
Third Coast Bank CD	2.20%	1,010,939	100.00	1,010,939	5,606	1,016,545	100.00	1,016,545
Wallis State Bank CD	2.53%	3,000,000	100.00	3,000,000	18,923	3,018,923	100.00	3,018,923
Third Coast Bank CD	2.25%	1,011,189	100.00	1,011,189	5,735	1,016,923	100.00	1,016,923
WallisBank CD	2.59%	750,000	100.00	750,000	4,887	754,887	100.00	754,887
TOTAL		\$ 22,572,325		\$ 22,572,325	\$ 1,672,771	\$ 24,245,096		\$ 24,245,096

**Allocation by Fund
December 31, 2018
Book and Market Value**

Utility Funds	TexPool	TexSTAR	Independent		Southside MMA	InterBank		InterBank		Certificates of Deposit	
			DDA	NOW		MMA	ICS	01/22/2019	02/27/2019		
Interest & Sinking	\$ 677,329	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Reserve	461,186	-	-	-	-	-	-	-	-	-	-
Operations	350,270	-	-	-	271,797	-	-	-	-	-	-
Impact Fees	140,276	-	-	-	43,373	-	-	-	-	-	-
2013 CO Utility Capital Projects	-	279,583	-	-	517,807	-	-	-	-	-	-
2018 CO Utility Capital Projects	-	30,552	-	-	-	100,216	1,689,104	-	-	-	1,018,414
Sub Total	\$ 1,629,061	\$ 310,135	\$ -	\$ -	\$ 832,977	\$ 100,216	\$ 1,689,104	\$ -	\$ -	\$ -	\$ 1,018,414
General Funds											
Operations	\$ 3,988	\$ 3,090,865	\$ -	\$ 318	\$ 2,057,709	\$ 12,502	\$ 0	\$ 1,016,167	\$ -	\$ -	\$ -
Pooled Cash	-	-	2,128,835	-	-	-	-	-	-	-	-
Interest & Sinking	196,942	64,202	-	-	-	-	-	-	-	-	-
Drainage Utility	277,646	-	-	-	-	-	-	-	-	-	-
Sub Total	\$ 478,576	\$ 3,155,067	\$ 2,128,835	\$ 318	\$ 2,057,709	\$ 12,502	\$ 0	\$ 1,016,167	\$ -	\$ -	\$ -
General Capital Project Funds											
Park Development	\$ 69,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2015 Tax Note Capital Projects	-	46,621	-	-	-	-	-	-	-	-	-
2018 GO Capital Projects	-	450,773	-	-	-	99,214	1,690,772	-	-	-	-
Sub Total	\$ 69,825	\$ 497,394	\$ -	\$ -	\$ -	\$ 99,214	\$ 1,690,772	\$ -	\$ -	\$ -	\$ -
Corp Leased Park Funds											
Corp LeasedTXDot Mitigation	\$ -	\$ 3	\$ -	\$ 6,302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ 3	\$ -	\$ 6,302	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HV Community Development Funds											
Operations	\$ 111,689	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HVDCD TXDot Mitigation	-	5,914	-	-	-	-	-	-	-	-	-
Sub Total	\$ 111,689	\$ 5,914	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 2,289,151	\$ 3,968,514	\$ 2,128,835	\$ 6,620	\$ 2,890,686	\$ 211,933	\$ 3,379,876	\$ 1,016,167	\$ 1,018,414	\$ -	\$ -

**Allocation by Fund
December 31, 2018
Book and Market Value**

(Continued)

Utility Funds	Certificates of Deposit					Total	Interest
	02/27/2019	04/22/2019	04/26/2019	07/22/2019	08/09/2019		This Quarter
Interest & Sinking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 677,329	\$ 3,153
Replacement Reserve	-	-	-	-	-	461,186	2,561
Operations	-	-	-	-	-	622,067	3,547
Impact Fees	-	-	-	-	754,887	938,536	5,858
2013 CO Utility Capital Projects	-	-	-	-	-	797,390	4,618
2018 CO Utility Capital Projects	-	-	-	-	-	2,838,286	16,845
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ 754,887	\$ 6,334,793	\$ 36,582
General Funds							
Operations	\$ -	\$ 1,016,545	\$ -	\$ 1,016,923	\$ -	\$ 8,215,018	\$ 39,631
Pooled Cash	-	-	-	-	-	2,128,835	837
Interest & Sinking	-	-	-	-	-	261,144	1,120
Drainage Utility	-	-	-	-	-	277,646	1,555
Sub Total	\$ -	\$ 1,016,545	\$ -	\$ 1,016,923	\$ -	\$ 10,882,643	\$ 43,143
General Capital Project Funds							
Park Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,825	\$ 388
2015 Tax Note Capital Projects	-	-	-	-	-	46,621	261
2018 GO Capital Projects	1,527,621	-	3,018,923	-	-	6,787,304	41,662
Sub Total	\$ 1,527,621	\$ -	\$ 3,018,923	\$ -	\$ -	\$ 6,903,749	\$ 42,311
Corp Leased Park Funds							
Corp LeasedTXDot Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,306	\$ 6
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,306	\$ 6
HV Community Development Funds							
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,689	\$ 263
HVDCD TXDot Mitigation	-	-	-	-	-	5,914	33
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,604	\$ 296
Totals	\$ 1,527,621	\$ 1,016,545	\$ 3,018,923	\$ 1,016,923	\$ 754,887	\$ 24,245,095	\$ 122,338

**Allocation by Fund
September 30, 2018
Book and Market Value**

Utility Funds	TexPool	TexSTAR	Independent		Southside	InterBank	InterBank	Certificates of Deposit	
			DDA	NOW	MMA	MMA	ICS	10/16/2018	01/22/2019
Interest & Sinking	\$ 455,451	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replacement Reserve	458,625	-	-	-	-	-	-	-	-
Operations	348,325	-	-	-	270,195	-	-	-	-
Impact Fees	104,589	-	-	-	43,117	-	-	-	-
2013 CO Utility Capital Projects	-	278,817	-	-	514,755	-	-	-	-
2018 CO Utility Capital Projects	-	28,829	-	-	-	100,184	1,678,022	-	-
Sub Total	\$ 1,366,989	\$ 307,646	\$ -	\$ -	\$ 828,067	\$ 100,184	\$ 1,678,022	\$ -	\$ -
General Funds									
Operations	\$ 38,060	\$ 657,752	\$ -	\$ 59,311	\$ 2,045,580	\$ 50,092	\$ 961,401	\$ 1,518,575	\$ 1,010,690
Pooled Cash	-	-	668,566	-	-	-	-	-	-
Interest & Sinking	95,858	63,843	-	-	-	-	-	-	-
Drainage Utility	282,704	-	-	-	-	-	-	-	-
Sub Total	\$ 416,622	\$ 721,596	\$ 668,566	\$ 59,311	\$ 2,045,580	\$ 50,092	\$ 961,401	\$ 1,518,575	\$ 1,010,690
General Capital Project Funds									
Park Development	\$ 69,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2015 Tax Note Capital Projects	-	46,360	-	-	-	-	-	-	-
2018 GO Capital Projects	-	129,821	-	-	-	99,182	2,177,543	-	-
Sub Total	\$ 69,437	\$ 176,181	\$ -	\$ -	\$ -	\$ 99,182	\$ 2,177,543	\$ -	\$ -
Corp Leased Park Funds									
Corp LeasedTXDot Mitigation	\$ -	\$ 3	\$ -	\$ 6,296	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Total	\$ -	\$ 3	\$ -	\$ 6,296	\$ -	\$ -	\$ -	\$ -	\$ -
HV Community Development Funds									
Operations	\$ 214	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HVDCD TXDot Mitigation	-	5,881	-	-	-	-	-	-	-
Sub Total	\$ 214	\$ 5,881	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals	\$ 1,853,262	\$ 1,211,307	\$ 668,566	\$ 65,607	\$ 2,873,647	\$ 249,457	\$ 4,816,966	\$ 1,518,575	\$ 1,010,690

**Allocation by Fund
September 30, 2018
Book and Market Value**

(Continued)

Utility Funds	Certificates of Deposit						Total	Interest
	02/27/2019	02/27/2019	04/22/2019	04/26/2019	07/22/2019	08/09/2019		This Quarter
Interest & Sinking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 455,451	\$ 1,947
Replacement Reserve	-	-	-	-	-	-	458,625	2,229
Operations	-	-	-	-	-	-	618,520	3,100
Impact Fees	-	-	-	-	-	750,000	897,706	2,451
2013 CO Utility Capital Projects	-	-	-	-	-	-	793,572	4,156
2018 CO Utility Capital Projects	1,012,848	-	-	-	-	-	2,819,883	15,571
Sub Total	\$ 1,012,848	\$ -	\$ -	\$ -	\$ -	\$ 750,000	\$ 6,043,756	\$ 29,454
General Funds								
Operations	\$ -	\$ -	\$ 1,010,939	\$ -	\$ 1,011,189	\$ -	\$ 8,363,589	\$ 46,944
Pooled Cash	-	-	-	-	-	-	668,566	645
Interest & Sinking	-	-	-	-	-	-	159,701	1,136
Drainage Utility	-	-	-	-	-	-	282,704	1,296
Sub Total	\$ -	\$ -	\$ 1,010,939	\$ -	\$ 1,011,189	\$ -	\$ 9,474,560	\$ 50,021
General Capital Project Funds								
Park Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,437	\$ 338
2015 Tax Note Capital Projects	-	-	-	-	-	-	46,360	226
2018 GO Capital Projects	-	1,519,272	-	3,000,000	-	-	6,925,818	37,395
Sub Total	\$ -	\$ 1,519,272	\$ -	\$ 3,000,000	\$ -	\$ -	\$ 7,041,615	\$ 37,958
Corp Leased Park Funds								
Corp LeasedTXDot Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,299	\$ 63
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,299	\$ 63
HV Community Development Fund								
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214	\$ 1
HVDCD TXDot Mitigation	-	-	-	-	-	-	5,881	29
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,095	\$ 30
Totals	\$ 1,012,848	\$ 1,519,272	\$ 1,010,939	\$ 3,000,000	\$ 1,011,189	\$ 750,000	\$ 22,572,325	\$ 117,526

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17

MEETING DATE: 02/12/19

SUBJECT: Receive Budget Reports for Period Ending December 31, 2018

PREPARED BY: Ken Heerman

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 December represents the third 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 December 31, 2018.

General Fund Summary

FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,858,485	\$ 10,858,485	\$ 5,771,009	\$ (5,087,476)	53%
Sales Tax	2,787,241	2,787,241	212,755	(2,574,486)	8%
Franchise Fees	1,685,326	1,685,326	18,612	(1,666,714)	1%
Licensing & Permits	519,407	519,407	102,530	(416,877)	20%
Park/Recreation Fees	264,595	264,595	50,043	(214,552)	19%
Public Safety Fees	40,000	40,000	6,946	(33,054)	17%
Rents	131,408	131,408	48,715	(82,693)	37%
Municipal Court	97,920	97,920	22,501	(75,419)	23%
Public Safety Charges for Svc	473,237	473,237	164,697	(308,540)	35%
Interest Income	184,000	184,000	26,623	(157,377)	14%
Miscellaneous	140,550	140,550	52,335	(88,215)	37%
Total Revenues	\$ 17,182,169	\$ 17,182,169	\$ 6,476,765	\$ (10,705,404)	38%

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Total Available Resources	\$ 17,716,169	\$ 17,716,169	\$ 6,476,765	\$ (11,239,404)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 707,882	\$ 707,882	\$ 118,620	\$ 589,263	17%
Finance (includes Mun. Court)	1,614,695	1,614,695	505,411	1,109,283	31%
Human Resources	520,658	520,658	84,706	435,952	16%
City Secretary Office	360,526	360,526	55,871	304,656	15%
Information Services	1,114,746	1,157,746	382,656	775,090	33%
Police	5,047,139	5,047,139	1,127,962	3,919,177	22%
Fire	4,022,597	4,022,597	1,756,311	2,266,286	44%
Community Services	471,448	471,448	96,264	375,183	20%
Streets/Drainage	1,490,696	1,581,696	283,374	1,298,323	18%
Maintenance	925,288	925,288	184,465	740,823	20%
Parks	2,011,787	2,377,787	397,023	1,980,764	17%
Recreation	532,620	532,620	93,653	438,967	18%
Total Expenditures	\$ 18,820,082	\$ 19,320,082	\$ 5,086,315	\$ 14,233,767	26%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 1,584,000	\$ 1,993,000	\$ 1,171,548	\$ 821,452	59%

Other Uses					
Transfers Out	\$ 66,000	\$ 66,000	\$ -	66,000	0%
Total Expenditures	\$ 18,886,082	\$ 19,386,082	\$ 5,086,315	\$ 14,299,767	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	6,735,401	6,735,401	6,735,401
+ Net Increase (Decrease)	(1,169,913)	(1,669,913)	1,390,450
Ending Fund Balance	\$ 5,565,488	\$ 5,065,488	\$ 8,125,851

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,823,012	\$ 2,898,012	\$ 762,947
Restricted	11,500	11,500	11,500
Unassigned	2,730,976	2,155,976	7,351,403
Total Fund Balance	\$ 5,565,488	\$ 5,065,488	\$ 8,125,851

General Fund Expenditure Summary

FY 2018/2019 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 12,497,378	\$ 12,497,378	\$ 2,719,736	\$ 9,777,642	22%
Services / Supplies	4,738,704	4,829,704	1,195,031	3,634,673	25%
Capital	1,584,000	1,993,000	1,171,548	821,452	59%
	\$ 18,820,082	\$ 19,320,082	\$ 5,086,315	\$ 14,233,767	26%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 9,024,474	\$ 9,024,474	\$ 1,870,607	\$ 7,153,867	21%
<i>Employee Benefits</i>	3,472,904	3,472,904	849,129	2,623,775	24%
<i>Total Personnel</i>	\$ 12,497,378	\$ 12,497,378	\$ 2,719,736	\$ 9,777,642	22%

Services / Supplies					
<i>Professional Services</i>	\$ 1,477,011	\$ 1,477,011	\$ 495,028	\$ 981,983	34%
<i>Employee Development</i>	356,261	356,261	54,457	301,804	15%
<i>Office Supplies / Equipment</i>	1,130,352	1,130,352	191,683	938,669	17%
<i>Utilities</i>	334,408	334,408	49,575	284,833	15%
<i>Other</i>	1,440,672	1,531,672	404,288	1,127,384	26%
<i>Total Services / Supplies</i>	\$ 4,738,704	\$ 4,829,704	\$ 1,195,031	\$ 3,634,673	25%

Capital					
<i>Equipment / Vehicles</i>	\$ 1,584,000	\$ 1,993,000	\$ 1,171,548	\$ 821,452	59%
<i>Total Capital</i>	\$ 1,584,000	\$ 1,993,000	\$ 1,171,548	\$ 821,452	59%

Total General Fund Expenditure Summary	\$ 18,820,082	\$ 19,320,082	\$ 5,086,315	\$ 14,233,767	26%
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General Fund Revenue

FY 2018/2019 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,858,485	\$ 10,858,485	\$ 5,771,009	\$ (5,087,476)	53%
Sales Tax	2,787,241	2,787,241	212,755	(2,574,486)	8%
Franchise Fees	1,685,326	1,685,326	18,612	(1,666,714)	1%
Licensing & Permits	519,407	519,407	102,530	(416,877)	20%
Park/Recreation Fees	264,595	264,595	50,043	(214,552)	19%
Public Safety Fees	40,000	40,000	6,946	(33,054)	17%
Rents	131,408	131,408	48,715	(82,693)	37%
Municipal Court	97,920	97,920	22,501	(75,419)	23%
Public Safety Charges for Svc	473,237	473,237	164,697	(308,540)	35%
Interest Income	184,000	184,000	26,623	(157,377)	14%
Miscellaneous	140,550	140,550	52,335	(88,215)	37%
Total Revenues	\$ 17,182,169	\$ 17,182,169	\$ 6,476,765	\$ (10,705,404)	38%

City Manager Office FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 413,579	\$ 413,579	\$ 85,188	\$ 328,391	21%
Services / Supplies	294,303	294,303	33,431	260,872	11%
Capital	-	-	-	-	0%
	<u>\$ 707,882</u>	<u>\$ 707,882</u>	<u>\$ 118,620</u>	<u>\$ 589,263</u>	<u>17%</u>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 327,604	\$ 327,604	\$ 63,682	\$ 263,922	19%
<i>Employee Benefits</i>	85,975	85,975	21,506	64,469	25%
Total Personnel	<u>\$ 413,579</u>	<u>\$ 413,579</u>	<u>\$ 85,188</u>	<u>\$ 328,391</u>	<u>21%</u>

Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 165,760	\$ 165,760	\$ 25,514	\$ 140,246	15%
<i>Employee Development</i>	14,045	14,045	3,617	10,428	26%
<i>Supplies / Equipment</i>	4,210	4,210	1,850	2,360	44%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	2,450	107,838	2%
Total Services / Supplies	<u>\$ 294,303</u>	<u>\$ 294,303</u>	<u>\$ 33,431</u>	<u>\$ 260,872</u>	<u>11%</u>

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

Total City Manager	<u>\$ 707,882</u>	<u>\$ 707,882</u>	<u>\$ 118,620</u>	<u>\$ 589,263</u>	<u>17%</u>
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Finance Department FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 999,683	\$ 999,683	\$ 222,072	\$ 777,610	22%
Services / Supplies	615,012	615,012	283,339	331,673	46%
Capital	-	-	-	-	0%
	\$ 1,614,695	\$ 1,614,695	\$ 505,411	\$ 1,109,283	31%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 722,935	\$ 722,935	\$ 155,647	\$ 567,288	22%
<i>Employee Benefits</i>	276,748	276,748	66,425	210,322	24%
Total Personnel	\$ 999,683	\$ 999,683	\$ 222,072	\$ 777,610	22%

Services / Supplies					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i> <i>(City-wide liability insurance - \$126,376 / DCAD - \$79,636)</i>	\$ 531,737	\$ 531,737	\$ 262,136	\$ 269,601	49%
<i>Employee Development</i>	21,708	21,708	5,573	16,135	26%
<i>Supplies / Equipment</i>	10,667	10,667	678	9,989	6%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Special Events (\$21,900, Data Processing \$29,000)]</i>	50,900	50,900	14,951	35,949	29%
Total Services / Supplies	\$ 615,012	\$ 615,012	\$ 283,339	\$ 331,673	46%

Capital					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Finance Department	\$ 1,614,695	\$ 1,614,695	\$ 505,411	\$ 1,109,283	31%
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Human Resources FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 387,236	\$ 387,236	\$ 63,538	\$ 323,698	16%
Services / Supplies	133,422	133,422	21,168	112,254	16%
Capital	-	-	-	-	0%
	\$ 520,658	\$ 520,658	\$ 84,706	\$ 435,952	16%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 287,718	\$ 287,718	\$ 46,839	\$ 240,879	16%
<i>Employee Benefits</i>	99,518	99,518	16,699	82,819	17%
Total Personnel	\$ 387,236	\$ 387,236	\$ 63,538	\$ 323,698	16%

Services / Supplies					
<i>Professional Services</i>	\$ 51,050	\$ 51,050	\$ 10,572	\$ 40,478	21%
<i>Employee Development</i>	73,972	73,972	8,921	65,051	12%
<i>Supplies / Equipment</i>	1,575	1,575	113	1,462	7%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	1,563	5,262	23%
Total Services / Supplies	\$ 133,422	\$ 133,422	\$ 21,168	\$ 112,254	16%

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

Total Human Resources	\$ 520,658	\$ 520,658	\$ 84,706	\$ 435,952	16%
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City Secretary Office FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 211,309	\$ 211,309	\$ 45,943	\$ 165,366	22%
Services / Supplies	149,217	149,217	9,927	139,290	7%
Capital	-	-	-	-	-
	\$ 360,526	\$ 360,526	\$ 55,871	\$ 304,656	15%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 162,369	\$ 162,369	\$ 34,385	\$ 127,984	21%
<i>Employee Benefits</i>	48,941	48,941	11,558	37,382	24%
Total Personnel	\$ 211,309	\$ 211,309	\$ 45,943	\$ 165,366	22%

Services / Supplies					
<i>Professional Services</i>	\$ 41,900	\$ 41,900	\$ 2,050	\$ 39,850	5%
<i>Employee Development</i> <small>(City Council related \$36,142)</small>	50,262	50,262	4,493	45,769	9%
<i>Supplies / Equipment</i>	16,055	16,055	3,385	12,670	21%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	41,000	41,000	-	41,000	0%
Total Services / Supplies	\$ 149,217	\$ 149,217	\$ 9,927	\$ 139,290	7%

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

Total City Secretary Office	\$ 360,526	\$ 360,526	\$ 55,871	\$ 304,656	15%
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Information Services FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 677,843	\$ 677,843	\$ 143,798	\$ 534,044	21%
Services / Supplies	436,903	436,903	196,048	240,855	45%
Capital	-	43,000	42,810	190	0%
	\$ 1,114,746	\$ 1,157,746	\$ 382,656	\$ 775,090	33%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 511,425	\$ 511,425	\$ 107,901	\$ 403,524	21%
<i>Employee Benefits</i>	166,417	166,417	35,897	130,520	22%
Total Personnel	\$ 677,843	\$ 677,843	\$ 143,798	\$ 534,044	21%

Services / Supplies					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services (Maintenance Contracts \$137,440)</i>	\$ 190,440	\$ 190,440	\$ 50,871	\$ 139,569	27%
<i>Employee Development</i>	28,755	28,755	5,259	23,496	18%
<i>Supplies / Equipment</i>	2,300	2,300	462	1,838	20%
<i>Utilities</i>	24,308	24,308	4,095	20,213	17%
<i>Other (Data Processing)</i>	191,100	191,100	135,361	55,739	71%
Total Services / Supplies	\$ 436,903	\$ 436,903	\$ 196,048	\$ 240,855	45%

Capital					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Equipment / Vehicles - Network Storage Device (Added via Budget Amendment)</i>	-	43,000	42,810	190	0%
Total Capital	\$ -	\$ 43,000	\$ 42,810	\$ 190	0%

Total City Secretary Office	\$ 1,114,746	\$ 1,157,746	\$ 382,656	\$ 775,090	33%
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Police Department FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,492,789	\$ 4,492,789	\$ 964,583	\$ 3,528,206	21%
Services / Supplies	389,350	389,350	131,935	257,415	34%
Capital	<u>165,000</u>	<u>165,000</u>	<u>31,444</u>	<u>133,556</u>	<u>19%</u>
	\$ 5,047,139	\$ 5,047,139	\$ 1,127,962	\$ 3,919,177	22%

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,309,810	\$ 3,309,810	\$ 679,558	\$ 2,630,252	21%
<i>Employee Benefits</i>	<u>1,182,979</u>	<u>1,182,979</u>	<u>285,025</u>	<u>897,954</u>	<u>24%</u>
Total Personnel	\$ 4,492,789	\$ 4,492,789	\$ 964,583	\$ 3,528,206	21%

Services / Supplies					
<i>Professional Services</i>	\$ 139,838	\$ 139,838	\$ 101,637	\$ 38,201	73%
<i>Employee Development</i>	45,309	45,309	7,372	37,937	16%
<i>Supplies / Equipment</i>	140,915	140,915	10,662	130,253	8%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>63,288</u>	<u>63,288</u>	<u>12,264</u>	<u>\$ 51,024</u>	<u>19%</u>
Total Services / Supplies	\$ 389,350	\$ 389,350	\$ 131,935	\$ 257,415	34%

Capital					
<i>Equipment / Vehicles</i>	165,000	165,000	31,444	133,556	19%
Total Capital	\$ 165,000	\$ 165,000	\$ 31,444	\$ 133,556	19%

Total Police Department	\$ 5,047,139	\$ 5,047,139	\$ 1,127,962	\$ 3,919,177	22%
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Fire Department FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,443,276	\$ 2,443,276	\$ 541,821	\$ 1,901,456	22%
Services / Supplies	475,321	475,321	219,175	256,146	46%
Capital	<u>1,104,000</u>	<u>1,104,000</u>	<u>995,316</u>	<u>108,684</u>	<u>90%</u>
	\$ 4,022,597	\$ 4,022,597	\$ 1,756,311	\$ 2,266,286	44%

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

Personnel					
Salaries / Wages	\$ 1,709,983	\$ 1,709,983	\$ 354,740	\$ 1,355,244	21%
Employee Benefits	<u>733,293</u>	<u>733,293</u>	<u>187,081</u>	546,212	<u>26%</u>
Total Personnel	\$ 2,443,276	\$ 2,443,276	\$ 541,821	\$ 1,901,456	22%

Services / Supplies					
Professional Services	\$ 71,025	\$ 71,025	\$ 23,299	\$ 47,726	33%
Employee Development <i>(Training - \$50,450)</i>	65,495	65,495	13,795	51,700	21%
Supplies / Equipment	159,751	159,751	20,959	138,792	13%
Utilities	1,800	1,800	270	1,530	15%
Other <i>(Capital Lease Pmt - \$134,000)</i>	<u>177,250</u>	<u>177,250</u>	<u>160,852</u>	<u>16,398</u>	<u>91%</u>
Total Services / Supplies	\$ 475,321	\$ 475,321	\$ 219,175	\$ 256,146	46%

Capital					
Equipment / Vehicles	1,104,000	1,104,000	995,316	108,684	<u>90%</u>
Total Capital	\$ 1,104,000	\$ 1,104,000	\$ 995,316	\$ 108,684	90%

Total Fire Department	\$ 4,022,597	\$ 4,022,597	\$ 1,756,311	\$ 2,266,286	44%
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Community Services FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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--- Summary ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 447,995	\$ 447,995	\$ 94,931	\$ 353,064	21%
Services / Supplies	23,453	23,453	1,334	22,120	6%
Capital	-	-	-	-	0%
	\$ 471,448	\$ 471,448	\$ 96,264	\$ 375,183	20%

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

Personnel					
<i>Salaries / Wages</i>	\$ 316,041	\$ 316,041	\$ 68,850	\$ 247,191	22%
<i>Employee Benefits</i>	131,954	131,954	26,080	105,873	20%
<i>Total Personnel</i>	\$ 447,995	\$ 447,995	\$ 94,931	\$ 353,064	21%

Services / Supplies					
<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 55	9,145	1%
<i>Employee Development</i>	5,795	5,795	100	5,695	2%
<i>Supplies / Equipment</i>	8,458	8,458	1,179	7,280	14%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 23,453	\$ 23,453	\$ 1,334	\$ 22,120	6%

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

<i>Total Building Operations</i>	\$ 471,448	\$ 471,448	\$ 96,264	\$ 375,183	20%
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Streets Division FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 697,195	\$ 697,195	\$ 170,367	\$ 526,828	24%
Services / Supplies	718,501	809,501	49,270	760,231	6%
Capital	<u>75,000</u>	<u>75,000</u>	<u>63,736</u>	<u>11,264</u>	<u>85%</u>
	\$ 1,490,696	\$ 1,581,696	\$ 283,374	\$ 1,298,323	18%

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

Personnel					
<i>Salaries / Wages</i>	\$ 484,653	\$ 484,653	\$ 109,542	\$ 375,111	23%
<i>Employee Benefits</i>	<u>212,543</u>	<u>212,543</u>	<u>60,825</u>	<u>151,718</u>	<u>29%</u>
Total Personnel	\$ 697,195	\$ 697,195	\$ 170,367	\$ 526,828	24%

Services / Supplies					
<i>Professional Services</i>	\$ 78,771	\$ 78,771	\$ 2,898	\$ 75,873	4%
<i>Employee Development</i>	10,825	10,825	375	10,450	3%
<i>Supplies / Equipment</i>	48,355	48,355	7,328	41,027	15%
<i>Utilities (Streetlights)</i>	90,000	90,000	13,933	76,067	15%
<i>Other (Street Maintenance)</i>	<u>490,550</u>	<u>581,550</u>	<u>24,736</u>	<u>556,814</u>	<u>4%</u>
Total Services / Supplies	\$ 718,501	\$ 809,501	\$ 49,270	\$ 760,231	6%

Capital					
<i>Equipment / Vehicles</i>	75,000	75,000	63,736	11,264	85%
Total Capital	\$ 75,000	\$ 75,000	\$ 63,736	\$ 11,264	85%

Total Streets	\$ 1,490,696	\$ 1,581,696	\$ 283,374	\$ 1,298,323	18%
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Maintenance Division FY 2018/2019 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 345,803	\$ 345,803	\$ 83,446	\$ 262,357	24%
Services / Supplies	579,485	579,485	101,019	478,466	17%
Capital	-	-	-	-	0%
	\$ 925,288	\$ 925,288	\$ 184,465	\$ 740,823	20%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 244,696	\$ 244,696	\$ 56,416	\$ 188,279	23%
<i>Employee Benefits</i>	101,107	101,107	27,030	74,078	27%
<i>Total Personnel</i>	\$ 345,803	\$ 345,803	\$ 83,446	\$ 262,357	24%
Services / Supplies					
<i>Professional Services</i>	\$ 63,978	\$ 63,978	\$ 6,563	\$ 57,415	10%
<i>Employee Development</i>	4,495	4,495	150	4,345	3%
<i>Supplies / Equipment</i> <i>(Fuel & Oils - \$159,777, Repair Parts</i> <i>/ Contract Repairs - \$195,610)</i>	425,912	425,912	81,233	344,679	19%
<i>Utilities</i>	85,000	85,000	13,072	71,928	15%
<i>Other</i>	100	100	-	\$ 100	0%
<i>Total Services / Supplies</i>	\$ 579,485	\$ 579,485	\$ 101,019	\$ 478,466	17%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
Total Maintenance	\$ 925,288	\$ 925,288	\$ 184,465	\$ 740,823	20%

Parks Division FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,168,532	\$ 1,168,532	\$ 263,063	\$ 905,469	23%
Services / Supplies	603,255	603,255	95,718	507,537	16%
Capital	<u>240,000</u>	<u>606,000</u>	<u>38,241</u>	<u>567,759</u>	<u>6%</u>
	\$ 2,011,787	\$ 2,377,787	\$ 397,023	\$ 1,980,764	17%

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

Personnel					
Salaries / Wages	\$ 777,453	\$ 777,453	\$ 162,541	\$ 614,912	21%
Employee Benefits	<u>391,078</u>	<u>391,078</u>	<u>100,522</u>	<u>290,557</u>	<u>26%</u>
Total Personnel	\$ 1,168,532	\$ 1,168,532	\$ 263,063	\$ 905,469	23%

Services / Supplies					
Professional Services <i>(ROW Contract Mowing - \$108,000)</i>	\$ 133,312	\$ 133,312	\$ 9,433	\$ 123,879	7%
Employee Development	25,045	25,045	4,337	20,708	17%
Supplies / Equipment	310,648	310,648	63,743	246,905	21%
Utilities	133,300	133,300	18,205	115,095	14%
Other	<u>950</u>	<u>950</u>	<u>-</u>	<u>950</u>	<u>0%</u>
Total Services / Supplies	\$ 603,255	\$ 603,255	\$ 95,718	\$ 507,537	16%

Capital					
Equipment / Vehicles - Budget <i>Amend added \$91K for eng. for Chapel Hill Trail and \$275K for DTR shade covers and playground equip.</i>	240,000	606,000	38,241	567,759	6%
Total Capital	240,000	606,000	38,241	567,759	6%

Total Parks	\$ 2,011,787	\$ 2,377,787	\$ 397,023	\$ 1,980,764	17%
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Recreation Division FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 212,138	\$ 212,138	\$ 40,985	\$ 171,153	19%
Services / Supplies	320,482	320,482	52,668	267,814	16%
Capital	-	-	-	-	0%
	\$ 532,620	\$ 532,620	\$ 93,653	\$ 438,967	18%

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

Personnel					
<i>Salaries / Wages</i>	\$ 169,788	\$ 169,788	\$ 30,505	\$ 139,282	18%
<i>Employee Benefits</i>	42,351	42,351	10,480	31,871	25%
Total Personnel	\$ 212,138	\$ 212,138	\$ 40,985	\$ 171,153	19%

Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,555	10,555	465	10,090	4%
<i>Supplies / Equipment</i>	1,506	1,506	92	1,414	6%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	308,421	308,421	52,111	256,310	17%
Total Services / Supplies	\$ 320,482	\$ 320,482	\$ 52,668	\$ 267,814	16%

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

Total Recreation	\$ 532,620	\$ 532,620	\$ 93,653	\$ 438,967	18%
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Equipment Replacement / Capital Schedule

FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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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	-	43,000	42,810	-	100%
Police Dept Capital Outlay	165,000	165,000	31,444	133,556	19%
Fire Dept Capital Outlay	1,104,000	1,104,000	995,316	108,684	90%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	75,000	75,000	63,736	11,264	85%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	240,000	606,000	38,241	567,759	6%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 1,584,000	\$ 1,993,000	\$ 1,171,548	\$ 821,452	59%

Utility Fund Revenues

FY 2018/2019 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (175,000)	\$ (175,000)	\$ (36,920)	\$ (138,080)	21%
<i>Charges / Penalties</i>	86,750	86,750	23,012	63,738	27%
Total Fees	\$ (88,250)	\$ (88,250)	\$ (13,908)	\$ (74,342)	16%

Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	0%
Total Licenses & Permits	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	0%

Charges for Services

<i>Water Sales</i>	\$ 5,618,870	\$ 5,618,870	\$ 729,958	\$ 4,888,912	13%
<i>Sewer Sales</i>	4,435,083	4,435,083	882,428	3,552,655	20%
<i>Inspection Fees</i>	3,000	3,000	1,200	1,800	40%
Total Charges for Service	\$ 10,056,953	\$ 10,056,953	\$ 1,613,587	\$ 8,443,366	16%

Interest

<i>Interest (Operations)</i>	\$ 35,000	\$ 35,000	\$ 12,357	\$ 22,643	35%
<i>Interest (Capital Projects)</i>	26,000	26,000	21,280	4,720	82%
Total Interest	\$ 61,000	\$ 61,000	\$ 33,638	\$ 27,362	55%

Impact Fees

<i>Impact Fees</i>	\$ 265,000	\$ 265,000	\$ 69,944	\$ 195,056	26%
Total Impact Fees	\$ 265,000	\$ 265,000	\$ 69,944	\$ 195,056	26%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 30,439	\$ (25,439)	609%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 30,439	\$ (25,439)	609%

Total Utility Fund Revenues	\$ 10,309,703	\$ 10,309,703	\$ 1,733,699	\$ 8,576,004	17%
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Utility Division FY 2018/2019 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,767,684	\$ 1,767,684	\$ 433,179	\$ 1,334,505	25%
Services / Supplies	6,222,872	6,222,872	1,525,411	4,697,461	25%
Capital	40,000	40,000	-	40,000	0%
Total Utility Division	\$ 8,030,555	\$ 8,030,555	\$ 1,958,590	\$ 6,071,965	24%

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

Personnel					
Salaries / Wages	\$ 1,181,869	\$ 1,181,869	\$ 282,468	\$ 899,401	24%
Employee Benefits	585,815	585,815	150,711	435,104	26%
Total Personnel	\$ 1,767,684	\$ 1,767,684	\$ 433,179	\$ 1,334,505	25%

Services / Supplies					
Professional Services	\$ 342,644	\$ 342,644	\$ 83,628	\$ 259,016	24%
Employee Development	57,141	57,141	14,751	42,390	26%
Supplies / Equipment	86,959	86,959	12,823	74,137	15%
Utilities	404,380	404,380	55,626	348,754	14%
Other (Well Lot Maintenance)	975,416	975,416	272,335	703,081	28%
Sub-Total - Operations Services / Supplies	\$ 1,866,541	\$ 1,866,541	\$ 439,163	\$ 1,427,377	24%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
UTRWD - Administration Fees	\$ 5,105	\$ 5,105	\$ 5,103	\$ 2	100%
UTRWD - Water Volume Cost	915,070	915,070	158,787	756,283	17%
UTRWD - Water Demand Charges	1,318,950	1,318,950	329,738	989,213	25%
UTRWD - Sewer Effluent Volume Rate	526,776	526,776	195,298	331,478	37%
UTRWD - Capital Charge Joint Facilities	1,355,495	1,355,495	338,874	1,016,621	25%
UTRWD - HV Sewer Line to UTRWD	234,935	234,935	58,449	176,486	25%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,356,331	\$ 4,356,331	\$ 1,086,248	\$ 3,270,083	25%

Total Services / Supplies	\$ 6,222,872	\$ 6,222,872	\$ 1,525,411	\$ 4,697,461	25%
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Capital					
Equipment / Vehicles	40,000	40,000	-	40,000	0%
Total Capital	\$ 40,000	\$ 40,000	-	40,000	0%

Total Utility Division - Operations	\$ 8,030,555	\$ 8,030,555	\$ 1,958,590	\$ 6,071,965	24%
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Utility Fund Working Capital FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,618,870	\$ 5,618,870	\$ 729,958	\$ 4,888,912	13%
<i>Sewer Sales</i>	4,435,083	4,435,083	882,428	3,552,655	20%
<i>Other Fees / Charges</i>	104,750	104,750	54,650	50,100	52%
<i>Electronic Payment Credit</i>	(175,000)	(175,000)	(36,920)	(138,080)	21%
<i>Interest</i>	35,000	35,000	12,357	22,643	35%
Total Revenues	\$ 10,018,703	\$ 10,018,703	\$ 1,642,474	\$ 8,376,229	16%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$363,072	\$363,072	\$ 109,322	\$ 253,750	30%
<i>Operations</i>	3,271,152	3,271,152	763,020	2,508,132	23%
<i>UTRWD</i>	4,356,331	4,356,331	1,086,248	3,270,083	25%
<i>Debt Service</i>	1,216,814	1,216,814	-	1,216,814	0%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	40,000	40,000	-	40,000	0%
Total Expenditures	\$ 9,247,369	\$ 9,247,369	\$ 1,958,590	\$ 7,288,779	21%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In (Applied Impact Fees)</i>	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	100%
<i>Operating Transfers Out / Utility Capital Projects</i>	(300,000)	(300,000)	-	(300,000)	0%
<i>Operating Transfers Out / General Fund</i>	(470,000)	(470,000)	-	(470,000)	0%
Total Other Sources (Uses)	\$ (620,000)	\$ (620,000)	\$ 150,000	\$ (770,000)	-24%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	151,334	151,334	(166,116)
Beginning Working Capital			
<i>Operations</i>	2,404,004	2,404,004	2,404,004
<i>Available Impact Fees</i>	906,474	906,474	906,474
Total Available Working Capital	\$ 3,310,478	\$ 3,310,478	\$ 3,310,478
Ending Working Capital			
<i>Operations</i>	2,555,338	2,555,338	2,237,888
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,021,474	1,021,474	826,418
Total Available Working Capital	\$ 3,576,812	\$ 3,576,812	\$ 3,064,306

<i>Impact Fees</i>			
<i>Beginning Balance</i>	906,474	906,474	906,474
<i>+ Collections</i>	265,000	265,000	69,944
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<i>Ending Balance</i>	1,021,474	1,021,474	826,418

*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 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 433,725	\$ 433,725	\$ 82,147	\$ 351,578	19%
<i>Annual Park Passes</i>	37,000	37,000	100	36,900	0%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	300	300	6	294	2%
Total Revenues	\$ 471,025	\$ 471,025	\$ 82,253	\$ 388,772	17%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 179,892	\$ 179,892	\$ 46,424	\$ 133,468	26%
<i>Services / Supplies</i>	209,235	209,235	40,867	168,367	20%
<i>Capital</i>	-	-	8,499	(8,499)	0%
Total Expenditures	\$ 389,126	\$ 389,126	\$ 95,790	\$ 293,336	25%

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>	\$ 149,028	\$ 149,028	\$ 149,028
<i>+ Net Increase (Decrease)</i>	81,899	81,899	(13,537)
Ending Fund Balance	\$ 230,927	\$ 230,927	\$ 135,491

Debt Service Fund

FY 2018/2019 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$1,884,171	\$ 1,884,171	\$ 1,000,927	\$ 883,244	53%
<i>Interest Income</i>	1,400	1,400	1,120	280	80%
Total Revenues	\$ 1,885,571	\$ 1,885,571	\$ 1,002,047	\$ 883,524	53%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,930,000	\$ 1,930,000	\$ -	\$ 1,930,000	0%
<i>Interest Payments</i>	800,999	800,999	-	800,999	0%
<i>Paying Agent Fees</i>	3,000	3,000	-	3,000	0%
Total Expenditures	\$ 2,733,999	\$ 2,733,999	\$ -	\$ 2,733,999	0%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	856,827	856,827	-	\$ 856,827	0%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
Total Financing Sources	\$ 856,827	\$ 856,827	\$ -	\$ 856,827	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 151,980	\$ 151,980	\$ 151,980
<i>+ Net Increase (Decrease)</i>	8,399	8,399	1,002,047
Ending Fund Balance	\$ 160,379	\$ 160,379	\$ 1,154,027

Capital Projects Fund

FY 2018/2019 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	50,000	50,000	41,232	8,768	82%
Total Revenues	\$ 50,000	\$ 50,000	\$ 41,232	\$ 8,768	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2018 Proposed Bond (Parks/Streets/Drainage)	5,375,281	5,375,281	405,449	4,969,832	8%
2018 Bond Issue (Streets)		2,500,000	23,690	2,476,310	1%
2018 Bond Issue (Parks)		2,875,281	381,759	2,493,522	13%
Total Expenditures	\$ 5,375,281	\$ 5,375,281	\$ 405,449	\$ 4,969,832	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>	\$ 6,119,643	\$ 6,119,643	\$ 6,119,643
<i>+Net Increase (Decrease)</i>	(5,325,281)	(5,325,281)	(364,217)
Ending Fund Balance	\$ 794,362	\$ 794,362	\$ 5,755,426

Drainage Utilities

FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 1,379	\$ (1,379)	0%
<i>Drainage Fee Receipts</i>	490,000	490,000	102,585	387,415	21%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	1,555	2,445	39%
Total Revenues	\$ 494,000	\$ 494,000	\$ 105,518	\$ 388,482	21%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 381,972	\$ 381,972	\$ 90,858	\$ 291,114	24%
<i>Services / Supplies</i>	150,665	150,665	38,084	112,581	25%
<i>Capital</i>	50,000	50,000	-	50,000	0%
Total Expenditures	\$ 582,637	\$ 582,637	\$ 128,941	\$ 453,696	22%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 66,000	\$ 66,000	\$ -	\$ 66,000	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
Total Other Sources (Uses)	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 288,759	\$ 288,759	\$ 288,759
<i>+ Net Increase (Decrease)</i>	(38,637)	(38,637)	(23,423)
Ending Fund Balance	\$ 250,122	\$ 250,122	\$ 265,336

Park Development Fee Fund FY 2018/2019 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 400	\$ 400	\$ 388	\$ 12	97%
<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	\$ 400	\$ 400	\$ 388	\$ 12	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	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	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	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>	\$ 69,586	\$ 69,586	\$ 69,586
<i>+ Net Increase (Decrease)</i>	(23,600)	(23,600)	388
Ending Fund Balance	\$ 45,986	\$ 45,986	\$ 69,974

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 45,986	69,974
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
Total	\$ 45,986	\$ 69,974

Public Safety Special Revenue Fund

FY 2018/2019 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 33,979	\$ (8,379)	133%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	11,113	(7,513)	309%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 11,113	\$ (7,513)	0%

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	\$ 36,980	\$ 36,980	\$ 36,980
+ Net Increase (Decrease)	-	-	22,866
Ending Fund Balance	\$ 36,980	\$ 36,980	\$ 59,846

Municipal Court Technology Fee Fund FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 764	2,736	22%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 5,700	\$ 5,700	\$ 5,287	\$ 413	93%
Total Expenditures	\$ 5,700	\$ 5,700	\$ 5,287	\$ 413	93%

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	\$ 31,939	\$ 31,939	\$ 31,939
+ Net Increase (Decrease)	(2,200)	(2,200)	(4,523)
Ending Fund Balance	\$ 29,739	\$ 29,739	\$ 27,416

Municipal Court Building Security Fund FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 573	\$ 2,127	21%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 32,719	\$ 32,719	\$ 32,719
+ Net Increase (Decrease)	2,700	2,700	573
Ending Fund Balance	\$ 35,419	\$ 35,419	\$ 33,292

Highland Village Community Development Corporation
Working Capital Analysis (FY 2019)

	<i>Actual 2016-2017</i>	<i>Projected 2017-2018</i>	<i>Budget 2018-2019</i>	<i>YTD 2018-2019</i>
Beginning Fund Balance	\$ 373,513	\$ 106,954	\$ 95,532	\$ 95,532
Revenues				
4B Sales Tax	1,242,599	1,262,392	1,334,766	106,377
Park Fees (Rental)	24,384	74,400	79,500	14,938
Linear Park Fees	575	-	574	-
Miscellaneous Income	590	600	600	-
Interest Income	508	500	800	296
Total	\$ 1,268,656	\$ 1,337,892	\$ 1,416,240	\$ 121,611
Expenditures				
Personnel	205,020	266,907	283,470	69,258
Services / Supplies	145,584	213,722	200,630	48,614
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	870,124	800,685	856,827	-
Total Non-Capital Expenditures	\$ 1,248,728	\$ 1,309,314	\$ 1,368,927	\$ 117,872
Capital				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ 281,152	\$ -	\$ -	\$ -
Equipment	5,335	40,000	-	-
Net Increase / (Decrease)	(266,559)	(11,422)	47,313	3,739
Working Capital Balance	\$ 106,954	\$ 95,532	\$ 142,845	\$ 99,271

Highland Village Community Development Corporation Capital Projects

	<i>Actual 2016-2017</i>	<i>Actual 2017-2018</i>	<i>Budget 2018-2019</i>	<i>YTD 2018-2019</i>
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Funding				
Debt Issuance	-	-	-	-
Bond Discount	-	-	-	-
Debt Issuance Cost	-	-	-	-
Funding from Operations	281,152	-	-	-
Capital Projects (HV RR Crossing)	-	-	-	-
Denton County	-	-	-	-
I-35 Mitigation	-	-	-	-
Interest Earnings	-	-	-	-
Total Available Project Funding	\$ 281,152	\$ -	\$ -	\$ -
Expenditures				
Castlewood Trail				
Engineering - \$131,200	-	-	-	-
Project Cost - \$1.312M (Estimated)	-	-	-	-
Copperas Trail				
Engineering - \$112,380	-	-	-	-
Project Cost - \$1.5M (Estimated)	-	-	-	-
HV Rd Trail (Phase IIa - CH to Svc Cntr)				
Engineering - \$25,000	-	-	-	-
Project Cost - \$250,982 (Estimated)	-	-	-	-
HV Rd Trail (Phase IIb - Lions Club Park to Doubletree Ranch Park)				
Engineering (Mostly included in Copperas Trail Eng.) - \$25,714 (Remain)	-	-	-	-
Project Cost - \$250,000 (Estimated)	-	-	-	-
FM 2499 Sidewalk				
Engineering - \$12,500	-	-	-	-
Project Cost - \$117,678 (Estimated)	-	-	-	-
Pedestrian Crosswalk Enhancement				
Engineering	-	-	-	-
Project Cost - \$26,000/Crossing	-	-	-	-
Marauder Park Lake Access				
Engineering - \$31,000 (Estimated)	-	-	-	-
Project Cost - \$58,178 (Estimated)	-	-	-	-
HV Rd RR Crossing				
Engineering - \$7,200 (Estimated)	-	-	-	-
Project Cost - \$48,000 (Estimated)	-	-	-	-
Lakeside Community Park (707 HV Rd Trailhead)				
Engineering - \$40,000	-	-	-	-
Project Cost - \$420,000	-	-	-	-
Misc. Small, Fill-In/Connector Sections				
Project Cost - \$20,000 (Per Year)	-	-	-	-
Doubletree Ranch Park				
Engineering - \$779,300	-	-	-	-
Project Cost - \$8,500,000 (Estimated)	659,483	-	-	-
Total Capital Projects	\$ 659,483	\$ -	\$ -	\$ -
Remaining Project Funding	\$ -	\$ -	\$ -	\$ -

PEG Fee Fund

FY 2018/2019 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	0%
<i>Total Revenues</i>	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	19,400	19,400	629	18,771	3%
<i>Capital</i>	-	-	3,416	(3,416)	0%
<i>Total Expenditures</i>	\$ 19,400	\$ 19,400	\$ 4,045	\$ 15,355	21%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 111,866	\$ 111,866	\$ 111,866
<i>+Net Increase (Decrease)</i>	35,600	35,600	(4,045)
<i>Ending Fund Balance</i>	\$ 147,466	\$ 147,466	\$ 107,821

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 19	MEETING DATE: 02/12/19
SUBJECT:	State Racial Profiling Report, CCP 2.132
PREPARED BY:	Doug Reim, Chief of Police

BACKGROUND:

Effective September 1, 2001, the Texas Legislature passed Senate Bill 1074, which statutorily defined and prohibited racial profiling and set forth provisions for the implementation of policies, education and training programs, and the collection and reporting of certain information regarding racial profiling relating to motor vehicle stops by Texas Law Enforcement Authorities.

New reporting requirements were mandated by state law effective January 1, 2018. In previous years, only stops resulting in a court citation were reported, now all stops are reported regardless of whether a warning or court citation was issued. There were several other reporting requirements.

IDENTIFIED NEED/S:

This law requires each law enforcement agency in the state to adopt a written policy on racial profiling and prohibit its practice. Each local law enforcement agency is required to submit a report containing the information compiled during the previous calendar year to the governing body of each county or municipality served by the agency in a manner approved by the agency NLT March 1st.

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE:

Local policy prohibiting racial profiling in place. Required data captured electronically via Brazos Technology. Mobile video storage capacity allows for 90 day archival. Required Racial Profiling training completed. Local report completed.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

None, mandates accomplished within current budget (training, Brazos reporting software).

RECOMMENDATION:

Staff recommends acceptance of annual Racial Profiling report for the period January 1 – December 31, 2018.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 20

MEETING DATE: 2/12/19

SUBJECT: Discuss Senate Bill 2 Property Tax Cap

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND

In the 2017 legislative session, the Texas House and Senate tried to approve a property tax revenue cap, considering a property tax cap of 6 and 4 percent respectively. This did not pass however, ultimately failing to obtain agreement between the two chambers. Currently, local taxing entities, excluding school districts, can increase the Maintenance and Operations portion of property tax revenue by up to 8 percent every year, without an election.

Early in the 2019 legislative session, lawmakers filed identical companion bills to cap local property tax revenue for school districts, cities, counties and special taxing districts. The bills were filed by Sen. Paul Bettencourt, R-Houston, and Rep. Dustin Burrows, R-Lubbock, and would cap local property tax revenue growth at 2.5 percent a year. Bettencourt and Burrows chair the Senate and House committees where the property tax bills will first be debated. If local governments want to exceed that cap to generate more revenue, it would require an election with 60 percent of voters to approve. Municipalities that collect less than \$15 million a year in property tax and sales tax revenues would be exempted. Highland Village exceeds that threshold, thus would be impacted by the proposed legislation.

IDENTIFIED NEED/S:

For local governments, who pay for services ranging from parks, to public safety to filling pot holes, property taxes make up a significant portion of their budget (Highland Village – 63%). There would be a huge impact to most cities, Highland Village included. Had this been in place the last two fiscal years, Highland Village would have experienced a \$1.1M drop in revenues. For perspective, this past budget we added a Police School Resource Officer and even reduced the tax rate ½ cent. In contrast, the revenue impact of this bill would represent the equivalent of a loss of 12 officers – almost a third of the department. A presentation will provide an update to Council of the potential impact of this legislation.

RECOMMENDATION:

No action required. Work-session item only.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 21

MEETING DATE: 02/12/19

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

PREPARED BY: Karen Bradley, Administrative Assistant to City Secretary

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.

- None



UPCOMING EVENTS

February 12, 2019	Regular City Council Mtg. 7:30 pm
February 18, 2019	Park Board Mtg. 6:00 pm (if needed)
February 19, 2019	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
February 26, 2019	Regular City Council Mtg. 7:30 pm
March 7, 2019	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
March 12, 2019	Regular City Council Mtg. 7:30 pm
March 18, 2019	Park Board Mtg. 6:00 pm (if needed)
March 19, 2019	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
March 26, 2019	Regular City Council Mtg. 7:30 pm
April 4, 2019	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
April 15, 2019	Park Board Mtg. 6:00 pm (if needed)
April 16, 2019	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
April 23, 2019	Regular City Council Mtg. 7:30 pm

Note - Please visit www.highlandvillage.org or the City Hall bulletin board for the latest meeting additions and updates.

By: Karen Bradley, Administrative Assistant - City Secretary Office