



## **A G E N D A**

**REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
TUESDAY, MAY 14, 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. Discuss Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem
2. Discuss Nominating One Representative to Serve on the Denco 9-1-1 Board of Managers
3. Discuss and Receive an Update on Highland Village Business Association (HVBA) Research
4. Receive an Update on the 86<sup>th</sup> Texas Legislative Session
5. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of May 14, 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**

6. 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.**

7. Call to Order
8. Administration of Ceremonial Oaths of Office
9. Prayer to be led by Mayor Charlotte J. Wilcox

10. **Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Charlotte J. Wilcox:** *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*
11. **Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem**
12. **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.)*
13. **City Manager/Staff Reports**
  - **HVTV Update**
14. **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**
  - **Recognition of Matthew Anstead, Parks Superintendent, for Completion of the Certified Playground Safety Inspector Program (CPSI) from the National Recreation and Park Association**
  - **Presentation of a Proclamation celebrating Emergency Medical Services (EMS) Week in Highland Village**
  - **Presentation of a Proclamation celebrating National Police Week in Highland Village**

### **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.

15. **Consider approval of Minutes of the Special Joint Meeting held on April 15, 2019 and the Regular City Council Meeting held on April 23, 2019**
16. **Consider Resolution 2019-2811 authorizing the City Manager to Execute a Task Order with BW2 Engineers, Inc. to provide Professional Services for the Glenmere Drive, Camden Drive, Turpin Drive, and La Mesa Drive Water Lines and Turpin Drive/La Mesa Drive Sewer Line Project**
17. **Consider Resolution 2019-2812 authorizing a License Agreement for Fence Encroachment relating to the Property located at 106 Tuesday Haus Lane**
18. **Consider Resolution 2019-2814 authorizing Agreements with Duro-Last, Inc. for Replacement of Multiple Parks and Recreation Facilities Roofs through the City's Cooperative Purchasing Agreement with the Interlocal Purchasing System (TIPS)**

19. Consider Resolution 2019-2815 authorizing Partial Release and Quitclaim of a Portion of a Ten-Foot (10') Drainage Easement located on the Property addressed as 3404 Deanna Court
20. Receive Budget Reports for Period Ending March 31, 2019
21. Receive Investment Report for Quarter Ending March 31, 2019

#### **ACTION AGENDA**

22. 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)
23. Conduct a Public Hearing and Consider Ordinance 2019-1261 readopting in its Entirety Article 14.04 “Parks and Recreation” Division 7 “Youth Services Standards of Care” of the Code of Ordinances of the City of Highland Village, setting forth and adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (*1<sup>st</sup> of two reads*)
24. Consider Resolution 2019-2813 awarding and authorizing a Contract with Pavecon Public Works, LP for the Street Improvements Project, Phase I of the 2018 Street Bond Program
25. Consider Ordinance 2019-1260 amending the Code of Ordinances Chapter 22 “Utilities” Article 22.10 “Water” Division 2 “Water Conservation/Drought Contingency Plan” Section 22.10.031 “Adoption” by amending the City’s Water Conservation and Drought Contingency Plan to Update Historical Water Use Information and Amend Conservation Goals related to Implementation of the Various Phases of Water Conservation Measures (*1<sup>st</sup> of two reads*)

#### **LATE WORK SESSION**

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

26. 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.)
27. 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 10<sup>TH</sup> DAY OF MAY, 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**

<b>AGENDA#</b> 1	<b>MEETING DATE:</b> 05/14/19
<b>SUBJECT:</b>	<b>Discuss Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**COMMENTS:**

In accordance with Chapter 3.12 and Chapter 3.12.1 of the City Charter, the Council shall select one of its members to serve as Mayor Pro Tem and one of its members to serve as Deputy Mayor Pro Tem.

Outgoing Councilmember Fred Busche served as Mayor Pro Tem and Councilmember Barbara Fleming serves as Deputy Mayor Pro Tem. This item is on the agenda for Council to discuss selection of a Mayor Pro Tem and Deputy Mayor Pro Tem.

There is an item on tonight's regular agenda to formally select a Mayor Pro Tem and Deputy Mayor Pro Tem.

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 2                      MEETING DATE:      05/14/19**

**SUBJECT:                      Discuss Nominating One Candidate to a Slate of Nominees for  
the Board of Managers of the Denco Area 9-1-1 District**

**PREPARED BY:              Angela Miller, City Secretary**

### **COMMENTS:**

The Denco Area 9-1-1 District (the District) service area fields more than 900 calls a day from people reporting fires, crimes, injuries and other emergencies. When a caller dials 9-1-1, the call is routed to one of 10 state-of-the-art communication centers located within the District service area, known as a public safety answering point (PSAP). These PSAPs act as the first point of contact for people calling for help. The Highland Village Police Department serves as the primary PSAP for calls that originate from areas within and from areas outside of its corporate boundaries. In addition to the above service, the District provides training programs and protocols that assist 9-1-1 emergency telecommunicators within its member jurisdictions located throughout Denton County.

In order to meet the needs and goals of the member jurisdictions, the District is governed by a locally elected or appointed Board of Managers. Chapter 772 of the Health and Safety Code provides for the District Board of Managers to have two members appointed jointly by all the participating municipalities located whole or partly within the District. Every year on September 30<sup>th</sup> the term of one of the two members appointed by the participating municipalities expires. Prior to that date, the District will accept nominations for candidates to represent the municipalities.

It is not required that cities nominate a candidate. However, should Council wish to do so, the District requests the following action by the governing bodies of each city/town in order to coordinate the appointment among the 33 participating municipalities:

*If a city wishes to nominate a candidate to represent the municipalities on the District Board of Managers, they must send a letter of nomination, by way of Council action, and resume of the candidate, to the District. For a nomination to be considered, written notification of Council action must reach the District by 5:00 pm on June 15, 2019. No nominations will be considered after that time.*

Once nominations are received, the District staff will send the slate of nominees to each city/town for consideration, which will take place later this summer.

The term for the current representative, Ms. Sue Tejml, will expire on September 30, 2019. Members are eligible for consecutive terms and Ms. Tejml has expressed her desire to serve another term. Council may nominate a candidate to represent the municipalities on the District Board of Managers.

Please use the following link to access further information on the District:  
<http://www.denco.org/>

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 3**                      **MEETING DATE: 5/14/19**

**SUBJECT: Highland Village Business Association Research**

**PREPARED BY: Michael Leavitt, City Manager**  
**Laurie Mullens, Director of Marketing & Communication**

### **BACKGROUND:**

The Highland Village Business Association (HVBA) was established in February 1996 as a way to keep Highland Village businesses informed of road construction projects. The HVBA began holding quarterly lunches and quarterly coffee events to provide City updates, networking opportunities and promotion of local businesses. The HVBA does not charge its members' dues and is open to all Highland Village, Flower Mound, and Lewisville brick and mortar and home-based businesses. Over the last 23 years the organization has grown significantly with approximately 1000 members.

Previous City Councils made the decision to fund the efforts of the HVBA as a business retention, customer connection and networking opportunity. Efforts of the HVBA are managed and performed by the marketing and communications department. Staff manages a website, thehvba.com, which includes an online business directory and upcoming events for the HVBA, the City and the local non-profits the City supports. Highland Village businesses also receive video promotion such as Foodie Friday, Shopping Saturday, Business Spotlights, and Virtual Ribbon Cuttings. In October the HVBA, in conjunction with the Highland Village Police Department and their TXFallenPD Tribute Event, solicits Highland Village restaurants to participate in Restaurant Week in support of the Fallen Officer Fund. The HVBA provides social media, print, digital and video promotion for the participating restaurants. All promotion material created for Highland Village businesses are shared on thehvba.com, the HVBA Facebook, and Instagram pages. Videos created are produced at no charge and provided to the business to use in their marketing efforts. Newsletters are sent to the membership weekly or as needed to inform of upcoming events and sponsorship opportunities. The annual budget for the HVBA is \$24,600.

Marketing TXFallenPD Tribute Event/Restaurant Week	\$5300.00
Community Coffee (March, June, October)	\$1500.00
Lunches/Salute Our Veterans Luncheon (Jan., April, August, Nov.) (Cost Recovery through attendee fees and sponsorships for Salute)	\$12,800.00
Promotional Items/Gifts for volunteers	\$3000.00
Newsletter Software annual fee	\$2000.00
<b>Total:</b>	<b>\$24,600.00</b>

### **IDENTIFIED NEED/S:**

Most recently we have used social media, the website and video production as the main way to promote and connect customers to Highland Village businesses. In the past we have produced an annual print version of the business directory which was mailed to all Highland

Village residents, a holiday coupon promotion for participating businesses which was mailed to Highland Village and households just north and west of Highland Village, and an ePerks online coupon program for Highland Village businesses.

As we look to the future efforts of the HVBA we would like input from our local businesses as to how they would like the HVBA to help them succeed, what current programs or promotion efforts do they find useful, and how can the HVBA best support them. Additionally, we would like input from residents as to how they would like to receive business information, where they go for this type of information and the best methods to encourage their patronage of Highland Village businesses.

### **OPTIONS & RESULTS:**

Staff inquired with several different marketing research companies and has selected BrandEra to conduct focus groups with Highland Village businesses, create an online survey for residents, and provide a report of the findings along with recommendations. BrandEra has worked with the cities, chambers and convention and visitor bureaus.

### **BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

BrandEra has quoted \$8,400.00 for the project. Funding will come from the City Manager's contingency fund.

### **RECOMMENDATION:**

Provide comments and direction of the proposed research and proposal from BrandEra.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 4**

**MEETING DATE: 05/14/19**

**SUBJECT: Receive an Update on the 86<sup>th</sup> Texas Legislative Session**

**PREPARED BY: Michael Leavitt, City Manager**

**COMMENTS**

City staff will provide an update on the legislative session.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 11**

**MEETING DATE: 05/14/19**

**SUBJECT: Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem**

**PREPARED BY: Angela Miller, City Secretary**

**BACKGROUND:**

In accordance with Chapter 3.12 and Chapter 3.12.1 of the City Charter, the Council shall select one of its members to serve as Mayor Pro Tem and one of its members to serve as Deputy Mayor Pro Tem.

**IDENTIFIED NEED/S:**

To select Council members to serve as Mayor Pro Tem and Deputy Mayor Pro Tem. Outgoing Councilmember Fred Busche was serving as Mayor Pro Tem, and Councilmember Barbara Fleming currently serves as Deputy Mayor Pro Tem.

**OPTIONS & RESULTS:**

N/A

**PROGRESS TO DATE: (if appropriate)**

This item has been placed on the agenda for Council to select a Mayor Pro Tem and Deputy Mayor Pro Tem.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

N/A

**RECOMMENDATION:**

To select a Mayor Pro Tem and a Deputy Mayor Pro Tem.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 14**

**MEETING DATE: 05/14/19**

**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.

- Recognition of Matthew Anstead, Parks Superintendent, for Completion of the Certified Playground Safety Inspector Program (CPSI) from the National Recreation and Park Association
- Presentation of a Proclamation celebrating Emergency Medical Services (EMS) Week in Highland Village
- Presentation of a Proclamation celebrating National Police Week in Highland Village

# Proclamation

## The City of Highland Village

**Whereas**, emergency medical services is a vital public service; and

**Whereas**, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**Whereas**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**Whereas**, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, first responders, educators, administrators and others; and

**Whereas**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills.

**NOW THEREFORE**, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, recognize the value and the accomplishments of emergency medical services providers by proclaiming May 19-25, 2019 as

### **“EMERGENCY MEDICAL SERVICES WEEK”**

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 14<sup>th</sup> day of May 2019.

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Charlotte J. Wilcox, Mayor



# Proclamation

## The City of Highland Village

**Whereas**, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Highland Village Police Department; and

**Whereas**, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and

**Whereas**, since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty. The names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

**Whereas**, new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 163 officers killed in 2018, with 11 from the State of Texas; and

**Whereas**, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 31<sup>st</sup> Annual Candlelight Vigil, on the evening of May 13, 2019. In addition, May 15, 2019 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families, and the U.S. flags will be flown at half-staff.

**NOW THEREFORE**, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim May 12-18, 2019 in Highland Village as:

### **“NATIONAL POLICE WEEK”**

and publicly salute the service of law enforcement officers in our community and in communities across the nation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 14<sup>th</sup> day of May 2019.

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Charlotte J. Wilcox, Mayor

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 15**

**MEETING DATE: 05/14/19**

**SUBJECT: Consider Approval of Minutes of the Special Joint Meeting held on April 15, 2019 and the Regular City Council Meeting held on April 23, 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 Special Joint Meeting held on April 15, 2019 and the Regular City Council meeting held on April 23, 2019.



**MINUTES OF THE SPECIAL JOINT MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL AND  
PARKS AND RECREATION ADVISORY BOARD  
LOCATED AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
MONDAY, APRIL 15, 2019**

**Convene Meeting in Open Session**

The Highland Village City Council and the Parks and Recreation Advisory Board met in a special joint meeting on the 15<sup>th</sup> day of April 2019.

**1. Call to Order – City Council**

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
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary

**2. Call to Order – Parks and Recreation Advisory Board**

Chair Dave Rush called the meeting to order at 6:00 p.m.

**Roll Call**

Present:	William Irwin	Place 1, Vice Chair
	Janet Gershenfeld	Place 2
	Dave Rush	Place 3, Chair
	Gary Patz	Place 4
	Kenneth Koonsman	Place 5
	Kevan Fenderson	Alternate, Place 1

Absent:	Vanessa Boyd	Alternate, Place 2
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Staff Members:	Phil Lozano	Parks and Recreation Director
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Fince Espinoza  
Andra Foreman  
Terry Golden

Park Operations and Projects Manager  
Recreation Manager  
Administrative Assistant

### **Tour of Unity Park**

Parks and Recreation Director Phil Lozano provided a handout to attendees to use as a reference during the tour of Unity Park.

#### **3. City Council and the Parks and Recreation Advisory Board will take buses to Unity Park where the meeting will continue with a Tour of the Park**

At 6:04 p.m. members of City Council, the Parks and Recreation Advisory Board (Board), and City staff took buses to Unity Park. Upon arrival, Mr. Lozano highlighted areas and features in the park that do not meet current safety standards. City Manager Michael Leavitt also provided a brief update on the pond improvements.

### **Convene Meeting in Open Session**

At 6:55 p.m. members of Council, the Board and City staff returned from the tour of Unity Park and the meeting was reconvened.

#### **4. Receive an Update and Discuss Upcoming Projects at Unity Park, including but not limited to the following:**

- **Kids Kastle Build**

Mr. Lozano presented information on local area playgrounds, including sizes, approximate costs, play elements, materials used and types of fall zone materials used:

Kids Kingdom located in Rowlett

Eureka Park located in Denton

Fort Wildflower located in Flower Mound

Virginia Weaver Park located in Cedar Hill

Mr. Leavitt and Mr. Lozano reported the new Kids Kastle play area would still have a castle element, but the new feature will look different from what is currently there. He reported on the importance of age appropriate designs, appropriate spacing between different play structures, as well as use of appropriate fall zone material. Councilmember Jaworski asked about the life expectancy and cost of a unitarian playground surface. Mr. Lozano reported the cost would be approximately \$200,000 and would need to be replaced about every seven to ten (7 – 10) years, approximately every three (3) years in high traffic areas. Councilmember Fiester reported there were some problems with the fall zone material used at Fort Wildflower. Mr. Lozano stated he was aware and had discussed the issue with the Flower Mound staff. Councilmember Fiester suggested City staff visit Bicentennial Park located in Southlake as it is a unique park and includes natural earth forms with various types of play elements and surfaces.

Board and Council members voiced concerns of having separate play areas for different ages. Consensus is to have a rest area located between the two for easy viewing of both playgrounds.

Mr. Leavitt reported on funding for the project and that a community build would be the most cost effective, with demo work to be done by a contractor. He further stated the importance of City Council and Board members being advocates for the community build project. Since a large number of volunteers will be needed for the project, the Council and

Board can assist by raising awareness to our residents and area businesses about the project. Mr. Lozano reported City staff would oversee the project and coordinate volunteers for specific tasks, while also providing a rest area and food at the work site for the volunteers. He added that staff is already reaching out to area businesses and organizations about the project in order to generate interest of those wanting to volunteer their time. Everyone agreed that getting news of the community build project and the need for volunteers out to the public early would be key to a successful project. Mr. Leavitt reported a contractor would be selected soon, with demo happening later in June. To be more cost effective, the demo of the playgrounds and pond area will occur at the same time, resulting in the those areas being closed while improvements are made. City staff is targeting the community rebuild project to take place around spring break of 2020.

- **Pond and Drainage Improvements**

Mr. Lozano reported the needed pond and drainage improvements would require extensive site and grading work. A map was presented that showed an overlay of the improvement/expansion area of the pond, including the proposed grading, proposed water surface area and proposed storm drain improvements. Mr. Leavitt added there would be a 4:1 slope and that the drainage improvements at this site would allow for a controlled release at the park which will also help other nearby areas affected by water flow.

Mr. Lozano and Mr. Leavitt reported in order to have the critical grades needed for the pond to meet requirements of a 50-year floodplain, removal of some trees located outside of Kids Kastle would be required. Council and Board members voiced strong concern regarding removal of the trees. Various options and costs relating to the pond, retaining walls and trees were discussed, including shifting the location of the ponds or elimination of the ponds all together. Mr. Leavitt stated the park and water feature were originally funded through a grant received from Texas Parks and Wildlife, therefore staff would have to ask permission to eliminate the water feature and may also have to reimburse the grant funds. Improvements would then have to be done downstream to address the drainage issue, which would result in the removal of trees from a greenbelt area. Mr. Lozano reported there is wildlife that relies on the ponds, residents enjoy the ponds and that the ponds are used for educational purposes by the school district.

Councilmember Jaworski asked how many times in the past 20 years the city experienced a 50-year and/or 100-year flood event. Mr. Leavitt reported 500-year floods have occurred approximately two times in recent years. Mayor Wilcox suggested contacting our consultant to determine feasible options that would not require removal of the trees. Mr. Lozano reported the consultant had been instructed to provide an option that remains within our budget and that has minimal impact on tree removal. Mr. Leavitt stated they have worked with the consultant on several revisions and the concept being presented has the least impact on the trees. Councilmember Fiester asked to see a graphic of the canopy coverage of the trees that will remain, which staff will have to get.

Relating to the 4:1 ratio for the slope, Vice Chair Irwin asked if a different ratio could be considered. Councilmember Fiester reported a 4:1 is good from a maintenance aspect for soil or grass. Chair Rush and Deputy Mayor Pro Tem Fleming asked about making the pond deeper; staff reported that does not provide the volume needed.

Consensus of Council and the Board is to look at options to save as many trees as possible and to provide a graphic of the canopy coverage. Mr. Leavitt stated he would have Public Works Director Scott Kriston work with the consultant to address Board and Council concerns, and to provide an overlay showing the canopy coverage and types of trees. There will not be another joint meeting; information will be disseminated to the

Board and Council at their respective meetings. Mr. Leavitt stated the project will go out for bid soon and will come before them for formal action to award.

**5. Adjournment - City Council**

Mayor Wilcox adjourned the meeting at 8:42 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

**6. Adjournment – Parks and Recreation Advisory Board**

Chair Dave Rush adjourned the meeting at 8:42 p.m.

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Dave Rush, Chair

**ATTEST:**

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Terry Golden, Administrative Assistant



**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, APRIL 23, 2019**

Mayor Charlotte J. Wilcox called the meeting to order at 6:30 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
	Ken Heerman	Assistant City Manager
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Jana Onstead	Human Resource Director
	Travis Nokes	Assistant Fire Chief
	Jason Collier	Assistant Fire Chief
	Mark Stewart	Assistant Police Chief
	Karl Schlichter	Police Commander
	Cory Gullo	Police Detective
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

**EARLY WORK SESSION**

**1. Receive an Update from Denton County Transportation Authority (DCTA)**

DCTA Board Representative Dianne Costa reported HB 2319/SB 1066 has gained much support through the House and Senate. Providing the bill is approved, the bylaws will then need to be updated. City Manager Michael Leavitt reported a drastic increase in the LIFT ridership program. In 2018 there were 89 users; in just the first three months of 2019 there were 595 users.

**2. Receive an Update on the 86<sup>th</sup> Texas Legislative Session**

Mr. Leavitt provided an update on various bills and their status in the legislative process.

**3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of April 23, 2019**

No items were discussed.

Early Work Session ended at 7:34 p.m.

**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.

**OPEN SESSION**

**5. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:40 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
Ken Heerman	Assistant City Manager
Doug Reim	Chief of Police
Michael Thomson	Fire Chief
Scott Kriston	Public Works Director
Phil Lozano	Parks and Recreation Director
Jana Onstead	Human Resources Director
Travis Nokes	Assistant Fire Chief
Jason Collier	Assistant Fire Chief
Mark Stewart	Assistant Police Chief
Karl Schlichter	Police Commander
Cory Gullo	Police Detective
Laurie Mullens	Director of Marketing & Communications
Andrew Boyd	Media Specialist
Karen Bradley	Administrative Assistant

**6. Prayer to be led by Councilmember Dan Jaworski**



Councilmember Jaworski gave the invocation.

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

Councilmember Jaworski 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 Shoal Creek Tavern in Highland Village. Information was also presented on the upcoming Paper Shredding Day scheduled for Saturday, April 27 at Pilot Knoll Park and the Highland Village Art Festival to be held on Saturday, May 4 at The Shops at Highland Village.

**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 reminded everyone to be sure to pick up after their pets.

- **Presentation from Children's Advocacy Center**

Volunteer Board of Directors Member David Broughton provided an update on services that are provided by Children's Advocacy Center. The Center works closely with police departments to coordinate the investigation of child abuse in a collaborative environment. Mr. Broughton thanked the Highland Village Police Department, Mayor and Council, and City staff for their support.

Deputy Mayor Pro Tem Fleming congratulated former Councilmember William Meek on receiving the Children's Advocacy Center Volunteer of the Year award for 2018.

- **Recognition of Captain Tony Sorsby for Completion of the National Fire Academy's Managing Officer Program**

Captain Sorsby was recognized for his graduation from the National Fire Academy's Managing Officer Program, which requires a 2-year commitment. Its curriculum is designed to introduce emerging Fire Service leaders to personal and professional development in the areas of change management, risk reduction, and adaptive leadership.

- **Swearing In/Promotional Ceremony of Firefighter/Paramedic Derek Doyle to Equipment Operator**

Derek Doyle was sworn in as Fire Equipment Operator for the Highland Village Fire Department.

- **Recognition of Life Saving Award Recipients**

Chief Reim presented awards to Corporal Travis Flowers, Pablo Escobedo, Gregory Lomason, and Junior Defreitas for their actions on March 25, 2019, which resulted in saving someone's life.

- **Presentation to Outgoing Mayor Pro Tem Fred Busche**

Mayor Wilcox presented Mayor Pro Tem Fred Busche with a plaque honoring his tenure on City Council. Mayor Pro Tem Busche has served on City Council since 2012.

### **CONSENT AGENDA**

11. **Consider approval of Minutes of the Regular City Council Meeting held on April 9, 2019**
12. **Receive Budget Reports for Period Ending February 28, 2019**

***Motion by Councilmember Lombardo, seconded by Mayor Wilcox, to approve Consent Agenda Items #11 and #12. Motion carried 7-0.***

### **ACTION AGENDA**

13. **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; no action was taken.

### **LATE WORK SESSION**

14. **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.)**

Deputy Mayor Pro Tem Fleming reminded everyone that early voting is taking place this week and ends April 30.

As a follow up to the discussion at the Special Joint Meeting held on April 15, 2019 with City Council and the Parks and Recreation Advisory Board (Board), Mr. Leavitt provided the following update regarding the expansion of the ponds and the impact to the trees located at Unity Park. The current bond budget includes \$925,431 for pond improvements; the preliminary opinion of probable cost, including engineering fees and construction, is \$1,306,199. He stated there is a contingency amount of \$117,000 that is included in the probable cost amount. To help lower that cost, City staff has proposed bidding the landscape and irrigation as an alternate, which may end up being done in-house.

Direction from the April 15<sup>th</sup> meeting was for staff to work with the consultant, Halff Associates, Inc., to prepare an alternate proposal aimed at reducing the number of trees to be removed by nine (9), including potential design modifications resulting from the alternative analysis. The total cost for a new proposal, including engineering and additional construction costs, is \$218,000. The existing proposal is to remove twenty-two (22) trees; the new proposal is to reduce that number by nine (9). As part of an alternate item, the landscaping project would include planting of 32 new trees in the area around the pond. With this being an additional cost, Mr. Leavitt asked for direction from Council on whether to still proceed with seeking a new alternate proposal.

Mayor Pro Tem Busche stated the trees should be saved and funding is an unacceptable reason not to save them. Councilmember Kixmiller voiced support in keeping the trees located at the higher elevation. Councilmember Fiester stated five (5) of the trees are already suffering due to erosion and will be lost anyway, therefore he would rather save the funds and move forward with the current proposal to address the overall drainage issue at the park as well as downstream. Deputy Mayor Pro Tem Fleming stated it is a difficult decision, but City staff had already balanced costs and minimal tree removal while also addressing the drainage issues. Mayor Wilcox stated if the drainage issues were to be resolved then some of the trees would have to be removed.

Councilmember Jaworski asked if the Board has reviewed the latest information. Mr. Leavitt reported timing is a concern as the project is ready to bid and doing a redesign is going to push the project back farther. He added that staff had just received the cost of an alternate proposal from Halff and is looking for a consensus on how to proceed. Council voiced concerns over losing the trees, but the consensus was to move forward with the original proposal.

## **15. Adjournment**

Mayor Wilcox adjourned the meeting at 8:45 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 16**

**MEETING DATE: 05/14/19**

**SUBJECT: Consider Resolution 2019-2811 authorizing the City Manager to execute a Task Order with BW2 Engineers, Inc. for provision of Engineering and Surveying Services for the Glenmere Drive, Camden Drive, Turpin Drive, and La Mesa Drive Water Lines and Turpin Drive/La Mesa Drive Sewer Line Project in the amount of \$83,200.00**

**PREPARED BY: Scott Kriston, Director of Public Works**

### **BACKGROUND:**

Several years ago, the City implemented a program to replace the older water lines in the water system. The older water lines primarily consist of pipelines made of asbestos cement (A/C) pipe. A/C pipe is susceptible to breaking and cracking, which normally requires significant repair work. A/C water lines need to be replaced due to their condition and their age. Also, replacement of A/C water lines is in compliance with TCEQ requirements for the periodic replacement of the A/C water lines. These A/C water lines will be replaced with polyvinyl chloride (PVC) pipe, which the City has been using for new water lines since it became readily available. PVC pipe is a flexible type of pipe, and it is a more dependable and durable pipe. Also, an existing sanitary sewer line in the same area needs to be replaced. The sewer line located between Turpin Drive and La Mesa Drive (behind the lots along Turpin Drive and La Mesa Drive) is in eminent failing condition and needs to be replaced before it fails. This sewer line is part of the major sewer main that serves the southeast part of the City.

### **IDENTIFIED NEED/S:**

The A/C water lines that need to be replaced at this time are the A/C water lines located along Glenmere Drive, Camden Drive, Turpin Drive, and La Mesa Drive. These water lines need to be replaced in order to continue the City's program of replacing the A/C water lines with PVC water lines. Also, the sewer line located between Turpin Drive and La Mesa Drive needs to be replaced in order to ensure continued wastewater service to the southeast part of the City.

### **OPTIONS & RESULTS:**

Replacement of these water lines ensures a more reliable, dependable water system and will comply with current TCEQ guidelines. Replacement of this sewer line ensures continued wastewater service to the southeast part of the City. Including these water lines and this sewer line in the same project will allow the City to address all the needed improvements in this area at the same time so that the area will not be subject to multiple construction projects.

### **PROGRESS TO DATE: (if appropriate)**

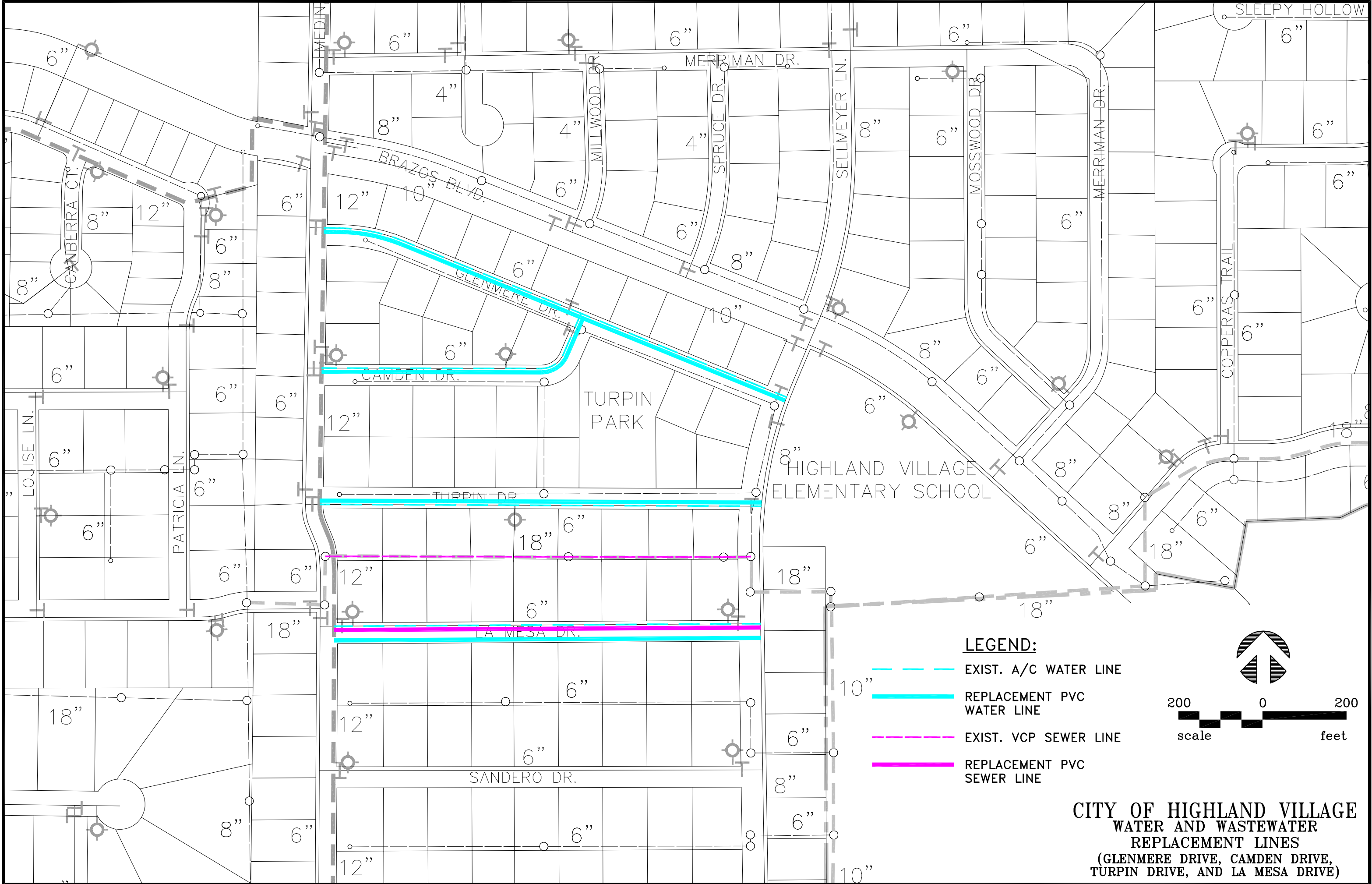
A Task Order has been received from BW2 Engineers, Inc, for the provision of professional engineering and surveying services required for this project.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

The cost for these professional engineering and surveying services under this Task Order is an amount of \$83,200.00.

**RECOMMENDATION:**

To approve Resolution 2019-2811.



**CITY OF HIGHLAND VILLAGE**  
**WATER AND WASTEWATER**  
**REPLACEMENT LINES**  
 (GLENMERE DRIVE, CAMDEN DRIVE,  
 TURPIN DRIVE, AND LA MESA DRIVE)

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2811**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE A TASK ORDER WITH BW2 ENGINEERS, INC. TO PROVIDE PROFESSIONAL SERVICES FOR THE GLENMERE DRIVE, CAMDEN DRIVE, TURPIN DRIVE, AND LA MESA DRIVE WATER LINES AND TURPIN DRIVE/LA MESA DRIVE SEWER LINE PROJECT IN THE AMOUNT OF \$83,200.00; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, as part of the City's on-going program of replacing older water and sewer lines to reduce leaks and contamination from line failures, City Administration has recommended the replacement of water lines in Glenmere Drive, Camden Drive, Turpin Drive, and La Mesa Drive Water Lines and the replacement of a sanitary sewer line in the Turpin Drive/La Mesa Drive area ("the Project"); and

**WHEREAS**, City administration, having obtained a Task Order from the City's outside contract professional engineers, BW2 Engineers, Inc., to provide professional engineering and surveying services relating to the design of the Project in the amount of \$83,200.00, recommends execution of the task order be approved for these professional services; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration and approve the above described task order.

**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 execute a Task Order with BW2 Engineers, Inc. to provide professional engineering and surveying services relating to the design of the Project in the amount of \$83,200.00.

**SECTION 2.** This Resolution shall become effective immediately upon passage.

**PASSED AND APPROVED THIS 14<sup>th</sup> DAY OF MAY 2019.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:5/8/19:107864)



**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 17**

**MEETING DATE: 05/14/19**

**SUBJECT: Consider Resolution 2019-2812 authorizing a License Agreement for Fence Encroachment relating to the property located at 106 Tuesday Haus Lane**

**PREPARED BY: Michael Leavitt, City Manager**

**BACKGROUND:**

On August 14, 1997, a twenty foot (20') wide strip of land, approximately .803 acres, was dedicated to the City of Highland Village for the designated use and construction of the Inland Trail. With the construction of our Trail segment through this area, an eight-foot (8') privacy / screening fence was also constructed. The current owners of the adjacent property, Randy and Rhonda Owens, at 106 Tuesday Haus Lane are wanting to make repairs to the fence due to its deteriorating state. During our investigation, we made the determination that the fence was actually constructed on City property, encroaching anywhere from six-inches (6") to 1.5 feet.

**IDENTIFIED NEED/S:**

The Owens requested from City staff the ability to repair the fence. The only appropriate way this can be achieved is for a Right of Entry License and Hold Harmless Agreement to be executed by the Owens' and the City of Highland Village. The License agreement allows a 1.8 foot by 729.63-foot area so the existing fence can remain in the same location and be maintained by the Owens. City staff has no issue with the fence remaining in the current location. The eight-foot (8') board on board fence is in need of repair from both from a safety and security concern.

**RECOMMENDATION:**

To approve Resolution 2019-2812.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2812**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING A LICENSE AGREEMENT FOR FENCE ENCROACHMENT RELATING TO THE PROPERTY LOCATED AT 106 TUESDAY HAUS LANE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, City is the owner of a 0.803-acre tract of land out of the A. Weatherly Survey, Abstract No. 1362, Denton County, Texas, and more particularly and fully described in that certain Park Dedication dated February 26, 1997, and recorded March 6, 1997, as Instrument No. 1997-R0014618, Deed Records, Denton County, Texas (the "City Property"); and

**WHEREAS**, the owners of the property adjacent to the City Property described as Lot 1R, Block A, Anderson Estates No. 2, an addition to the City of Highland Village, Denton County, Texas, according to the map or plat thereof recorded in Cabinet V, Slide 318, Plat Records, Denton County, Texas (the "Adjacent Property") own a screening fence that was recently discovered to have been constructed at an unknown date after the conveyance of the City Property to City and located on the City Property (the "Private Improvements"); and

**WHEREAS**, the owners of the Adjacent Property desire to make substantial repairs to the Private Improvements without relocating the Private Improvements from the City Property and has requested that the Private Improvements be permitted to remain in their present location; and

**WHEREAS**, having reviewed said request and the present location of the Private Improvements on the City Property, the City Council of the City of Highland Village, Texas, finds it will not be detrimental to the public interest to consent to the foregoing request subject to the provisions of a license agreement setting forth the terms and conditions relating to location of the Private Improvements on the City Property.

**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, on behalf of the City of Highland Village, to negotiate and execute such documents as may be approved as to form by the City Attorney, granting a non-exclusive license to the owners of the Adjacent Property authorizing placement of the Private Improvements within the area of the City Property described and depicted in Exhibit "A," attached hereto and incorporated herein by reference (the "Licensed Premises").

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

**PASSED AND APPROVED this the 14th day of May 2019.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**



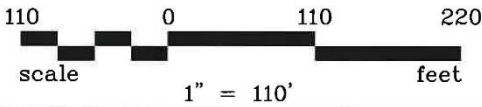

**APPROVED AS TO FORM AND LEGALITY:**

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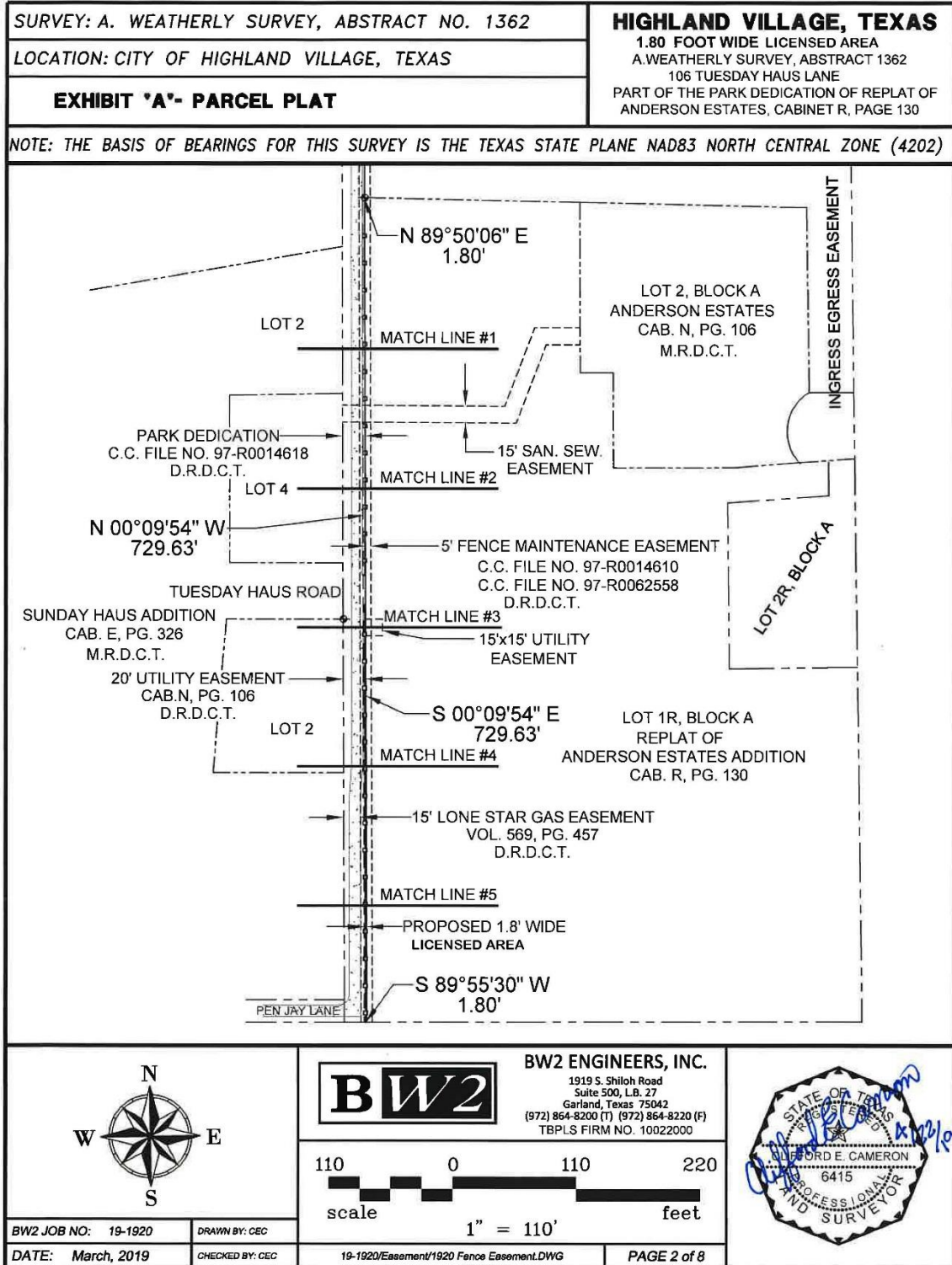
**Kevin B. Laughlin, City Attorney**

(kbl:5/9/19:107900)

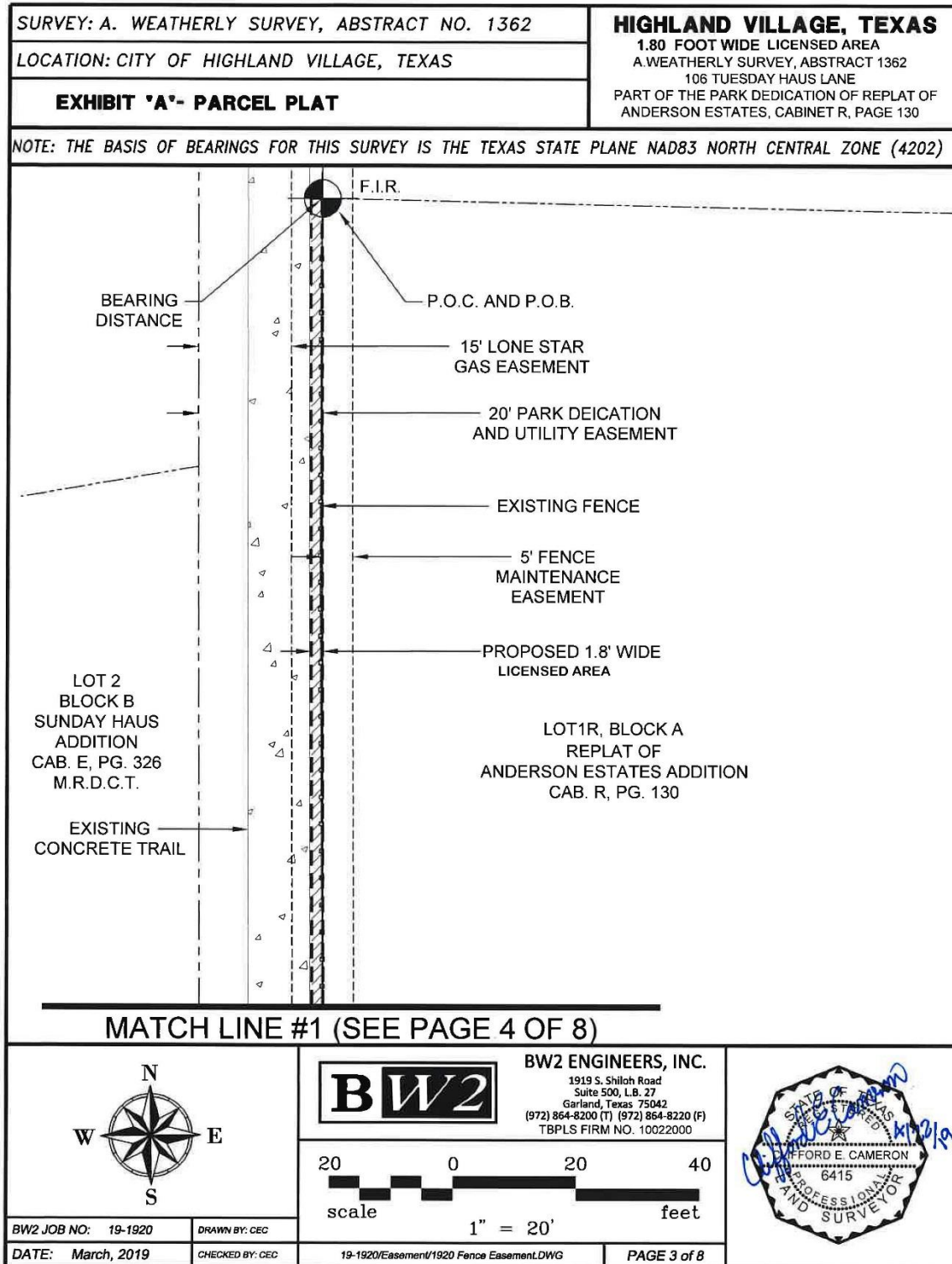
**Resolution No. 2019-2812**  
**EXHIBIT "A"**  
**Description of Licensed Premises**

<b>SURVEY: A. WEATHERLY SURVEY, ABSTRACT NO. 1362</b>		<b>HIGHLAND VILLAGE, TEXAS</b> 1.80 FOOT WIDE LICENSED AREA A. WEATHERLY SURVEY, ABSTRACT 1362 106 TUESDAY HAUS LANE PART OF THE PARK DEDICATION OF REPLAT OF ANDERSON ESTATES, CABINET R, PAGE 130			
<b>LOCATION: CITY OF HIGHLAND VILLAGE, TEXAS</b>					
<b>EXHIBIT 'A'- PARCEL PLAT</b>					
<b>NOTE: THE BASIS OF BEARINGS FOR THIS SURVEY IS THE TEXAS STATE PLANE NAD83 NORTH CENTRAL ZONE (4202)</b>					
<p style="text-align: center;"><b>LEGAL DESCRIPTION FOR A 1.80 FOOT WIDE LICENSED AREA</b></p> <p>Being a 1,313 square foot tract over and across a portion of land in the A. Weatherly Survey, Abstract No. 1362, being a portion of a 0.803 acre Park Dedication Tract recorded in February, 1997, Recording Number 014618, Denton County, Texas, more particularly described as follows;</p> <p>Commencing at a found <math>\frac{1}{2}</math> inch iron pipe being the northwest corner of Lot 1R, Block A of the Replat of Anderson Estates Addition according to Plat recorded in Cabinet R, Page 130, Map Records of Denton County Texas (M.R.D.C.T)</p> <p>THENCE South 00°09'54" East along the west line of said Lot 1R for a distance of 729.63 feet (728.52 feet Plat) to a point for corner;</p> <p>THENCE South 89°55'30" West along the south line of said 0.803 acre Park Dedication tract for a distance of 1.80 feet to a point for corner;</p> <p>THENCE North 00°09'54" West parallel with said west lot line for a distance of 729.63 feet to a point for corner;</p> <p>THENCE North 89°50'06" East for a distance of 1.80 feet to the Point of Beginning.</p> <p>Said tract contains 1,313 square feet or 0.03021 acres more or less.</p> <p>Said tract is subject to a 15 foot wide sanitary sewer easement and a 15' x 15' utility easement across said Lot 1R;</p> <p>Situated in the City of Highland Village, Denton County, Texas.</p>					
<div style="text-align: center;"></div>		<div style="text-align: center;"><div><b>BW2 ENGINEERS, INC.</b> 1919 S. Shiloh Road Suite 500, L.B. 27 Garland, Texas 75042 (972) 864-8200 (T) (972) 864-8220 (F) TBPLS FIRM NO. 10022000</div></div> <div style="text-align: center; margin-top: 10px;"></div>		<div style="border: 1px solid black; border-radius: 50%; padding: 10px; width: 150px; margin: 0 auto;"><p>STATE OF TEXAS REGISTERED PLUMFORD E. CAMERON 6415 PROFESSIONAL LAND SURVEYOR</p></div>	

**Resolution No. 2019-2812**  
**EXHIBIT "A"**  
**Description of Licensed Premises**

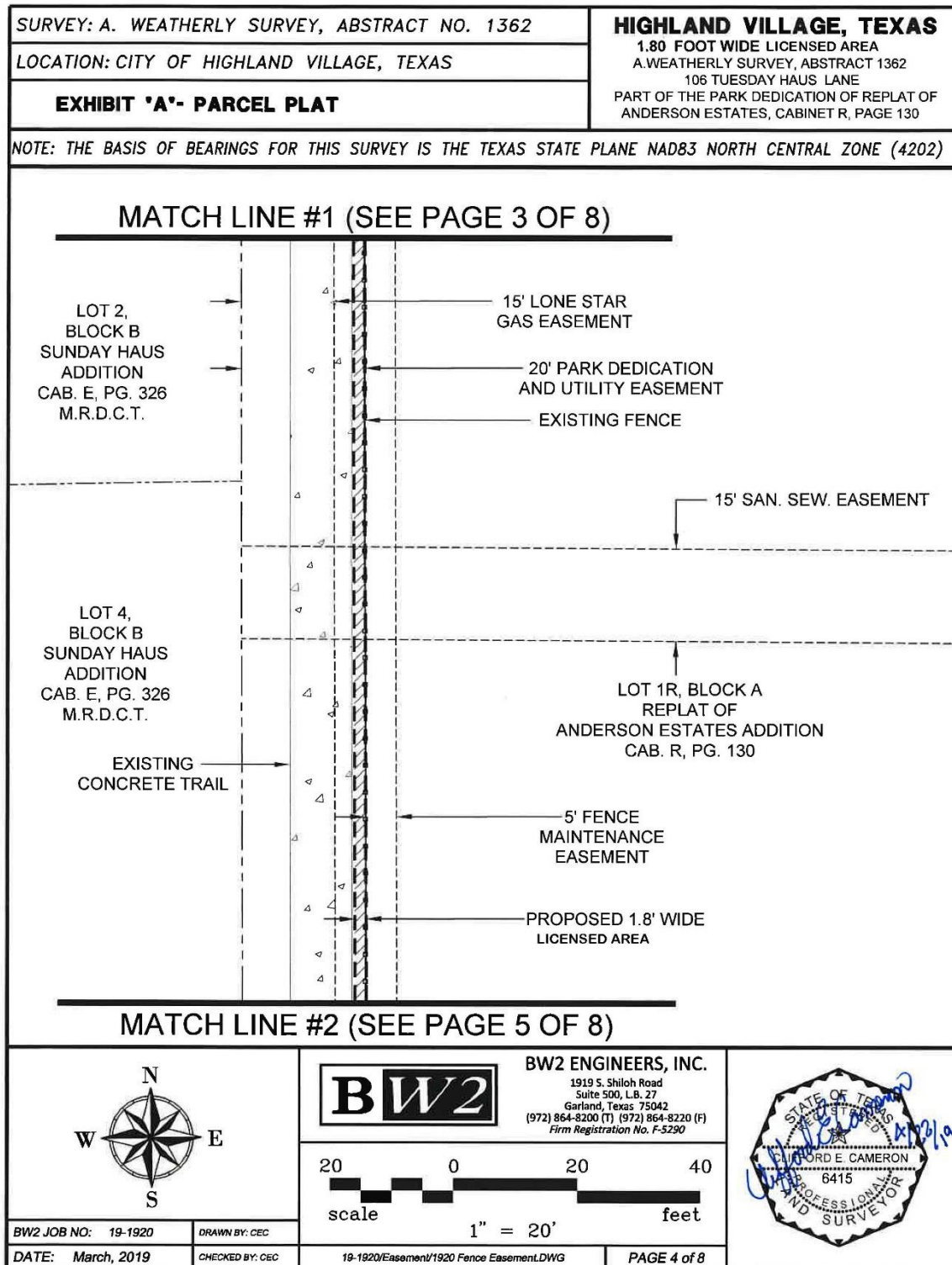


**Resolution No. 2019-2812**  
**EXHIBIT "A"**  
**Description of Licensed Premises**

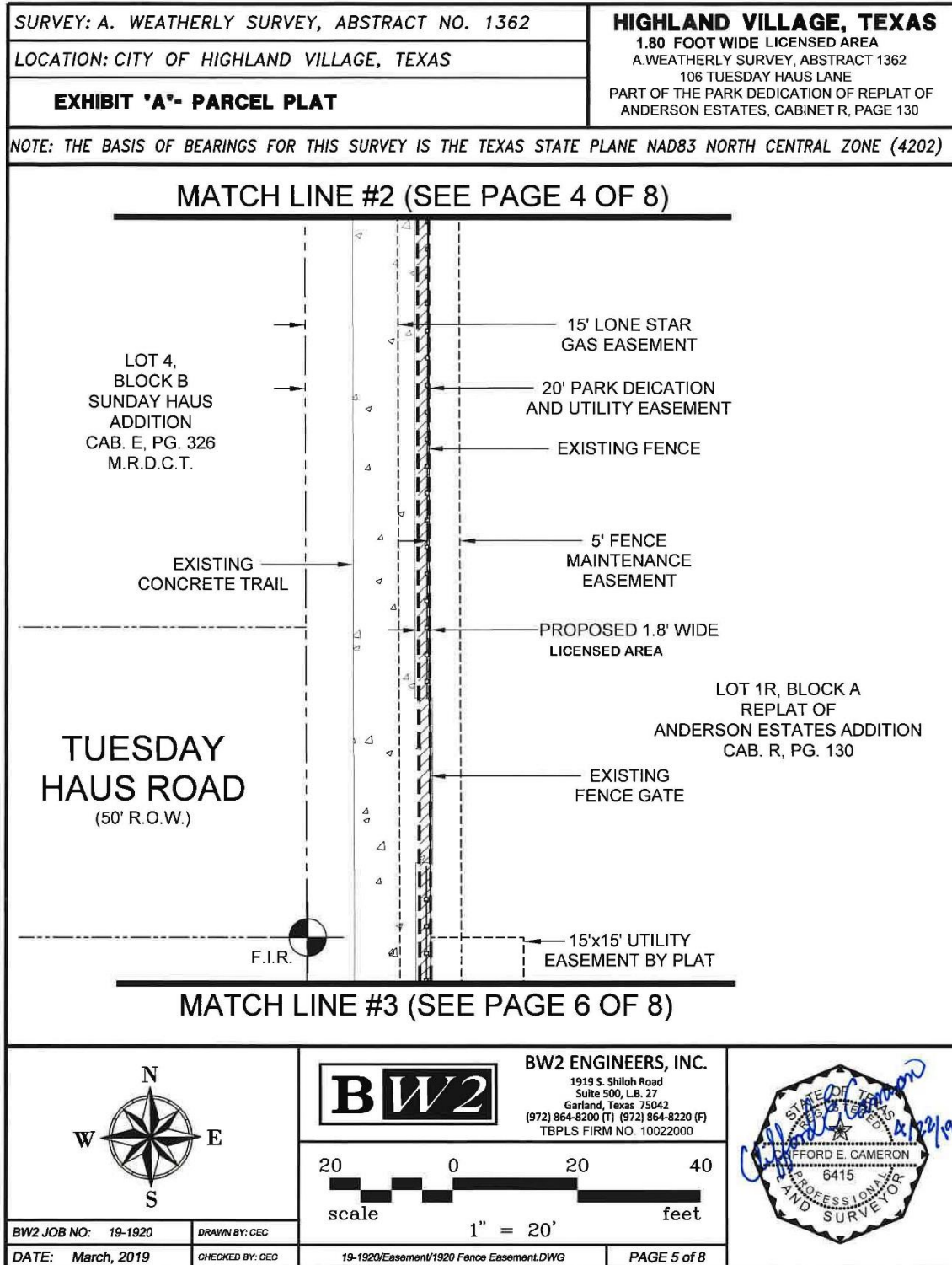




**Resolution No. 2019-2812**  
**EXHIBIT "A"**  
**Description of Licensed Premises**

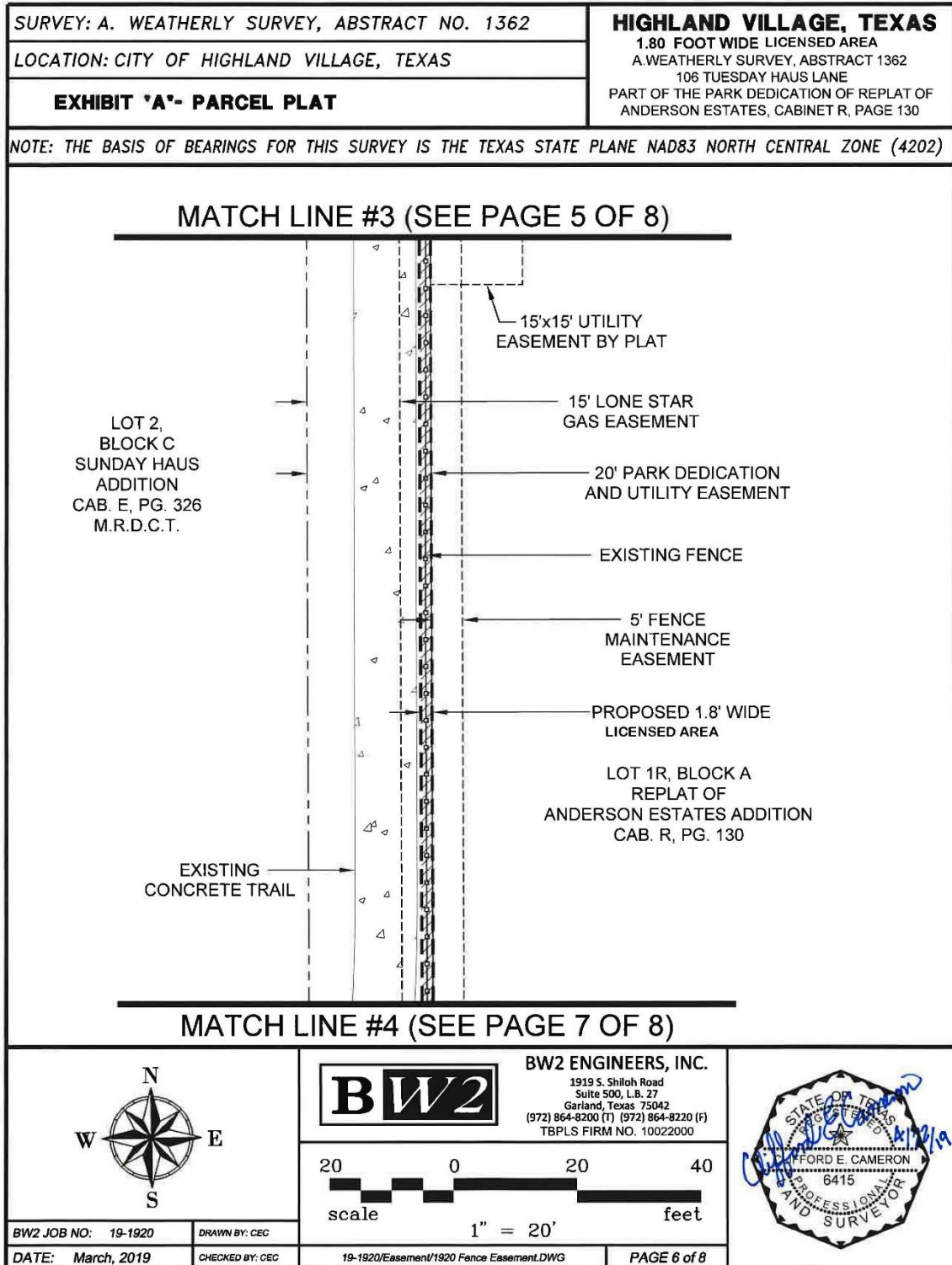


**Resolution No. 2019-2812**  
**EXHIBIT "A"**  
**Description of Licensed Premises**

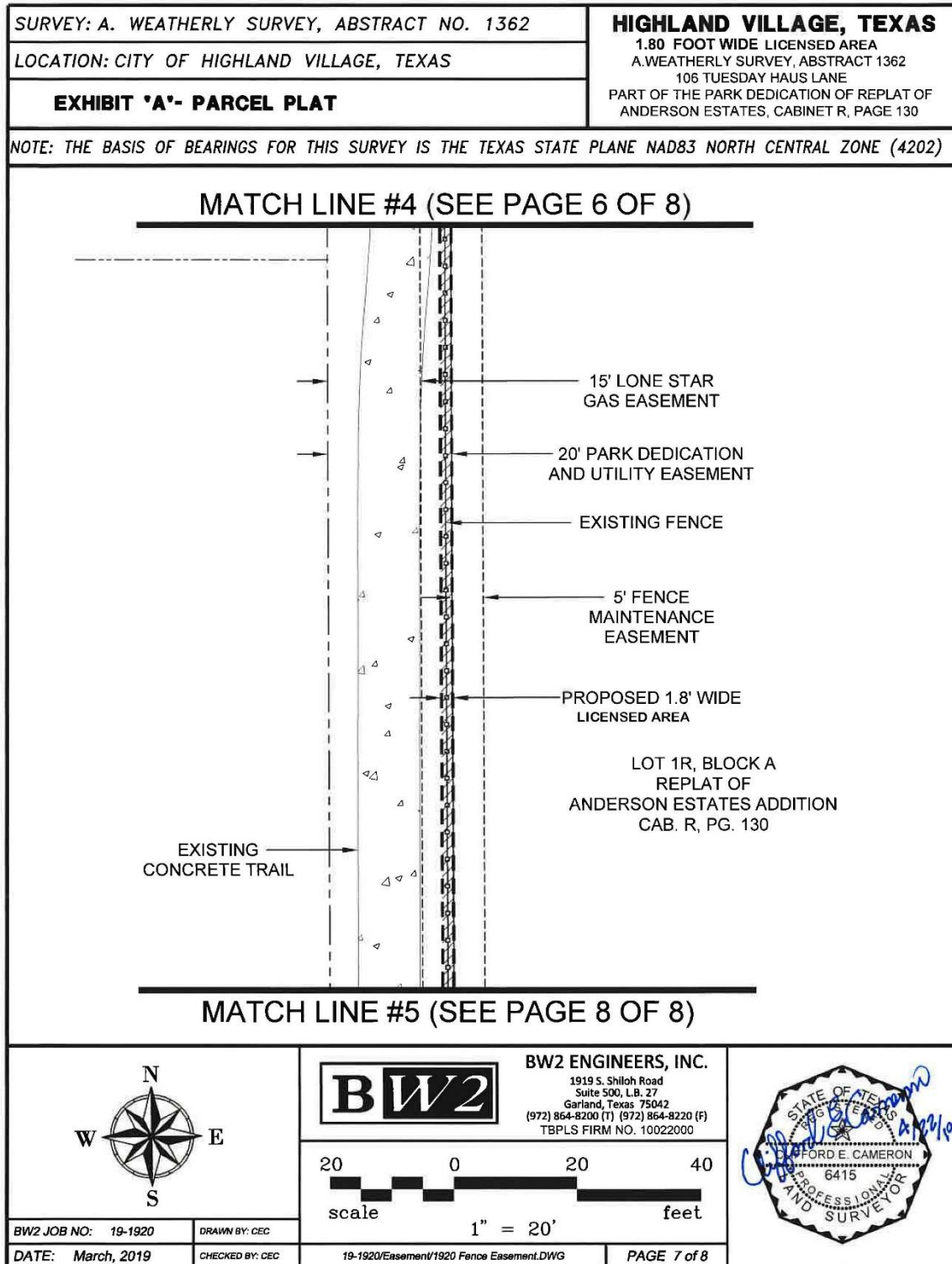




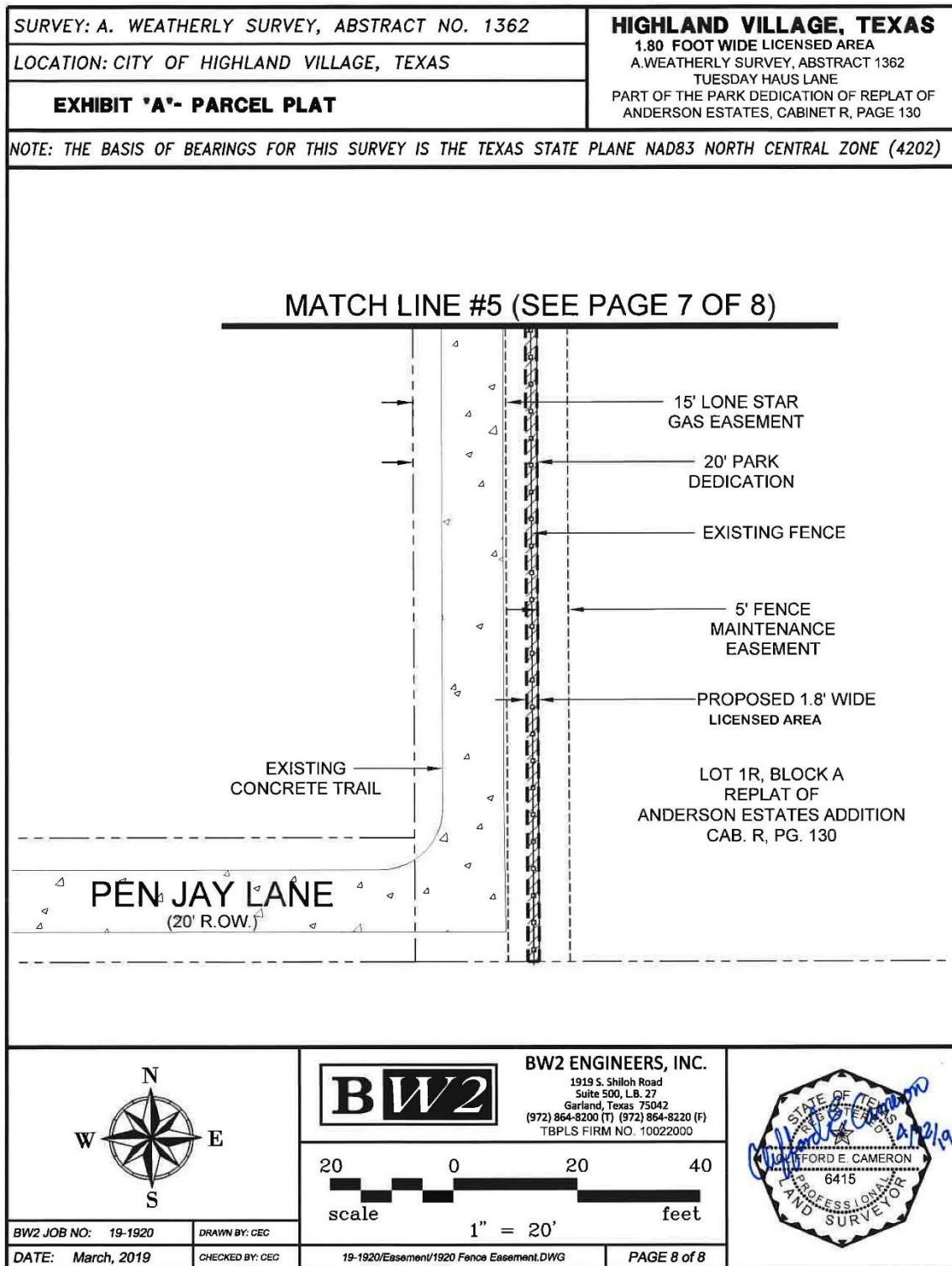
**Resolution No. 2019-2812**  
**EXHIBIT "A"**  
**Description of Licensed Premises**



**Resolution No. 2019-2812**  
**EXHIBIT "A"**  
**Description of Licensed Premises**



**Resolution No. 2019-2812**  
**EXHIBIT "A"**  
**Description of Licensed Premises**



After Recording, Return to:  
City of Highland Village  
Attn: Office of the City Secretary  
1000 Highland Village Road  
Highland Village, Texas 75077

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STATE OF TEXAS

§

**RIGHT OF ENTRY LICENSE AND  
HOLD HARMLESS AGREEMENT**

COUNTY OF DENTON

§

§

**THIS RIGHT OF ENTRY LICENSE AND HOLD HARMLESS AGREEMENT** ("Agreement") is made by and between the **City of Highland Village**, (hereinafter called "**City**"), a Texas Home Rule Municipality, and the **Randy R. Owens and wife, Ronda A. Owens**, (collectively hereinafter called "**Licensee**"), whose address is 106 Tuesday Haus Lane, Highland Village, Texas 75077.

**WHEREAS**, City is the owner of a 0.803-acre tract of land out of the A. Weatherly Survey, Abstract No. 1362, Denton County, Texas, and more particularly and fully described in that certain Park Dedication dated February 26, 1997, and recorded March 6, 1997, as Instrument No. 1997-R0014618, Deed Records, Denton County, Texas (the "City Property"); and

**WHEREAS**, Licensee is the owner of that certain real property described as Lot 1R, Block A, Anderson Estates No. 2, an addition to the City of Highland Village, Denton County, Texas, according to the map or plat thereof recorded in Cabinet V, Slide 318, Plat Records, Denton County, Texas (the "Licensee's Property"); and

**WHEREAS**, Licensee presently owns a screening fence that was recently discovered to have been constructed at an unknown date after the conveyance of the City Property to City and located on the City Property (the "Private Improvements"); and

**WHEREAS**, Licensee desires to make substantial repairs to the Private Improvements without relocating the Private Improvements from the City Property and has requested that the Private Improvements be permitted to remain in their present location; and

**WHEREAS**, City has reviewed Licensee's request and the present location of the Private Improvements on the City Property and desires to consent to Licensee's request subject to the provisions of this Agreement.

**NOW THEREFORE**, for and in consideration of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by City, City hereby grants to Licensee a non-exclusive license authorizing placement of the Private Improvements within the area of the City Property described and depicted in Exhibit "A," attached hereto and incorporated herein by reference (the "Licensed Premises"), subject to the following:

1. The Term of this Agreement is perpetual; provided, however, this Agreement may be terminated as provided herein.

2. Licensee agrees to promptly defend, indemnify and hold City harmless from and against all damages, costs, losses, and expenses, including reasonable attorneys' fees:

(a) for the repair, replacement, or restoration of the City Property (inclusive of the Licensed Premises), City's personal property, equipment, materials, structures and facilities which are damaged or destroyed as a result of an intentional or negligent act or omissions of Licensee, their agents, officers, employees, contractors, subcontractors tenants, partners, members, heirs, administrators, successors, or assigns, and any tenants, invitees, guests, or other persons who may from time to time enter onto and/or occupy the Licensee's Property or the Licensed Premises with the consent of Licensee; and

(b) from and against any and all claims, demands, suits, causes of action, and judgments for (i) damage to or loss of the property of any person (including, but not limited to Licensee, their agents, officers, employees, contractors, subcontractors tenants, partners, members, heirs, administrators, successors, or assigns, and any tenants, invitees, guests, or other persons who may from time to time enter onto and/or occupy the Licensee's Property or the Licensed Premises with the consent of Licensee, or City's agents, officers, and employees; and/or (ii) death, bodily injury, illness, disease, loss of services, or loss of income or wages to any person arising out of, incident to, concerning or resulting from the negligent or willful act or omissions of Licensee, their agents, officers, employees, contractors, subcontractors tenants, partners, members, heirs, administrators, successors, or assigns, and any tenants, invitees, guests, or other persons who may from time to time enter onto and/or occupy the Licensee's Property or the Licensed Premises with the consent of Licensee, in the use and occupancy of the Licensed Premises pursuant to this Agreement.

This indemnity provision shall not apply to any liability resulting from the sole negligence of City, its officers, employees, agents, contractors, or subcontractors. The provisions of this section are solely for the benefit of City, its officers, employees, and agents and are not intended to create or grant any rights, contractual or otherwise, to any third person or entity.

3. During the Term of this Agreement, Licensee agrees to maintain in full force and affect the following insurance:

(a) A policy of comprehensive general liability insurance for bodily injury, death and property damage insuring against all claims, demands or actions relating to the use of the Licensed Premises by Licensee pursuant to this Agreement with a minimum combined single limit of not less than \$1,000,000 per occurrence for injury to persons (including death), and for property damage with an aggregate of not less than \$1,000,000; and

(b) During any period of construction activity within the Licensed Premises, a policy of automobile liability insurance covering any vehicles owned and/or operated by

Licensee, its officers, agents, and employees with a minimum of \$1,000,000 combined single limit.

Notwithstanding the above limits, the amount of insurance coverage set forth herein to be purchased by Licensee shall at all times be not less than twice the amount of the maximum liability for City per occurrence as set forth in the Texas Tort Claims Act, as amended (Tex. Civ. Prac. & Rem. Code §101.001, et.seq. as amended or succeeded). Such insurance shall be endorsed to (i) name City as an additional insured, (ii) provide for a waiver of subrogation in favor of City, and (iii) provide for not less than thirty (30) day notice to City in the event of termination for non-payment or reduction of limits below the required minimums. A certificate of insurance in a form that complies with applicable law indicating the above coverage and endorsements are in effect shall be provided to City prior to Licensee commencing work to locate the Private Improvements in the Right-of-Way.

4. During any period of time in which Licensee has engaged a contractor or other third party to repair, maintain, or replace the Private Improvements, Licensee shall require such contractor or third party to comply with the provisions of Section 3, above.

5. Licensee acknowledges and agrees that Licensee is not released by City from the responsibility or liability for damage to the City Property or City's property or facilities located within the City Property, if any, that may result from the construction, placement, operation and/or existence of the Private Improvements within the Licensed Premises.

6. If City determines, in its sole discretion, that in order for City to repair, replace, maintain, or alter the City Property or City's property or facilities located on, over, or beneath the City Property, including the widening of any trails, sidewalks, or public utilities, and that it is reasonably necessary for Licensee to alter, relocate, or remove the Private Improvements within or from the Licensed Premises as the result of City's actions, Licensee shall solely bear the cost of repairing, replacing, or otherwise reconstructing any portion of the Private Improvements that may need to be relocated, altered, or removed by Licensee, with such relocations being at a place required by City or onto Licensee's Property.

7. If City determines in its sole discretion and upon reasonable engineering standards that the Private Improvements pose a hazard to the public or impede public use of the City Property in any way, the Private Improvements, at the sole cost of Licensee, must be modified, relocated, or removed upon written notice from City, and this Agreement shall terminate.

8. No other private improvements, permanent or temporary, other than the Private Improvements shall be allowed within the City Property, including the Licensed Premises, unless written permission from City is granted to Licensee.

9. It is understood that by execution and granting of this License, City does not impair or relinquish City's right to use the City Property for any other purpose, nor shall use of the City Property by Licensee under this License ever be construed as abandonment by City of the City Property. Licensee understands, acknowledges, and agrees that City does not by this Agreement

grant or convey any real property interest in the Licensed Premises but merely consents to such use by Licensee to the extent City's authority and title permits.

10. This Agreement shall terminate upon the removal of the Private Improvements from the Licensed Premises for more than three (3) consecutive months.

11. Notwithstanding this grant of the license to Licensee to use the Licensed Premises as provided in this Agreement, Licensee shall continue to be obligated to comply with any law, regulation, or ordinance governing construction and the placement of the Private Improvements within the Licensed Premises. To the extent that any provisions of any conflict between this Agreement and any law, regulation, or ordinance governing construction and the placement of the Private Improvements within the Licensed Premises, the more stringent requirement shall control.

12. This Agreement shall be binding upon Licensee and Licensee's, heir, successors, administrators, and assigns, and Licensee's successors in title to the Licensee's Property.

13. This Agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings written or oral agreements between the parties with respect to this subject matter.

14. Licensee may not assign this Agreement in whole or in part without the prior written consent of City, which consent shall not be unreasonably withheld; provided, however, Licensee shall not be required to obtain the consent of City to the assignment of this Agreement to a successor in title to the Licensee's Property. In the event of an assignment by Licensee to which City has consented, or which does not require City's consent, such assignment shall not be effective unless and until the assignee agree in writing to assume, perform, and be bound by all the covenants, and obligations contained in this Agreement, a copy of such assignment is provided to City, and such assignment is recorded in the Official Public Records of Denton County, Texas.

15. The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in a state court of competent jurisdiction in Denton County, Texas. The parties agree to submit to the personal and subject matter jurisdiction of said Court.

16. This Agreement may be amended only by the mutual written agreement of the parties.

17. When notice is permitted or required by this Agreement, it shall be in writing and shall be deemed delivered when delivered in person or on the date when placed, postage prepaid in the United States mail, certified return receipt requested, and addressed to the parties at the address set forth below. Either party may designate from time to time another and different address for receipt of notice by giving notice of such change or address.

**If intended for Licensee, to:**

Randy R. Owens  
106 Tuesday Haus Lane  
Highland Village, Texas 75077

**In intended for City to:**

City of Highland Village  
Attn: City Manager  
1000 Highland Village Road  
Highland Village, Texas 75077

**With Copies to:**

City of Highland Village  
Attn: City Attorney  
1000 Highland Village Road  
Highland Village, Texas 75077

18. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.

19. Nothing in this Agreement, or in any exhibit or attachment hereto, shall be construed to affect, alter, or modify the immunity of City under the Texas Civil Practice and Remedies Code §§101.001 et seq. It is expressly understood and agreed that in the execution of this Agreement, City does not waive, nor shall be deemed to waive, any immunity or defense that would otherwise be available to City against claims arising in the exercise of governmental powers and functions.

20. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute one and the same instrument.

**(signatures on following page)**



**SIGNED AND AGREED this \_\_\_\_\_ day of \_\_\_\_\_ 2019.**

**City of Highland Village, Texas**

**By: \_\_\_\_\_  
Michael Leavitt, City Manager**

**ATTEST:**

\_\_\_\_\_  
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**

**SIGNED AND AGREED this \_\_\_\_\_ day of \_\_\_\_\_ 2019.**

**LICENSEE:**

\_\_\_\_\_  
**Randy R. Owens**

\_\_\_\_\_  
**Ronda A. Owens**

**CITY'S ACKNOWLEDGMENT**

**STATE OF TEXAS**       §  
                                  §  
**COUNTY OF DENTON**   §

This instrument was acknowledged before me, the undersigned authority, this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by Michael Leavitt, City Manager, City of Highland Village, a Texas home rule municipality, for and on behalf of said municipality.

\_\_\_\_\_  
Notary Public, State of Texas

My Commission Expires: \_\_\_\_\_

**LICENSEE'S ACKNOWLEDGMENT**



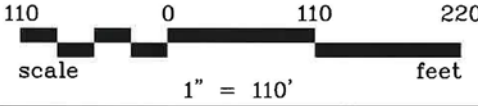

**STATE OF TEXAS**       §  
                                  §  
**COUNTY OF DENTON**   §

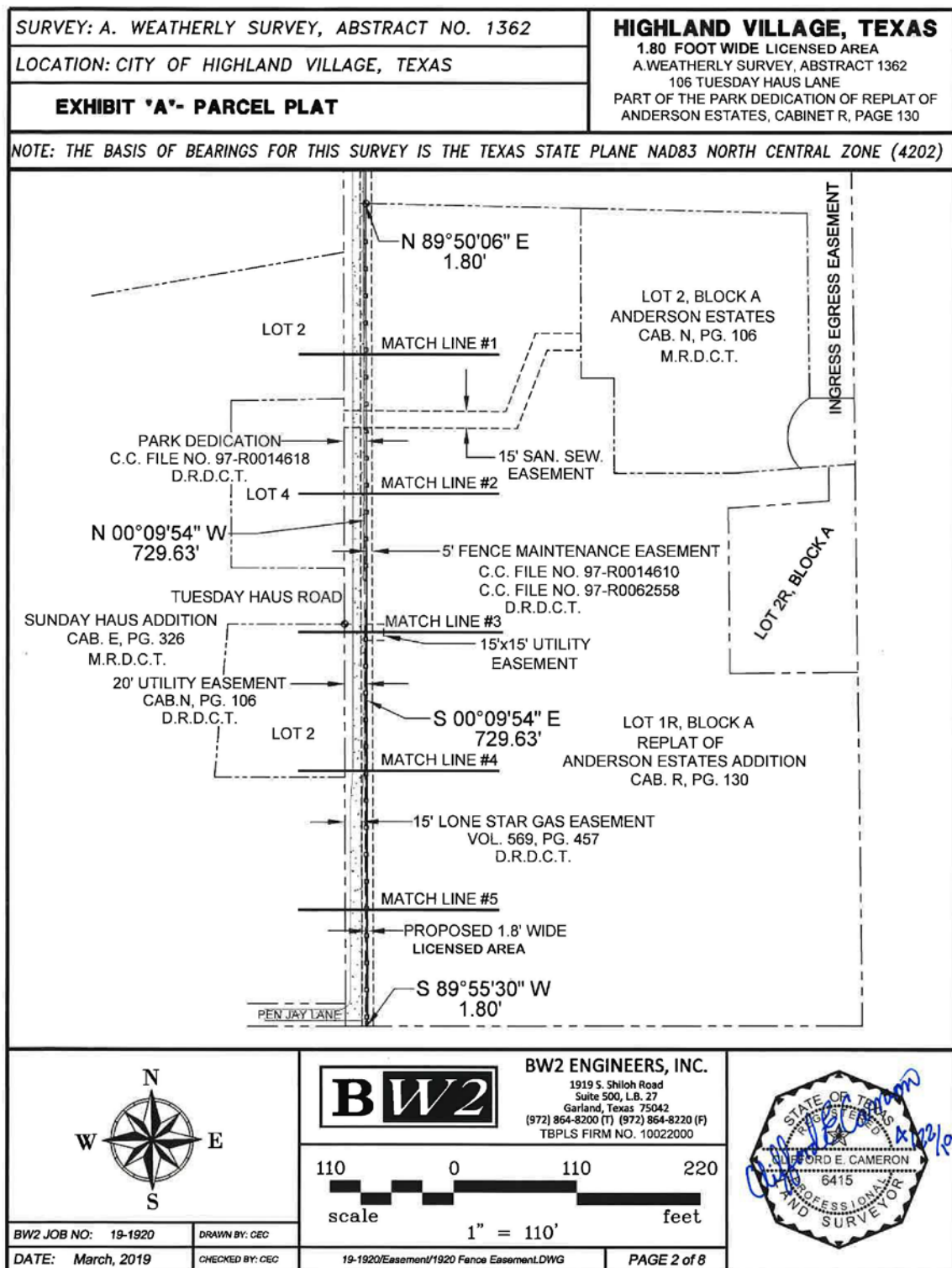
This instrument was acknowledged before me, the undersigned authority, on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by Randy R. Owens and wife Ronda A. Owens.

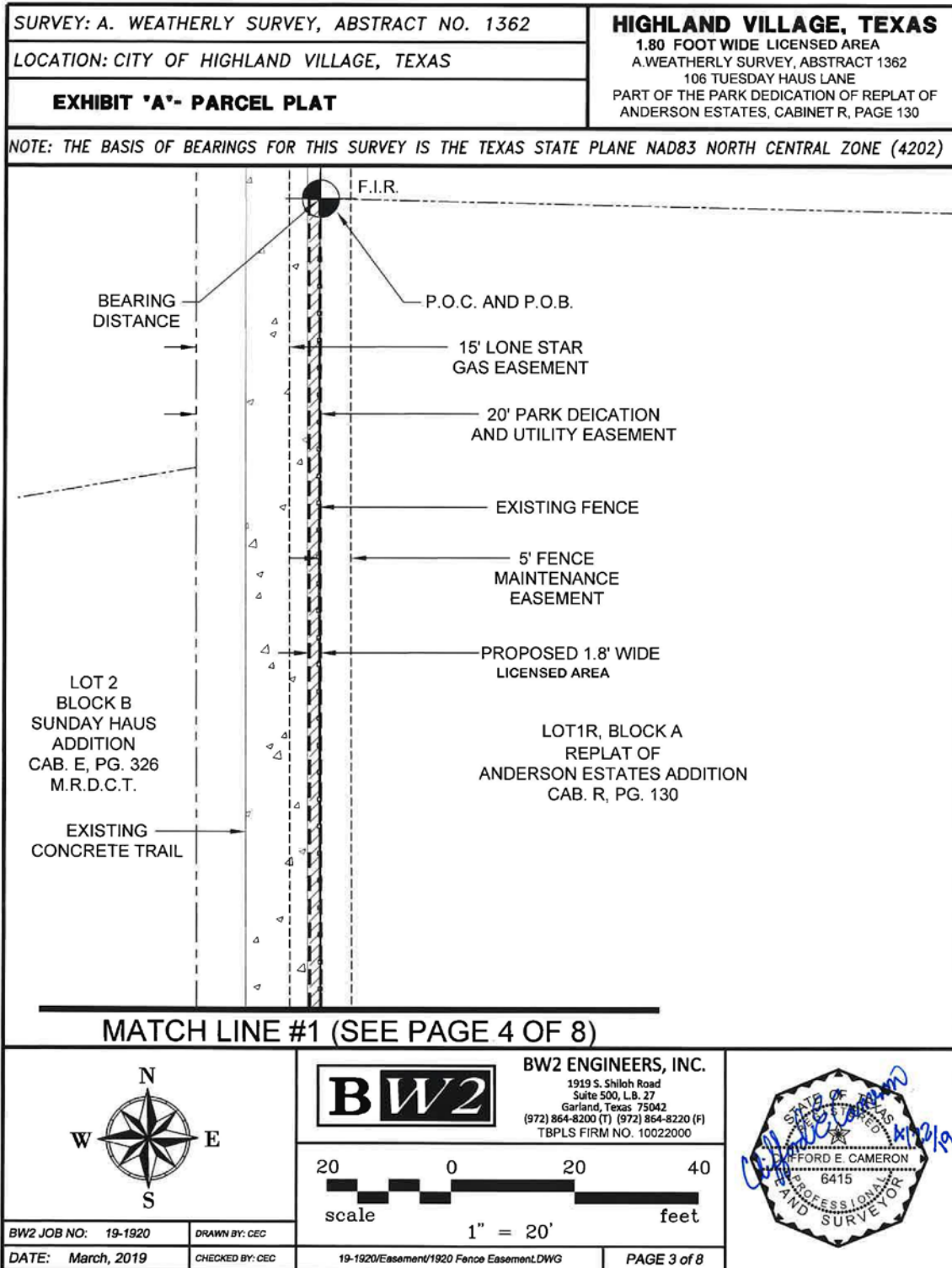
\_\_\_\_\_  
Notary Public, State of Texas

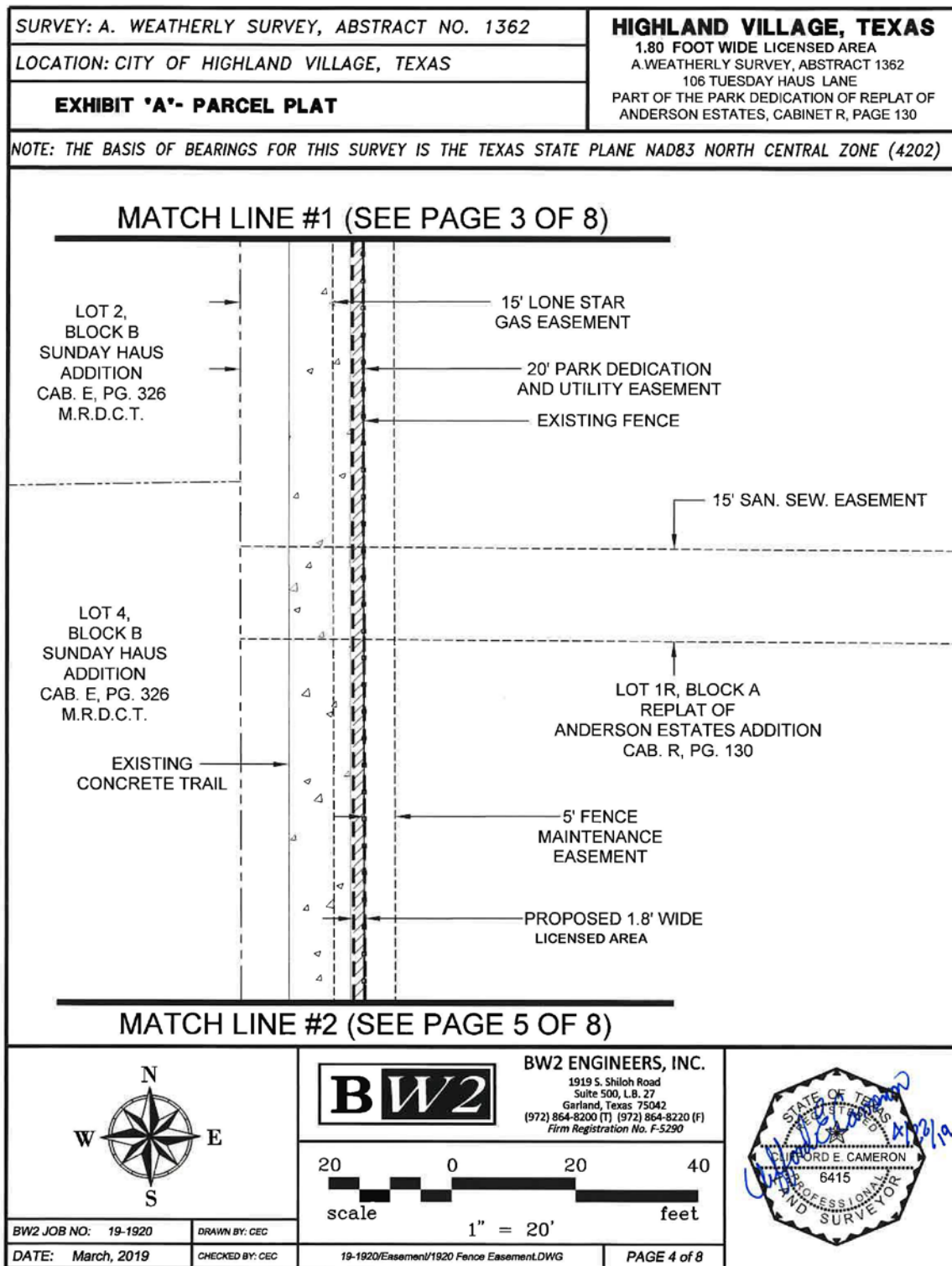
My Commission expires: \_\_\_\_\_

# **EXHIBIT "A"** **Description of Licensed Premises**

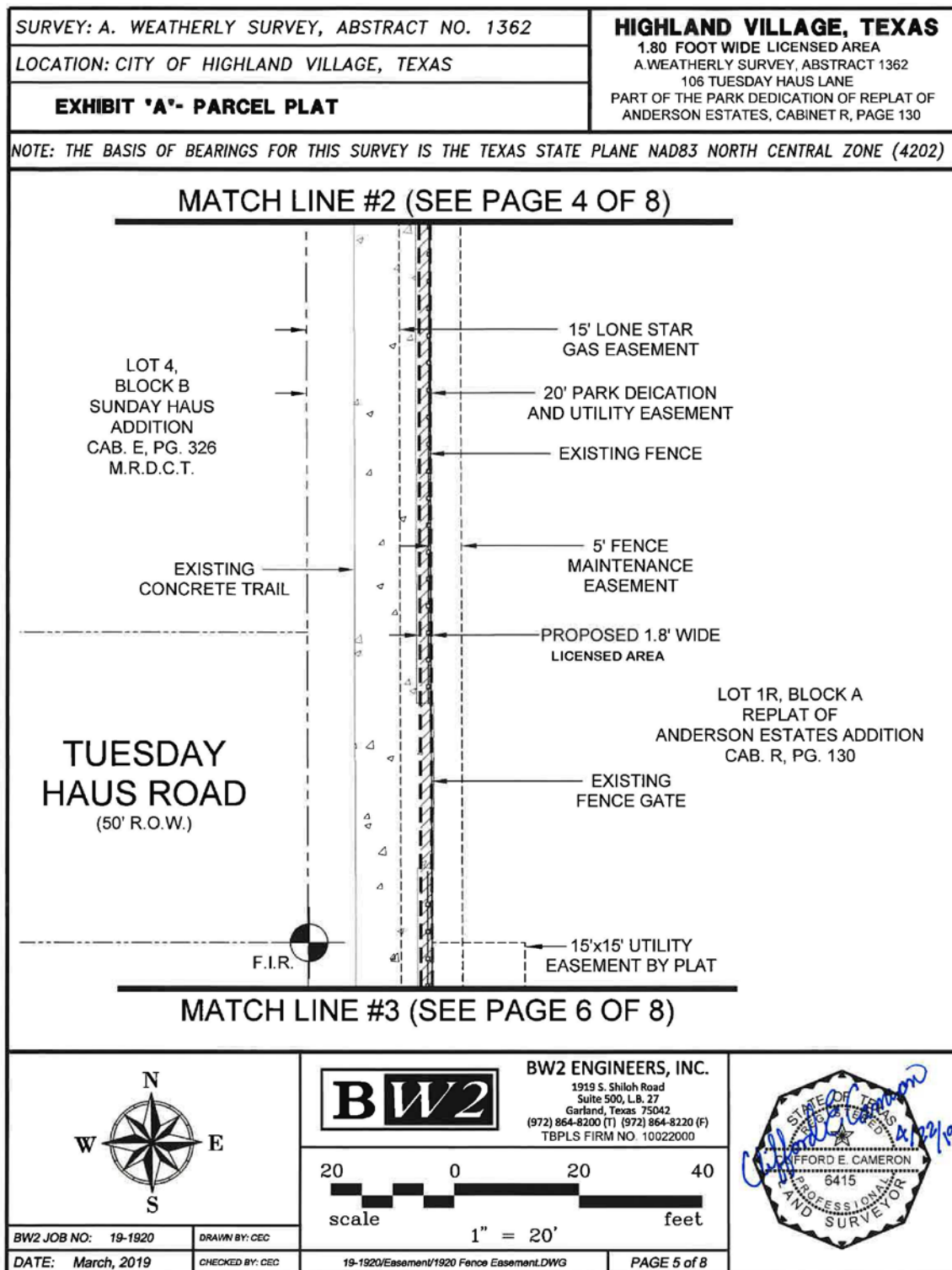
<b>SURVEY: A. WEATHERLY SURVEY, ABSTRACT NO. 1362</b>		<b>HIGHLAND VILLAGE, TEXAS</b> <b>1.80 FOOT WIDE LICENSED AREA</b> A. WEATHERLY SURVEY, ABSTRACT 1362 106 TUESDAY HAUS LANE PART OF THE PARK DEDICATION OF REPLAT OF ANDERSON ESTATES, CABINET R, PAGE 130	
<b>LOCATION: CITY OF HIGHLAND VILLAGE, TEXAS</b>			
<b>EXHIBIT 'A'- PARCEL PLAT</b>			
<b>NOTE: THE BASIS OF BEARINGS FOR THIS SURVEY IS THE TEXAS STATE PLANE NAD83 NORTH CENTRAL ZONE (4202)</b>			
<p><b>LEGAL DESCRIPTION FOR A 1.80 FOOT WIDE LICENSED AREA</b></p> <p>Being a 1,313 square foot tract over and across a portion of land in the A. Weatherly Survey, Abstract No. 1362, being a portion of a 0.803 acre Park Dedication Tract recorded in February, 1997, Recording Number 014618, Denton County, Texas, more particularly described as follows;</p> <p>Commencing at a found <math>\frac{1}{2}</math> inch iron pipe being the northwest corner of Lot 1R, Block A of the Replat of Anderson Estates Addition according to Plat recorded in Cabinet R, Page 130, Map Records of Denton County Texas (M.R.D.C.T)</p> <p>THENCE South 00°09'54" East along the west line of said Lot 1R for a distance of 729.63 feet (728.52 feet Plat) to a point for corner;</p> <p>THENCE South 89°55 '30" West along the south line of said 0.803 acre Park Dedication tract for a distance of 1.80 feet to a point for corner;</p> <p>THENCE North 00°09'54" West parallel with said west lot line for a distance of 729.63 feet to a point for corner;</p> <p>THENCE North 89°50'06" East for a distance of 1.80 feet to the Point of Beginning.</p> <p>Said tract contains 1,313 square feet or 0.03021 acres more or less.</p> <p>Said tract is subject to a 15 foot wide sanitary sewer easement and a 15' x15' utility easement across said Lot 1R;</p> <p>Situated in the City of Highland Village, Denton County, Texas.</p>			
		<div>  <div> <b>BW2 ENGINEERS, INC.</b>            1919 S. Shiloh Road            Suite 500, L.B. 27            Garland, Texas 75042            (972) 864-8200 (T) (972) 864-8220 (F)            TBPLS FIRM NO. 10022000         </div> </div> <div>  </div>	
<b>BW2 JOB NO: 19-1920</b>		<b>DRAWN BY: CEC</b>	
<b>DATE: March, 2019</b>		<b>CHECKED BY: CEC</b>	
<b>19-1920/Easement/1920 Fence Easement.DWG</b>		<b>PAGE 1 of 8</b>	
			

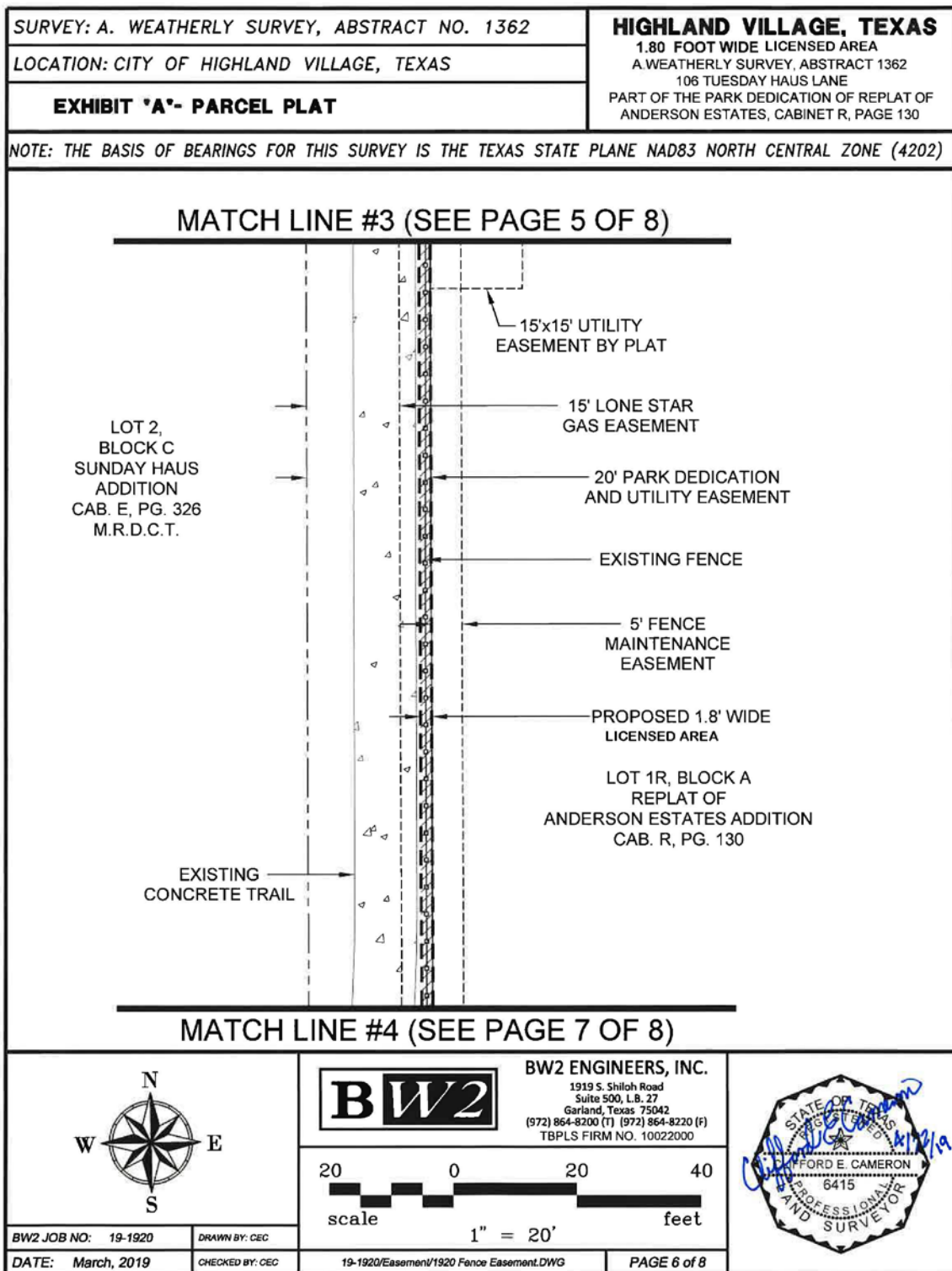




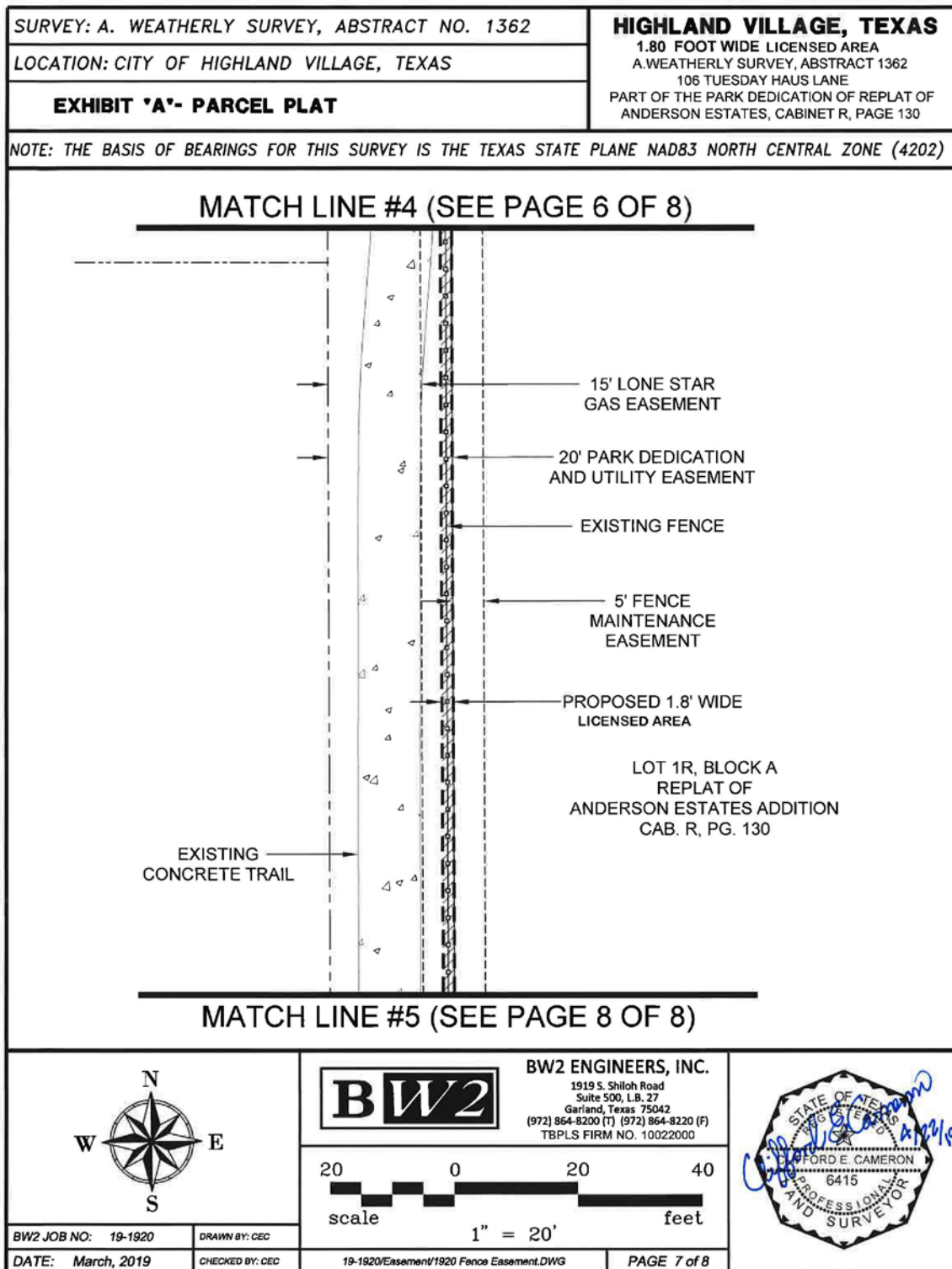




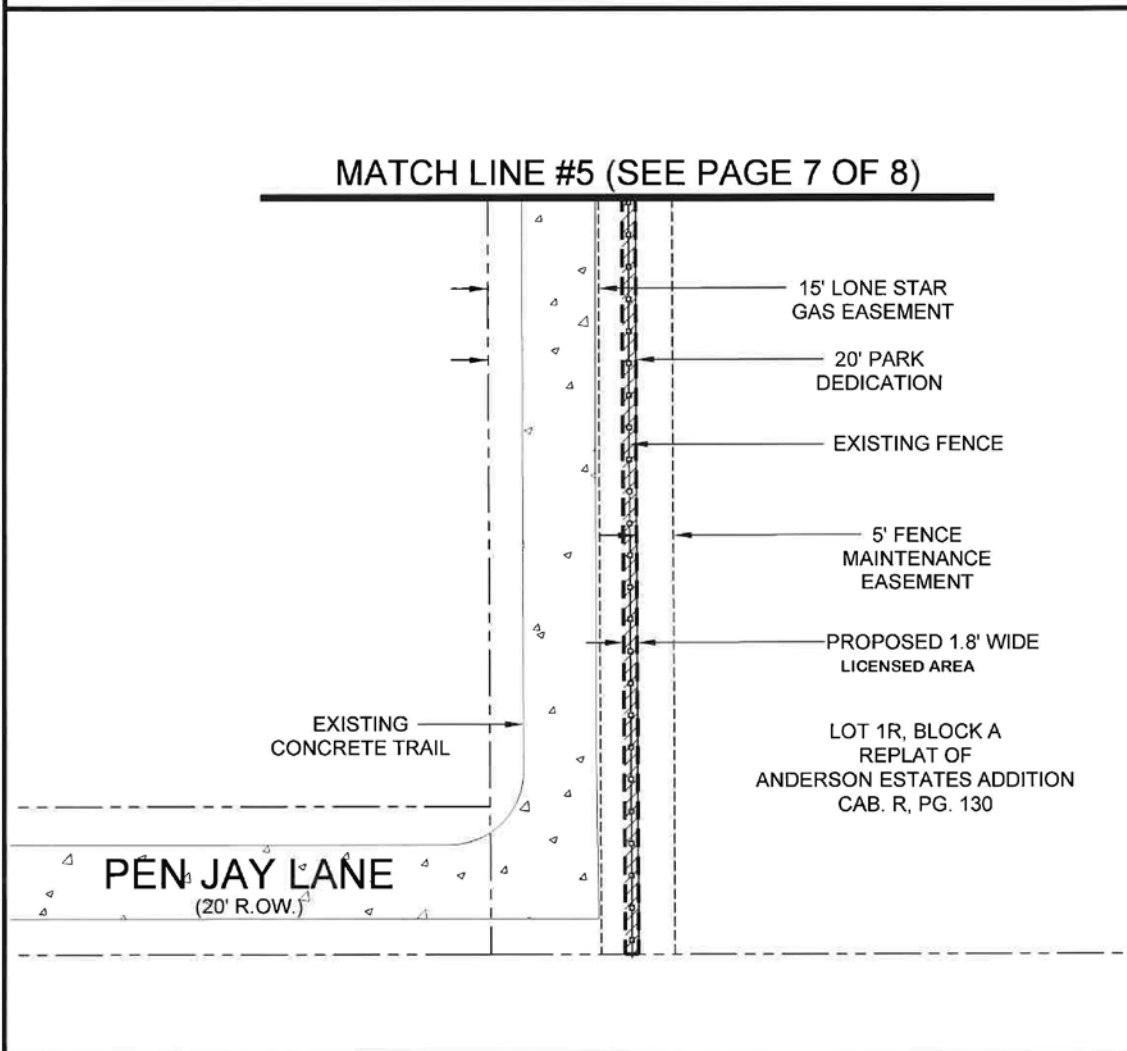








SURVEY: A. WEATHERLY SURVEY, ABSTRACT NO. 1362		<b>HIGHLAND VILLAGE, TEXAS</b> 1.80 FOOT WIDE LICENSED AREA A. WEATHERLY SURVEY, ABSTRACT 1362 TUESDAY HAUS LANE PART OF THE PARK DEDICATION OF REPLAT OF ANDERSON ESTATES, CABINET R, PAGE 130
LOCATION: CITY OF HIGHLAND VILLAGE, TEXAS		
<b>EXHIBIT 'A'- PARCEL PLAT</b>		
NOTE: THE BASIS OF BEARINGS FOR THIS SURVEY IS THE TEXAS STATE PLANE NAD83 NORTH CENTRAL ZONE (4202)		



			<b>BW2 ENGINEERS, INC.</b> 1919 S. Shiloh Road Suite 500, L.B. 27 Garland, Texas 75042 (972) 864-8200 (T) (972) 864-8220 (F) TBPLS FIRM NO. 10022000	
BW2 JOB NO: 19-1920 DATE: March, 2019	DRAWN BY: CEC CHECKED BY: CEC	19-1920/Easement/1920 Fence Easement.DWG      PAGE 8 of 8		

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 18**

**MEETING DATE: 05/14/19**

**SUBJECT: Consider Resolution 2019-2814 Authorizing Agreements with Duro-Last, Inc. through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System ("TIPS") For Replacement of multiple Parks and Recreation facilities roofs**

**PREPARED BY: Scott Kriston, Director of Public Works**

### **BACKGROUND:**

During the storm event in March 2017, the Lakeside Park, Lions Club Park, Double Tree Ranch Pavilion, Unity Park dugouts, Unity Park Concession, Copperas Branch Park Concession and Pilot Knoll Park Guard House 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 composite, on the Lakeside Park, Lions Club Park, Double Tree Ranch Pavilion, Unity Park dugouts, Unity Park Concession and restroom, Copperas Branch Park Concession, Pilot Knoll Park Guard House, Double Tree Barn and the Clearwater tennis courts restroom 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 roofs at the Lakeside Park, Lions Club Park, Double Tree Ranch Pavilion, Unity Park dugouts, Unity Park Concession and restroom, Copperas Branch Park Concession, Pilot Knoll Park Guard House, Double Tree Barn and the Clearwater Tennis Courts restroom buildings are identified for a total roof replacement by the Risk Pool adjuster.

### **PROGRESS TO DATE: (if appropriate)**

The Risk Pool consultant worked with the roof material manufacturer to achieve the best possible pricing for the roof replacements. 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 identified roofs located at the Parks & Rec. facilities.

The City received a claim payment from the Risk Pool in the amount of \$1,116,942.75 (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 \$858,184.59. The City has an open contract for the City Hall low slope roof replacement in the amount of \$84,038.35. This leaves a balance of \$174,719.81 to make the proposed repairs in the table below.

Lakeside Park (707 HV Rd.)	\$36,872.14
Lions Club Pavilion	\$23,006.92
Double Tree Ranch Pavilion	\$87,294.30
Unity Park Dugouts	\$25,471.20
Unity Park Concession and Restroom	\$57,695.60
Copperas Branch Park Concession	\$44,339.64
Pilot Knoll Park Guard House	\$4,103.12
Double Tree Barn	\$93,322.24
Clearwater Tennis Courts	\$3,960.00

**Total = \$376,065.16**

The City anticipates that TMLIRP will provide an additional supplemental payment for a portion of the remaining balance of \$201,345.35. This resolution will authorize Staff to continue with the remaining roof replacements. However, pending the outcome of supplemental funding by TML, some of the replacements may be re-evaluated or delayed to avoid a large out-of-pocket expense.

### **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:**

To approve Resolution 2019-2814.

**CITY OF HIGHLAND VILLAGE**

**RESOLUTION NO. 2019-2814**

**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 MULTIPLE PARKS AND RECREATION FACILITIES ROOFS; 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 Lakeside Park, Lions Club Park, Double Tree Ranch Pavilion, Unity Park dugouts, Unity Park Concession, Copperas Branch Park Concession, Pilot Knoll Park Guard House Double Tree Barn and Clearwater Tennis Courts restroom roofs 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 agreements 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 Lakeside Park, Lions Club Park, Double Tree Ranch Pavilion, Unity Park dugouts, Unity Park Concession, Copperas Branch Park Concession, Pilot Knoll Park Guard House Double Tree Barn and Clearwater Tennis Courts restroom roofs through the City's cooperative purchasing agreement with TIPS in the amount of \$376,065.16, 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 14<sup>th</sup> day of May 2019.

**APPROVED:**

---

**Charlotte J. Wilcox, Mayor**

**ATTEST:**

---

**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

---

**Kevin B. Laughlin, City Attorney**  
(kbl:5/8/19:107863)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 19**

**MEETING DATE: 05/14/19**

**SUBJECT: Consider Resolution 2019-2815 authorizing partial release and quitclaim of a portion of a 10-foot (10”) drainage easement located on a property addressed as 3404 Deanna Court, City of Highland Village**

**PREPARED BY: Scott Kriston, Director of Public Works**

**BACKGROUND:**

In order to facilitate the development of Lot 6, Block TF of Highland Shores 17-C-2 (3404 Deanna Court), the owner of the property has requested a portion of the 10-foot drainage easement be abandoned. The partial abandonment would not affect the approved drainage plan for the subdivision. As a result, staff is of the opinion the identified portion of the easement is not needed for public use and can be abandoned and vacated without any detriment to the public.

**IDENTIFIED NEED/S:**

In order for the proposed development to be constructed, a portion of the drainage easement requires abandonment.

**OPTIONS & RESULTS:**

Failing to approve the requested abandonment will limit the ability to develop Lot 6, Block TF of the subdivision. Approving the request will allow Lot 6 to be developed in a manner consistent with the remainder of the subdivision.

**PROGRESS TO DATE: (if appropriate)**

The property owner has submitted a survey of the portion of the drainage easement for which abandonment is being requested.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

No budgetary impact.

**RECOMMENDATION:**

To approve Resolution 2019-2815.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2815**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING PARTIAL RELEASE AND QUITCLAIM OF A PORTION OF A TEN FOOT (10') DRAINAGE EASEMENT LOCATED ON PROPERTY ADDRESSED AS 3404 DEANNA COURT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City Council of the City of Highland Village, Texas, acting pursuant to law and upon the request of the owner of the underlying fee title of the property located at and addressed as 3404 Deanna Court, is of the opinion and finds that said tract is not needed for public use as a drainage easement and should be abandoned and vacated and deems it advisable and in the public interest to abandon and quitclaim the hereinafter described interests in real property subject to the reservations and conditions of this document;

**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, on behalf of the City of Highland Village, to execute such documents as may be approved as to form by the City Attorney to release, abandon, and quitclaim all right, title, and interest in a five foot (5.0') wide portion of the ten foot (10.0'') wide drainage easement and any improvements lying within said easements to the extent affecting the property described as **Lot No. 6, Block No. TF, of Highland Shores, Phase 17-C-II, an addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded in Cabinet R, Slide 140, Map Records, Denton County, Texas**, the portion being abandoned and quitclaimed being described in Exhibits A and B, respectively, attached hereto and incorporated herein by reference.

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

**PASSED AND APPROVED** this the 14th day of May 2019.

**APPROVED:**

---

**Charlotte L. Wilcox, Mayor**

**ATTEST:**

---

**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

---

**Kevin B. Laughlin, City Attorney**  
(kbl 5/8/19:107871)





Resolution No. 2019-2815  
Exhibit B - Depiction of Vacated Portion of  
Ten Foot (10') Wide Drainage Easement

1529 E. I-30, STE. 106  
GARLAND, TX 75043

FIRM REGISTRATION NO. 10194052

## EXHIBIT B

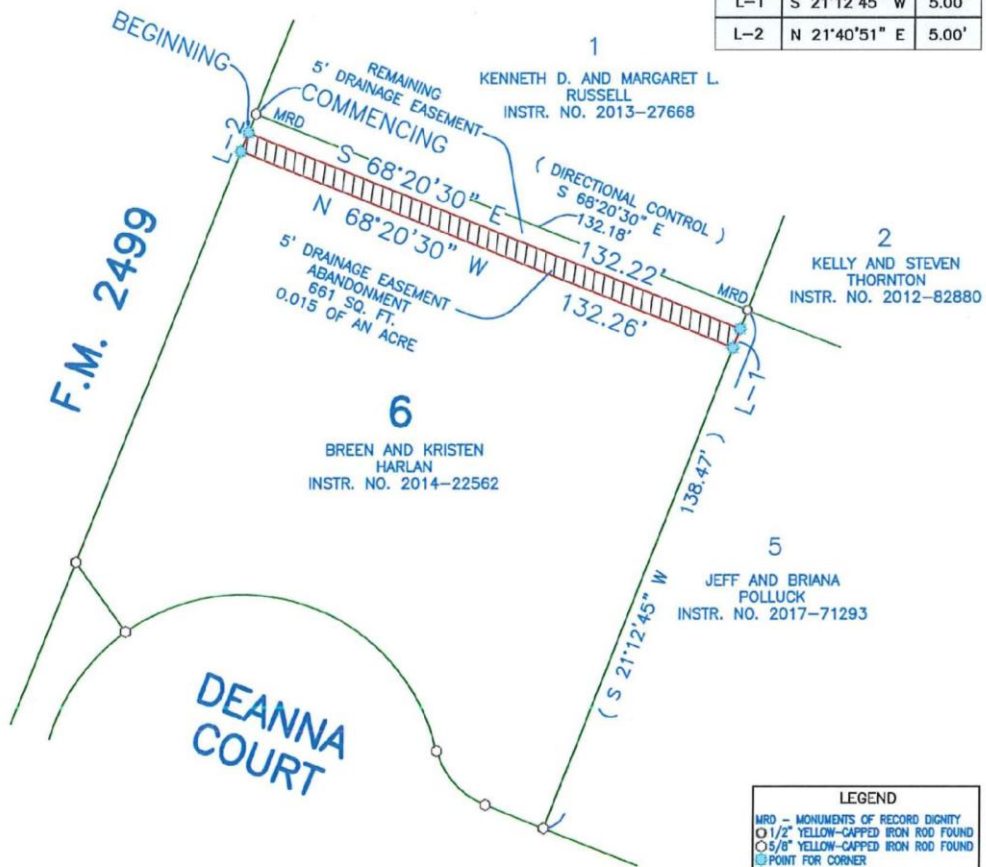
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Surveying®  
WWW.RHODESSURVEYING.COM




5' DRAINAGE EASEMENT ABANDONMENT  
661 SQUARE FEET  
CITY OF HIGHLAND VILLAGE,  
DENTON COUNTY, TEXAS  
3404 DEANNA COURT



Line Table		
Line #	Direction	Length
L-1	S 21°12'45" W	5.00'
L-2	N 21°40'51" E	5.00'



  
BRIAN S. RHODES 02/28/2019  
Registered Professional Land Surveyor No. 5962

Scale: 1" = 40'  
Job no.: 85857  
Drawn by: DROSS

BRIAN RHODES  
REGISTERED PROFESSIONAL LAND SURVEYOR  
P.O. BOX 175 - FATE, TEXAS 75132  
PHONE 972-475-8940 - FAX 972-475-9036



After Recording, Return to:  
City of Highland Village  
Attn: Office of the City Secretary  
1000 Highland Village Road  
Highland Village, Texas 75077

---

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.**

**PARTIAL RELEASE AND QUITCLAIM OF DRAINAGE EASEMENT**

STATE OF TEXAS           §  
  §       **KNOW ALL MEN BY THESE PRESENTS:**  
COUNTY OF DENTON       §

The **CITY OF HIGHLAND VILLAGE, TEXAS**, (“City”) on behalf of the public, hereby releases, abandons and quitclaims all of City’s right, title and interest in an five foot (5.0’) wide portion (“the Vacated Portion”) of a ten foot (10.0’) wide drainage easement (“the Easement”) located on and affecting **Lot No. 6, Block No. TF, of Highland Shores, Phase 17-C-II, an addition to the City of Highland Village, Denton County, Texas, according to the Plat thereof recorded in Cabinet R, Slide 140, Map Records, Denton County, Texas** (“the Property”), the Vacated Portion being more particularly described and depicted in Exhibit “A” and Exhibit “B”, respectively, attached hereto and incorporated herein by reference, along with any improvements located thereon or therein, in favor of the current record owners of the underlying fee simple interest in the Property (“Grantees”).

TO HAVE AND TO HOLD all of City’s right, title and interest in and to the within described property and premises unto the said Grantees, their heirs, executors, successors and assigns forever, so that neither the City nor its successors or assigns shall have, claim or demand any right, easement or title to the aforesaid property, premises or appurtenances or any part thereof.

Except to the extent of the release and quitclaim of the Vacated Portion as described above, the Easement shall remain in full force and effect, it being City’s intent to grant only a partial release and quitclaim of the Vacated Portion of the Easement.

Signed and effective this \_\_\_\_\_ day of May 2019.

CITY OF HIGHLAND VILLAGE, TEXAS

By: \_\_\_\_\_  
Michael Leavitt, City Manager

State of Texas                    §  
   §  
County of Denton               §

Acknowledged before me, the undersigned authority, this \_\_\_\_\_ day of May 2019, by Michael Leavitt, City Manager, City of Highland Village, a Texas home rule municipality, for and on behalf of said municipality.

\_\_\_\_\_  
Notary Public, State of Texas

My Commission Expires: \_\_\_\_\_



1529 E. I-30, STE. 106  
GARLAND, TX 75043  
FIRM REGISTRATION NO. 10194052

**RHODES**  
*Surveying* ®  
WWW.RHODESSURVEYING.COM



1 OF 2

**Exhibit "B"**  
**Survey Plat of Vacated Portion**

1529 E. I-30, STE. 106  
GARLAND, TX 75043

FIRM REGISTRATION NO. 10194052

## EXHIBIT B

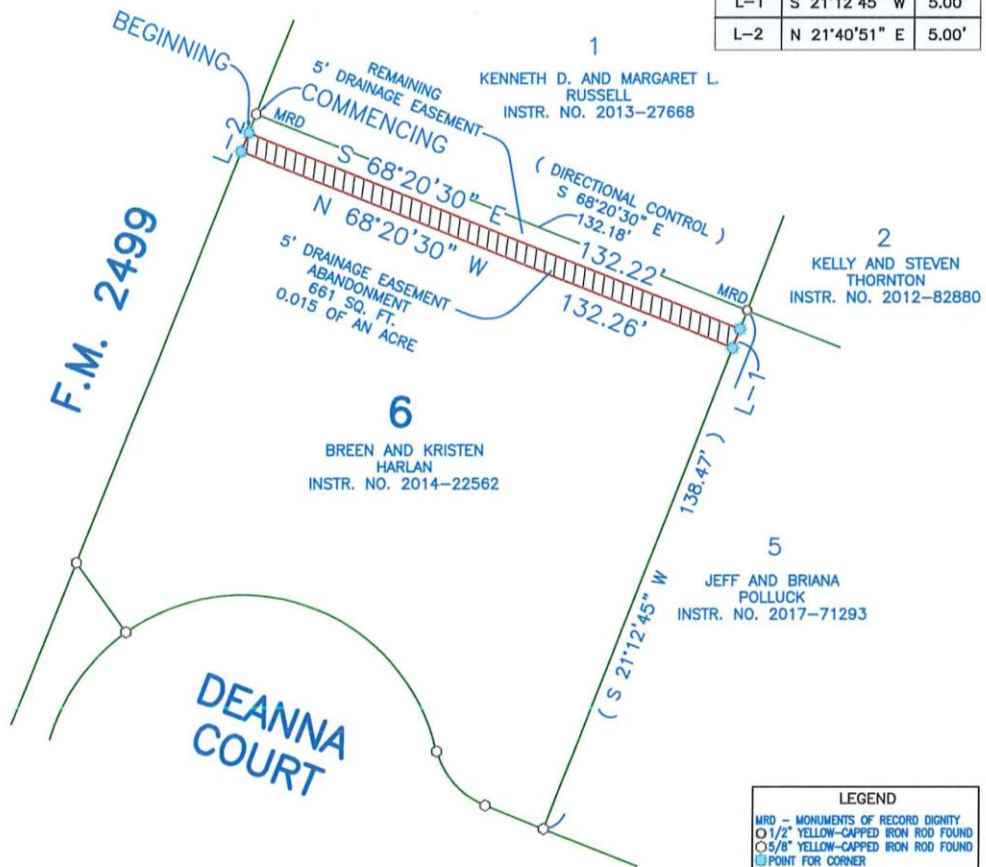
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**5' DRAINAGE EASEMENT ABANDONMENT**  
**661 SQUARE FEET**  
**CITY OF HIGHLAND VILLAGE,**  
**DENTON COUNTY, TEXAS**  
**3404 DEANNA COURT**



Line Table		
Line #	Direction	Length
L-1	S 21°12'45" W	5.00'
L-2	N 21°40'51" E	5.00'



  
BRIAN S. RHODES

02/28/2019  
Registered Professional Land Surveyor No. 5962

Scale: 1" = 40'  
Job no.: 85857  
Drawn by: DROSS

BRIAN RHODES  
REGISTERED PROFESSIONAL LAND SURVEYOR  
P.O. BOX 175 - FATE, TEXAS 75132  
PHONE 972-475-8940 - FAX 972-475-9036



2 OF 2

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

<b>AGENDA#</b> 20	<b>MEETING DATE:</b> 05/14/19
<b>SUBJECT:</b> Receive Budget Reports for Period Ending March 31, 2019	
<b>PREPARED BY:</b> Ken Heerman, Assistant City Manager	

**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 March represents the mid-year report in the fiscal year. Our financial policies call for a narrative to be submitted with the 2<sup>nd</sup> quarter report to address significant variances between actual expenditures and associated appropriations. Detailed revenues and expenditures extracted for discussion are selected based on the variance associated with the relative elapsed percentage of the budget year – notwithstanding many revenues/expenditures being seasonal by nature.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

**General Fund** – In total, both revenues and expenditures are at expected levels at the midpoint of the fiscal year. Revenues are at 75% of budget, primarily due to most of the property taxes being collected (being due by the end of January). Expenditures are at 52% of budget with 48% of the year expired.

Revenues	Budget	Actual	%	Explanation
Property Tax	\$10,858,485	\$10,632,150	98	Taxes are due January 31 <sup>st</sup>
Sales Tax	2,787,241	935,540	34	There is a two-month delay in receiving sales tax receipts from the State. Five months of actual sales tax collected are at 98% of the seasonally adjusted budget.
Franchise Fees	1,685,326	367,860	22	Through March, we have only received one quarter of Gas franchise payment totaling \$47,363 and the first quarter of the electric franchise payment of \$184,974. Cable franchise first qtr payments totaled \$64,729.
Licensing/Permits	519,407	222,776	43	Building permit activity are on target.
Charges for Services (EMS, Police Service)	473,237	300,444	63	Annual fire service and ambulance fees received from Denton County were \$18,662. EMS fees and Police Service fees are on track.
Park/Recreation	264,595	105,517	40	Tennis program revenues (comprising \$83,000 of the budgeted amount) are at 65%. And \$10,540 was collected in revenues for the Father / Daughter dance.

Public Safety Fees	40,000	18,814	47	The primary component of this category is alarm permits – on track with \$16,991 collected of the budgeted \$30,000.
Rents	131,408	66,470	51	
Municipal Court	97,920	46,615	48	
Interest Income	184,000	82,272	45	
Miscellaneous	140,550	103,428	74	<div> <div>Worker's Comp Ins Claim</div> <div>Co Serve Rebate</div> <div>Public Surplus Auction</div> <div>Citibank Rebate</div> <div>Waste Management</div> <div></div> </div> <div> <div>\$ 2,681</div> <div>38,032</div> <div>20,786</div> <div>11,677</div> <div>17,093</div> <div>\$ 90,269</div> </div>
<b>Total</b>	<b>\$17,182,169</b>	<b>\$12,881,886</b>	<b>75</b>	

## Expenditures

Reported on a category / sub-category level

GF Expenditures	Budget	Actual	%	Explanation
	<b>\$19,320,082</b>	<b>\$9,302,801</b>	<b>48</b>	
<b><i>Personnel</i></b>	<b>12,497,378</b>	<b>5,978,527</b>	<b>48</b>	
Salaries / Wages	9,024,474	4,278,792	47	
Employee Benefits	3,472,904	1,699,735	49	
<b><i>Services / Supplies</i></b>	<b>4,829,704</b>	<b>2,030,550</b>	<b>42</b>	
Professional Services	1,477,011	724,836	49	
Employee Develop	356,261	129,636	36	Training to be conducted in second half of year.
Supplies / Equip	1,130,352	418,865	37	
Utilities	334,408	132,110	40	City electric, gas, and water usage has majority of expenditures in 2 <sup>nd</sup> half of year.
Other	1,531,672	625,104	41	
<b><i>Capital</i></b>	<b>1,993,000</b>	<b>1,293,725</b>	<b>65</b>	



**Utility Fund** – Utility Revenues (primarily water / sewer sales – excluding impact fees) are at 35% of budget. These are seasonal in nature, with the highest volume occurring in the summer. To date, water sales are at 27% of the annual budget, while sewer sales are at 43%.

When compared to a 6 month seasonally adjusted budget, both water and sewer sales are running at about the same as the expected volumes.

	Seasonally adjusted – 6 mo. Budget	Actual - 6 mo.	Percent of adjusted budget
Water	\$1,998,623	\$1,525,156	76.3%
Sewer	\$2,001,118	\$1,912,233	95.6%

Overall, utility expenses are at 46% as these are seasonal as well. Additionally, only five months of invoices have been received related to wholesale water / wastewater.

**Capital Projects Fund** – This fund primarily accounts for bond issuances. In 2018, bonds were issued for Parks and Street projects totaling \$6.9M. In addition to \$275,232 expenditures in FY 2018 (Parks \$212,490. Streets \$62,742), \$466,254 has been expended this year to date. The largest portion is for Parks projects – \$413,034 to date, with \$298,567 of this amount related to the Brazos parking lot extension.

**Corps Leased Parks Fund** – This fund accounts for Copperas and Pilot Knoll Parks, with the intent that these are self-supporting parks. Both revenues and expenditures are seasonal in nature – expenditures are at 57% of budget to date, while revenues are at 43%.

**Public Safety Special Revenue Fund** – This fund accounts for grants to the City associated with both Police and Fire operations. Revenues received through March are \$34,679, mostly from Denton County Child Safety fees (\$20,200).

**Municipal Court Technology Fee Fund** – This fund accounts for a fee charged with court fines to fund technology related expenditures. There has been \$5,488 (96%) in expenditures so far this year of the \$5,700 that was budgeted (Software maintenance- \$5,084). Revenues are at 47% of budgeted amounts.

**Municipal Court Building Security Fund** – This fund accounts for a fee charged with court fines related to security issues. The City has primarily used this for expenditures related to bailiff charges. Fine revenues thus far are at 45% of budget.

**Debt Service Fund** – This fund is utilized to account for the debt obligations of the City. The majority of the revenues (associated with property tax) have been collected. Debt payments are semi-annual – in February and August. The first round of debt payments has been made this year as scheduled.

**HV Community Development Fund** – This fund was established to account for the revenues and expenditures associated with collection of the 4B Sales Tax and related expenditures for construction / maintenance of Inland Trail and Soccer Field projects. Sales tax collections reflect a two-month delay related to the actual allocation from the State, thus only reflecting 34% collection to date. However, for the months actually collected, receipts are at 98% of the budgeted amount. Services / supplies expenditures are at 50%.

**PEG Fee Fund** - This fund was established to account for a PEG Fee – the fee charged to cable providers and used to fund broadcasting equipment and supplies for public, educational, and governmental access channels. Received revenues to date total \$12,946 (24% - representing one quarter), and YTD expenditures are \$8,612 (44%), related to upgrades of broadcasting / recording equipment in Police Training room and Council Chambers.

<p><b>Drainage Utility Fund</b> – This fund was established to account for a collected drainage fee – the fee used to provide for an on-going drainage program. Revenues are at 47%, while Expenditures reflect a 42% level.</p>
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**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 March 31, 2019.

# General Fund Summary

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,858,485	\$ 10,858,485	\$ 10,632,150	\$ (226,335)	98%
Sales Tax	2,787,241	2,787,241	935,540	(1,851,701)	34%
Franchise Fees	1,685,326	1,685,326	367,860	(1,317,466)	22%
Licensing & Permits	519,407	519,407	222,776	(296,631)	43%
Park/Recreation Fees	264,595	264,595	105,517	(159,078)	40%
Public Safety Fees	40,000	40,000	18,814	(21,186)	47%
Rents	131,408	131,408	66,470	(64,938)	51%
Municipal Court	97,920	97,920	46,615	(51,305)	48%
Public Safety Charges for Svc	473,237	473,237	300,444	(172,793)	63%
Interest Income	184,000	184,000	82,272	(101,728)	45%
Miscellaneous	140,550	140,550	103,428	(37,122)	74%
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,182,169</b>	<b>\$ 12,881,886</b>	<b>\$ (4,300,283)</b>	<b>75%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 17,716,169</b>	<b>\$ 17,716,169</b>	<b>\$ 12,881,886</b>	<b>\$ (4,834,283)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 707,882	\$ 707,882	\$ 285,921	\$ 421,961	40%
Finance (includes Mun. Court)	1,614,695	1,614,695	928,237	686,458	57%
Human Resources	520,658	520,658	173,223	347,435	33%
City Secretary Office	360,526	360,526	171,121	189,405	47%
Information Services	1,114,746	1,157,746	642,668	515,078	56%
Police	5,047,139	5,047,139	2,360,453	2,686,686	47%
Fire	4,022,597	4,022,597	2,458,586	1,564,011	61%
Community Services	471,448	471,448	212,287	259,161	45%
Streets/Drainage	1,490,696	1,581,696	541,140	1,040,557	34%
Maintenance	925,288	925,288	399,732	525,556	43%
Parks	2,011,787	2,377,787	930,607	1,447,180	39%
Recreation	532,620	532,620	198,828	333,792	37%
<b>Total Expenditures</b>	<b>\$ 18,820,082</b>	<b>\$ 19,320,082</b>	<b>\$ 9,302,801</b>	<b>\$ 10,017,281</b>	<b>48%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 1,584,000	\$ 1,993,000	\$ 1,293,725	\$ 699,275	65%

Other Uses					
Transfers Out	\$ 66,000	\$ 66,000	\$ -	\$ 66,000	0%
<b>Total Expenditures</b>	<b>\$ 18,886,082</b>	<b>\$ 19,386,082</b>	<b>\$ 9,302,801</b>	<b>\$ 10,083,281</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date	Audited FY18
Beginning Fund Balance	6,735,401	7,550,925	7,550,925	
+ Net Increase (Decrease)	(1,169,913)	(1,669,913)	3,579,085	
Ending Fund Balance	\$ 5,565,488	\$ 5,881,012	\$ 11,130,010	

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,823,012	\$ 2,898,012	\$ 1,395,420
Restricted	11,500	11,500	11,500
Unassigned	2,730,976	2,971,500	9,723,089
<b>Total Fund Balance</b>	<b>\$ 5,565,488</b>	<b>\$ 5,881,012</b>	<b>\$ 11,130,010</b>

# General Fund Expenditure Summary

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 12,497,378	\$ 12,497,378	\$ 5,978,527	\$ 6,518,851	48%
Services / Supplies	4,738,704	4,829,704	2,030,550	2,799,154	42%
Capital	1,584,000	1,993,000	1,293,725	699,275	65%
	\$ 18,820,082	\$ 19,320,082	\$ 9,302,801	\$ 10,017,281	48%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,024,474	\$ 9,024,474	\$ 4,278,792	\$ 4,745,683	47%
<i>Employee Benefits</i>	3,472,904	3,472,904	1,699,735	1,773,169	49%
<i>Total Personnel</i>	\$ 12,497,378	\$ 12,497,378	\$ 5,978,527	\$ 6,518,851	48%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,477,011	\$ 1,477,011	\$ 724,836	\$ 752,176	49%
<i>Employee Development</i>	356,261	356,261	129,636	226,625	36%
<i>Office Supplies / Equipment</i>	1,130,352	1,130,352	418,865	711,487	37%
<i>Utilities</i>	334,408	334,408	132,110	202,298	40%
<i>Other</i>	1,440,672	1,531,672	625,104	906,568	41%
<i>Total Services / Supplies</i>	\$ 4,738,704	\$ 4,829,704	\$ 2,030,550	\$ 2,799,154	42%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 1,584,000	\$ 1,993,000	\$ 1,293,725	\$ 699,275	65%
<i>Total Capital</i>	\$ 1,584,000	\$ 1,993,000	\$ 1,293,725	\$ 699,275	65%
<b>Total General Fund Expenditure Summary</b>	\$ 18,820,082	\$ 19,320,082	\$ 9,302,801	\$ 10,017,281	48%

# General Fund Revenue

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,858,485	\$ 10,858,485	\$ 10,632,150	\$ (226,335)	98%
Sales Tax	2,787,241	2,787,241	935,540	(1,851,701)	34%
Franchise Fees	1,685,326	1,685,326	367,860	(1,317,466)	22%
Licensing & Permits	519,407	519,407	222,776	(296,631)	43%
Park/Recreation Fees	264,595	264,595	105,517	(159,078)	40%
Public Safety Fees	40,000	40,000	18,814	(21,186)	47%
Rents	131,408	131,408	66,470	(64,938)	51%
Municipal Court	97,920	97,920	46,615	(51,305)	48%
Public Safety Charges for Svc	473,237	473,237	300,444	(172,793)	63%
Interest Income	184,000	184,000	82,272	(101,728)	45%
Miscellaneous	140,550	140,550	103,428	(37,122)	74%
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,182,169</b>	<b>\$ 12,881,886</b>	<b>\$ (4,300,283)</b>	<b>75%</b>

# City Manager Office

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 413,579	\$ 413,579	\$ 188,310	\$ 225,269	46%
Services / Supplies	294,303	294,303	97,611	196,692	33%
Capital	-	-	-	-	0%
	\$ 707,882	\$ 707,882	\$ 285,921	\$ 421,961	40%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 327,604	\$ 327,604	\$ 142,979	\$ 184,625	44%
<i>Employee Benefits</i>	85,975	85,975	45,331	40,645	53%
<b>Total Personnel</b>	\$ 413,579	\$ 413,579	\$ 188,310	\$ 225,269	46%

<b>Services / Supplies</b>					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 165,760	\$ 165,760	\$ 58,215	\$ 107,545	35%
<i>Employee Development</i>	14,045	14,045	8,698	5,347	62%
<i>Supplies / Equipment</i>	4,210	4,210	1,875	2,335	45%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	28,823	81,465	26%
<b>Total Services / Supplies</b>	\$ 294,303	\$ 294,303	\$ 97,611	\$ 196,692	33%

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

<b>Total City Manager</b>	\$ 707,882	\$ 707,882	\$ 285,921	\$ 421,961	40%
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# Finance Department FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 999,683	\$ 999,683	\$ 511,263	\$ 488,420	51%
Services / Supplies	615,012	615,012	416,975	198,038	68%
Capital	-	-	-	-	0%
	\$ 1,614,695	\$ 1,614,695	\$ 928,237	\$ 686,458	57%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<b>Salaries / Wages</b>	\$ 722,935	\$ 722,935	\$ 372,040	\$ 350,895	51%
<b>Employee Benefits</b>	276,748	276,748	139,222	137,525	50%
<b>Total Personnel</b>	\$ 999,683	\$ 999,683	\$ 511,263	\$ 488,420	51%
<b>Services / Supplies</b>					
<b>Professional Services</b> (City-wide liability insurance - \$126,376 / DCAD - \$79,636)	\$ 531,737	\$ 531,737	\$ 385,081	\$ 146,657	72%
<b>Employee Development</b>	21,708	21,708	11,695	10,013	54%
<b>Supplies / Equipment</b>	10,667	10,667	3,256	7,411	31%
<b>Utilities</b>	-	-	-	-	0%
<b>Other</b> [Special Events (\$21,900, Data Processing \$29,000)]	50,900	50,900	16,943	33,957	33%
<b>Total Services / Supplies</b>	\$ 615,012	\$ 615,012	\$ 416,975	\$ 198,038	68%
<b>Capital</b>					
<b>Equipment / Vehicles</b>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,614,695	\$ 1,614,695	\$ 928,237	\$ 686,458	57%

# Human Resources

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 387,236	\$ 387,236	\$ 136,648	\$ 250,588	35%
Services / Supplies	133,422	133,422	36,575	96,847	27%
Capital	-	-	-	-	0%
	\$ 520,658	\$ 520,658	\$ 173,223	\$ 347,435	33%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 287,718	\$ 287,718	\$ 103,228	\$ 184,491	36%
<i>Employee Benefits</i>	99,518	99,518	33,421	66,097	34%
<b>Total Personnel</b>	\$ 387,236	\$ 387,236	\$ 136,648	\$ 250,588	35%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 51,050	\$ 51,050	\$ 14,830	\$ 36,220	29%
<i>Employee Development</i>	73,972	73,972	19,752	54,220	27%
<i>Supplies / Equipment</i>	1,575	1,575	283	1,292	18%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	1,710	5,115	25%
<b>Total Services / Supplies</b>	\$ 133,422	\$ 133,422	\$ 36,575	\$ 96,847	27%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 520,658	\$ 520,658	\$ 173,223	\$ 347,435	33%



# City Secretary Office

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 211,309	\$ 211,309	\$ 103,488	\$ 107,821	49%
Services / Supplies	149,217	149,217	67,633	81,584	45%
Capital	-	-	-	-	-
	\$ 360,526	\$ 360,526	\$ 171,121	\$ 189,405	47%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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#### Personnel

<b>Salaries / Wages</b>	\$ 162,369	\$ 162,369	\$ 79,518	\$ 82,851	49%
<b>Employee Benefits</b>	48,941	48,941	23,970	24,971	49%
<b>Total Personnel</b>	\$ 211,309	\$ 211,309	\$ 103,488	\$ 107,821	49%

#### Services / Supplies

<b>Professional Services</b>	\$ 41,900	\$ 41,900	\$ 3,653	\$ 38,247	9%
<b>Employee Development</b> <i>(City Council related \$36,142)</i>	50,262	50,262	21,931	28,331	44%
<b>Supplies / Equipment</b>	16,055	16,055	6,549	9,506	41%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Outside Services)</b>	41,000	41,000	35,500	5,500	87%
<b>Total Services / Supplies</b>	\$ 149,217	\$ 149,217	\$ 67,633	\$ 81,584	45%

#### Capital

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

<b>Total City Secretary Office</b>	\$ 360,526	\$ 360,526	\$ 171,121	\$ 189,405	47%
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# Information Services

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 677,843	\$ 677,843	\$ 323,210	\$ 354,633	48%
Services / Supplies	436,903	436,903	276,648	160,255	63%
Capital	-	43,000	42,810	190	0%
	\$ 1,114,746	\$ 1,157,746	\$ 642,668	\$ 515,078	56%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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#### Personnel

<b>Salaries / Wages</b>	\$ 511,425	\$ 511,425	\$ 245,128	\$ 266,297	48%
<b>Employee Benefits</b>	166,417	166,417	78,082	88,335	47%
<b>Total Personnel</b>	\$ 677,843	\$ 677,843	\$ 323,210	\$ 354,633	48%

#### Services / Supplies

<b>Professional Services</b> (Maintenance Contracts \$137,440)	\$ 190,440	\$ 190,440	\$ 66,802	\$ 123,638	35%
<b>Employee Development</b>	28,755	28,755	6,875	21,880	24%
<b>Supplies / Equipment</b>	2,300	2,300	1,830	470	80%
<b>Utilities</b>	24,308	24,308	6,854	17,454	28%
<b>Other (Data Processing)</b>	191,100	191,100	194,287	(3,187)	102%
<b>Total Services / Supplies</b>	\$ 436,903	\$ 436,903	\$ 276,648	\$ 160,255	63%

#### Capital

<b>Equipment / Vehicles - Network Storage Device (Added via Budget Amendment)</b>	-	43,000	42,810	190	0%
<b>Total Capital</b>	\$ -	\$ 43,000	\$ 42,810	\$ 190	0%

<b>Total City Secretary Office</b>	\$ 1,114,746	\$ 1,157,746	\$ 642,668	\$ 515,078	56%
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# Police Department

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,492,789	<b>\$ 4,492,789</b>	<b>\$ 2,140,928</b>	\$ 2,351,861	48%
Services / Supplies	389,350	<b>389,350</b>	<b>177,709</b>	211,641	46%
Capital	<u>165,000</u>	<b><u>165,000</u></b>	<b><u>41,816</u></b>	<u>123,184</u>	<u>25%</u>
	<b>\$ 5,047,139</b>	<b>\$ 5,047,139</b>	<b>\$ 2,360,453</b>	<b>\$ 2,686,686</b>	<b>47%</b>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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#### Personnel

<b>Salaries / Wages</b>	\$ 3,309,810	<b>\$ 3,309,810</b>	<b>\$ 1,569,514</b>	\$ 1,740,296	47%
<b>Employee Benefits</b>	<u>1,182,979</u>	<b><u>1,182,979</u></b>	<b><u>571,414</u></b>	<u>611,565</u>	<u>48%</u>
<b>Total Personnel</b>	<b>\$ 4,492,789</b>	<b>\$ 4,492,789</b>	<b>\$ 2,140,928</b>	<b>\$ 2,351,861</b>	<b>48%</b>

#### Services / Supplies

<b>Professional Services</b>	\$ 139,838	<b>\$ 139,838</b>	<b>\$ 107,196</b>	\$ 32,642	77%
<b>Employee Development</b>	45,309	<b>45,309</b>	<b>17,918</b>	27,391	40%
<b>Supplies / Equipment</b>	140,915	<b>140,915</b>	<b>29,559</b>	111,356	21%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Animal Care - \$52,028)</b>	<u>63,288</u>	<b><u>63,288</u></b>	<b><u>23,035</u></b>	<u>\$ 40,253</u>	<u>36%</u>
<b>Total Services / Supplies</b>	<b>\$ 389,350</b>	<b>\$ 389,350</b>	<b>\$ 177,709</b>	<b>\$ 211,641</b>	<b>46%</b>

#### Capital

<b>Equipment / Vehicles</b>	165,000	<b>165,000</b>	<b>41,816</b>	123,184	25%
<b>Total Capital</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ 41,816</b>	<b>\$ 123,184</b>	<b>25%</b>

<b>Total Police Department</b>	<b>\$ 5,047,139</b>	<b>\$ 5,047,139</b>	<b>\$ 2,360,453</b>	<b>\$ 2,686,686</b>	<b>47%</b>
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# Fire Department FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

## --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,443,276	\$ 2,443,276	\$ 1,172,325	\$ 1,270,951	48%
Services / Supplies	475,321	475,321	290,945	184,376	61%
Capital	1,104,000	1,104,000	995,316	108,684	90%
	\$ 4,022,597	\$ 4,022,597	\$ 2,458,586	\$ 1,564,011	61%

## --- Detail ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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### Personnel

<b>Salaries / Wages</b>	\$ 1,709,983	\$ 1,709,983	\$ 805,983	\$ 904,001	47%
<b>Employee Benefits</b>	733,293	733,293	366,343	366,950	50%
<b>Total Personnel</b>	\$ 2,443,276	\$ 2,443,276	\$ 1,172,325	\$ 1,270,951	48%

### Services / Supplies

<b>Professional Services</b>	\$ 71,025	\$ 71,025	\$ 35,049	\$ 35,976	49%
<b>Employee Development</b> (Training - \$50,450)	65,495	65,495	23,911	41,584	37%
<b>Supplies / Equipment</b>	159,751	159,751	63,014	96,737	39%
<b>Utilities</b>	1,800	1,800	814	986	45%
<b>Other</b> (Capital Lease Pmt - \$134,000)	177,250	177,250	168,156	9,094	95%
<b>Total Services / Supplies</b>	\$ 475,321	\$ 475,321	\$ 290,945	\$ 184,376	61%

### Capital

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

<b>Total Fire Department</b>	\$ 4,022,597	\$ 4,022,597	\$ 2,458,586	\$ 1,564,011	61%
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# Community Services

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 447,995	\$ 447,995	\$ 208,514	\$ 239,480	47%
Services / Supplies	23,453	23,453	3,773	19,680	16%
Capital	-	-	-	-	0%
	\$ 471,448	\$ 471,448	\$ 212,287	\$ 259,161	45%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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#### Personnel

<i>Salaries / Wages</i>	\$ 316,041	\$ 316,041	\$ 155,353	\$ 160,688	49%
<i>Employee Benefits</i>	131,954	131,954	53,161	78,792	40%
<b>Total Personnel</b>	\$ 447,995	\$ 447,995	\$ 208,514	\$ 239,480	47%

#### Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 1,105	8,095	12%
<i>Employee Development</i>	5,795	5,795	886	4,909	15%
<i>Supplies / Equipment</i>	8,458	8,458	1,781	6,677	21%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<b>Total Services / Supplies</b>	\$ 23,453	\$ 23,453	\$ 3,773	\$ 19,680	16%

#### Capital

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

<b>Total Building Operations</b>	\$ 471,448	\$ 471,448	\$ 212,287	\$ 259,161	45%
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# Streets Division

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

<i>Percent of Budget Year Transpired</i>	<b>50.0%</b>
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### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 697,195	\$ 697,195	\$ 358,729	\$ 338,466	51%
Services / Supplies	718,501	809,501	118,674	690,827	15%
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	\$ 541,140	\$ 1,040,557	34%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 484,653	\$ 484,653	\$ 246,614	\$ 238,039	51%
<i>Employee Benefits</i>	<u>212,543</u>	<u>212,543</u>	<u>112,115</u>	<u>100,427</u>	<u>53%</u>
<b>Total Personnel</b>	\$ 697,195	\$ 697,195	\$ 358,729	\$ 338,466	51%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 78,771	\$ 78,771	\$ 6,395	\$ 72,376	8%
<i>Employee Development</i>	10,825	10,825	2,619	8,206	24%
<i>Supplies / Equipment</i>	48,355	48,355	17,622	30,733	36%
<i>Utilities (Streetlights)</i>	90,000	90,000	42,416	47,584	47%
<i>Other (Street Maintenance)</i>	<u>490,550</u>	<u>581,550</u>	<u>49,623</u>	<u>531,927</u>	<u>9%</u>
<b>Total Services / Supplies</b>	\$ 718,501	\$ 809,501	\$ 118,674	\$ 690,827	15%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	75,000	75,000	63,736	11,264	85%
<b>Total Capital</b>	\$ 75,000	\$ 75,000	\$ 63,736	\$ 11,264	85%
<b>Total Streets</b>	\$ 1,490,696	\$ 1,581,696	\$ 541,140	\$ 1,040,557	34%

# Maintenance Division

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 345,803	\$ 345,803	\$ 173,990	\$ 171,813	50%
Services / Supplies	579,485	579,485	225,742	353,743	39%
Capital	-	-	-	-	0%
	\$ 925,288	\$ 925,288	\$ 399,732	\$ 525,556	43%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 244,696	\$ 244,696	\$ 122,561	\$ 122,135	50%
<i>Employee Benefits</i>	101,107	101,107	51,429	49,678	51%
<b>Total Personnel</b>	\$ 345,803	\$ 345,803	\$ 173,990	\$ 171,813	50%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 63,978	\$ 63,978	\$ 15,519	\$ 48,459	24%
<i>Employee Development</i>	4,495	4,495	747	3,748	17%
<i>Supplies / Equipment</i> (Fuel & Oils - \$159,777, Repair Parts / Contract Repairs - \$195,610)	425,912	425,912	176,148	249,764	41%
<i>Utilities</i>	85,000	85,000	33,328	51,672	39%
<i>Other</i>	100	100	-	100	0%
<b>Total Services / Supplies</b>	\$ 579,485	\$ 579,485	\$ 225,742	\$ 353,743	39%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Maintenance</b>	\$ 925,288	\$ 925,288	\$ 399,732	\$ 525,556	43%

# Parks Division FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,168,532	<b>\$ 1,168,532</b>	<b>\$ 573,832</b>	\$ 594,699	49%
Services / Supplies	603,255	<b>603,255</b>	<b>206,728</b>	396,527	34%
Capital	<u>240,000</u>	<b><u>606,000</u></b>	<b><u>150,047</u></b>	<u>455,953</u>	<u>25%</u>
	<b>\$ 2,011,787</b>	<b>\$ 2,377,787</b>	<b>\$ 930,607</b>	<b>\$ 1,447,180</b>	<b>39%</b>

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
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### Personnel

<b>Salaries / Wages</b>	\$ 777,453	<b>\$ 777,453</b>	<b>\$ 368,885</b>	\$ 408,568	47%
<b>Employee Benefits</b>	<u>391,078</u>	<b><u>391,078</u></b>	<b><u>204,947</u></b>	<u>186,131</u>	<u>52%</u>
<b>Total Personnel</b>	<b>\$ 1,168,532</b>	<b>\$ 1,168,532</b>	<b>\$ 573,832</b>	<b>\$ 594,699</b>	<b>49%</b>

### Services / Supplies

<b>Professional Services</b> (ROW Contract Mowing - \$108,000)	\$ 133,312	<b>\$ 133,312</b>	<b>\$ 30,991</b>	\$ 102,321	23%
<b>Employee Development</b>	25,045	<b>25,045</b>	<b>10,199</b>	14,846	41%
<b>Supplies / Equipment</b>	310,648	<b>310,648</b>	<b>116,805</b>	193,843	38%
<b>Utilities</b>	133,300	<b>133,300</b>	<b>48,698</b>	84,602	37%
<b>Other</b>	<u>950</u>	<b><u>950</u></b>	<b><u>35</u></b>	<u>915</u>	<u>4%</u>
<b>Total Services / Supplies</b>	<b>\$ 603,255</b>	<b>\$ 603,255</b>	<b>\$ 206,728</b>	<b>\$ 396,527</b>	<b>34%</b>

### Capital

<b>Equipment / Vehicles - Budget</b> Amend added \$91K for eng. for Chapel Hill Trail and \$275K for DTR shade covers and playground equip.	240,000	<b>606,000</b>	<b>150,047</b>	455,953	25%
<b>Total Capital</b>	<u>240,000</u>	<b><u>606,000</u></b>	<b><u>150,047</u></b>	<u>455,953</u>	<u>25%</u>

<b>Total Parks</b>	<b>\$ 2,011,787</b>	<b>\$ 2,377,787</b>	<b>\$ 930,607</b>	<b>\$ 1,447,180</b>	<b>39%</b>
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# Recreation Division FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 212,138	\$ 212,138	\$ 87,289	\$ 124,850	41%
Services / Supplies	320,482	320,482	111,539	208,943	35%
Capital	-	-	-	-	0%
	\$ 532,620	\$ 532,620	\$ 198,828	\$ 333,792	37%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 169,788	\$ 169,788	\$ 66,989	\$ 102,799	39%
<i>Employee Benefits</i>	42,351	42,351	20,300	22,051	48%
<b>Total Personnel</b>	\$ 212,138	\$ 212,138	\$ 87,289	\$ 124,850	41%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,555	10,555	4,405	6,150	42%
<i>Supplies / Equipment</i>	1,506	1,506	143	1,363	9%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	308,421	308,421	106,991	201,430	35%
<b>Total Services / Supplies</b>	\$ 320,482	\$ 320,482	\$ 111,539	\$ 208,943	35%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 532,620	\$ 532,620	\$ 198,828	\$ 333,792	37%

# Equipment Replacement / Capital Schedule

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
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	41,816	123,184	25%
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	150,047	455,953	25%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 1,584,000</b>	<b>\$ 1,993,000</b>	<b>\$ 1,293,725</b>	<b>\$ 699,275</b>	<b>65%</b>

# Utility Fund Revenues

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

<b>Percent of Budget Year Transpired</b>	<b>50.0%</b>
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<b>Fees</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Electronic Payment</i>	\$ (175,000)	\$ (175,000)	\$ (81,890)	\$ (93,110)	47%
<i>Charges / Penalties</i>	86,750	86,750	48,316	38,434	56%
<b>Total Fees</b>	\$ (88,250)	\$ (88,250)	\$ (33,574)	\$ (54,676)	38%

### Licenses & Permits

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

### Charges for Services

<i>Water Sales</i>	\$ 5,618,870	\$ 5,618,870	\$ 1,525,156	\$ 4,093,714	27%
<i>Sewer Sales</i>	4,435,083	4,435,083	1,912,233	2,522,850	43%
<i>Inspection Fees</i>	3,000	3,000	2,960	40	99%
<b>Total Charges for Service</b>	\$ 10,056,953	\$ 10,056,953	\$ 3,440,349	\$ 6,616,604	34%

### Interest

<i>Interest (Operations)</i>	\$ 35,000	\$ 35,000	\$ 27,449	\$ 7,551	78%
<i>Interest (Capital Projects)</i>	26,000	26,000	43,633	(17,633)	168%
<b>Total Interest</b>	\$ 61,000	\$ 61,000	\$ 71,082	\$ (10,082)	117%

### Impact Fees

<i>Impact Fees</i>	\$ 265,000	\$ 265,000	\$ 179,856	\$ 85,144	68%
<b>Total Impact Fees</b>	\$ 265,000	\$ 265,000	\$ 179,856	\$ 85,144	68%

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 34,120	\$ (29,120)	682%
<b>Total Miscellaneous Income</b>	\$ 5,000	\$ 5,000	\$ 34,120	\$ (29,120)	682%

<b>Total Utility Fund Revenues</b>	\$ 10,309,703	\$ 10,309,703	\$ 3,691,833	\$ 6,617,870	36%
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# Utility Division

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired 50.0%**

--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,767,684	\$ 1,767,684	\$ 889,266	\$ 878,417	50%
Services / Supplies	6,222,872	6,222,872	2,804,863	3,418,008	45%
Capital	40,000	40,000	-	40,000	0%
Total Utility Division	\$ 8,030,555	\$ 8,030,555	\$ 3,694,130	\$ 4,336,426	46%

--- Detail - Operations ---					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
Salaries / Wages	\$ 1,181,869	\$ 1,181,869	\$ 604,644	\$ 577,225	51%
Employee Benefits	585,815	585,815	284,623	301,192	49%
Total Personnel	\$ 1,767,684	\$ 1,767,684	\$ 889,266	\$ 878,417	50%
<b>Services / Supplies</b>					
Professional Services	\$ 342,644	\$ 342,644	\$ 120,402	\$ 222,242	35%
Employee Development	57,141	57,141	17,832	39,309	31%
Supplies / Equipment	86,959	86,959	26,479	60,481	30%
Utilities	404,380	404,380	147,118	257,262	36%
Other (Well Lot Maintenance)	975,416	975,416	392,475	582,941	40%
Sub-Total - Operations Services / Supplies	\$ 1,866,541	\$ 1,866,541	\$ 704,306	\$ 1,162,235	38%
<b>Wholesale Water / Wastewater</b>					
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	292,236	622,834	32%
UTRWD - Water Demand Charges	1,318,950	1,318,950	659,475	659,475	50%
UTRWD - Sewer Effluent Volume Rate	526,776	526,776	349,099	177,677	66%
UTRWD - Capital Charge Joint Facilities	1,355,495	1,355,495	677,748	677,747	50%
UTRWD - HV Sewer Line to UTRWD	234,935	234,935	116,898	118,037	50%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,356,331	\$ 4,356,331	\$ 2,100,557	\$ 2,255,774	48%
Total Services / Supplies	\$ 6,222,872	\$ 6,222,872	\$ 2,804,863	\$ 3,418,008	45%
<b>Capital</b>					
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	\$ 3,694,130	\$ 4,336,426	46%

# Utility Fund Working Capital FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,618,870	\$ 5,618,870	\$ 1,525,156	\$ 4,093,714	27%
<i>Sewer Sales</i>	4,435,083	4,435,083	1,912,233	2,522,850	43%
<i>Other Fees / Charges</i>	104,750	104,750	85,396	19,354	82%
<i>Electronic Payment Credit</i>	(175,000)	(175,000)	(81,890)	(93,110)	47%
<i>Interest</i>	35,000	35,000	27,449	7,551	78%
<b>Total Revenues</b>	<b>\$ 10,018,703</b>	<b>\$ 10,018,703</b>	<b>\$ 3,468,345</b>	<b>\$ 6,550,358</b>	<b>35%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$363,072	\$363,072	\$ 206,560	\$ 156,512	57%
<i>Operations</i>	3,271,152	3,271,152	1,387,012	1,884,140	42%
<i>UTRWD</i>	4,356,331	4,356,331	2,100,557	2,255,774	48%
<i>Debt Service</i>	1,216,814	1,216,814	1,044,369	172,445	86%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	40,000	40,000	-	40,000	0%
<b>Total Expenditures</b>	<b>\$ 9,247,369</b>	<b>\$ 9,247,369</b>	<b>\$ 4,738,499</b>	<b>\$ 4,508,870</b>	<b>51%</b>

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%
<b>Total Other Sources (Uses)</b>	<b>\$ (620,000)</b>	<b>\$ (620,000)</b>	<b>\$ 150,000</b>	<b>\$ (770,000)</b>	<b>-24%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	151,334	151,334	(1,120,154)
<b>Beginning Working Capital</b>			
<i>Operations</i>	2,404,004	2,404,004	2,404,004
<i>Available Impact Fees</i>	906,474	906,474	906,474
<b>Total Available Working Capital</b>	<b>\$ 3,310,478</b>	<b>\$ 3,310,478</b>	<b>\$ 3,310,478</b>
<b>Ending Working Capital</b>			
<i>Operations</i>	2,555,338	2,555,338	1,283,850
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,021,474	1,021,474	936,330
<b>Total Available Working Capital</b>	<b>\$ 3,576,812</b>	<b>\$ 3,576,812</b>	<b>\$ 2,220,180</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	906,474	906,474	906,474
+ <i>Collections</i>	265,000	265,000	179,856
- <i>Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<i>Ending Balance</i>	1,021,474	1,021,474	936,330

\*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 MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 433,725	\$ 433,725	\$ 195,568	\$ 238,158	45%
<i>Annual Park Passes</i>	37,000	37,000	8,940	28,060	24%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	300	300	13	287	4%
<b>Total Revenues</b>	<b>\$ 471,025</b>	<b>\$ 471,025</b>	<b>\$ 204,520</b>	<b>\$ 266,505</b>	<b>43%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 179,892	\$ 179,892	\$ 93,597	\$ 86,295	52%
<i>Services / Supplies</i>	209,235	209,235	109,668	99,567	52%
<i>Capital</i>	-	-	18,606	(18,606)	0%
<b>Total Expenditures</b>	<b>\$ 389,126</b>	<b>\$ 389,126</b>	<b>\$ 221,871</b>	<b>\$ 167,256</b>	<b>57%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 149,028	\$ 194,032	\$ 194,032
<i>+ Net Increase (Decrease)</i>	81,899	81,899	(17,351)
<b>Ending Fund Balance</b>	<b>\$ 230,927</b>	<b>\$ 275,931</b>	<b>\$ 176,681</b>

**Audited FY18**

# Debt Service Fund

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$1,884,171	\$ 1,884,171	\$ 1,843,991	\$ 40,180	98%
<i>Interest Income</i>	1,400	1,400	6,388	(4,988)	456%
<i>Total Revenues</i>	\$ 1,885,571	\$ 1,885,571	\$ 1,850,379	\$ 35,192	98%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,930,000	\$ 1,930,000	\$ 1,930,000	\$ -	100%
<i>Interest Payments</i>	800,999	800,999	464,548	336,451	58%
<i>Paying Agent Fees</i>	3,000	3,000	1,381	1,619	46%
<i>Total Expenditures</i>	\$ 2,733,999	\$ 2,733,999	\$ 2,395,929	\$ 338,070	88%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	856,827	856,827	746,759	\$ 110,068	87%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<i>Total Financing Sources</i>	\$ 856,827	\$ 856,827	\$ 746,759	\$ 110,068	87%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 151,980	\$ 159,489	\$ 159,489
<i>+ Net Increase (Decrease)</i>	8,399	8,399	201,209
<i>Ending Fund Balance</i>	\$ 160,379	\$ 167,888	\$ 360,698

**Audited FY18**

# Capital Projects Fund

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	50,000	50,000	82,181	(32,181)	164%
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 82,181</b>	<b>\$ (32,181)</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2018 Proposed Bond</b> (Parks/Streets/Drainage)	5,375,281	5,375,281	466,254	4,909,027	9%
2018 Bond Issue (Streets)		2,500,000	53,220	2,446,780	2%
2018 Bond Issue (Parks)		2,875,281	413,034	2,462,247	14%
<b>Total Expenditures</b>	<b>\$ 5,375,281</b>	<b>\$ 5,375,281</b>	<b>\$ 466,254</b>	<b>\$ 4,909,027</b>	<b>9%</b>

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%
<b>Total Financing Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ 6,119,643	\$ 6,865,552	\$ 6,865,552
+Net Increase (Decrease)	(5,325,281)	(5,325,281)	(384,074)
Ending Fund Balance	\$ 794,362	\$ 1,540,271	\$ 6,481,478

**Audited FY18**



# Drainage Utilities

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 2,757	\$ (2,757)	0%
<i>Drainage Fee Receipts</i>	490,000	490,000	226,404	263,596	46%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	3,177	823	79%
<b>Total Revenues</b>	<b>\$ 494,000</b>	<b>\$ 494,000</b>	<b>\$ 232,339</b>	<b>\$ 261,661</b>	<b>47%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 381,972	\$ 381,972	\$ 190,579	\$ 191,393	50%
<i>Services / Supplies</i>	150,665	150,665	53,367	97,298	35%
<i>Capital</i>	50,000	50,000	-	50,000	0%
<b>Total Expenditures</b>	<b>\$ 582,637</b>	<b>\$ 582,637</b>	<b>\$ 243,946</b>	<b>\$ 338,691</b>	<b>42%</b>

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%
<b>Total Other Sources (Uses)</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 288,759	\$ 340,814	\$ 340,814
<i>+ Net Increase (Decrease)</i>	(38,637)	(38,637)	(11,607)
<b>Ending Fund Balance</b>	<b>\$ 250,122</b>	<b>\$ 302,177</b>	<b>\$ 329,207</b>

**Audited FY18**

# Park Development Fee Fund

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Interest	\$ 400	\$ 400	\$ 802	\$ (402)	201%
Community Park Fees	-	-	-	-	0%
Linear Park Fees	-	-	-	-	0%
Neighborhood Park Fees	-	-	-	-	0%
Service Area II	-	-	-	-	0%
Service Area IV	-	-	-	-	0%
<b>Total Revenues</b>	\$ 400	\$ 400	\$ 802	\$ (402)	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Unity Park	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	0%
Capital Outlay (Unity Park)	-	-	-	-	0%
Capital Outlay (Village Park)	-	-	-	-	0%
Capital Outlay - (St James development, Area I)	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	0%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 69,586	\$ 69,437	\$ 69,437
+ Net Increase (Decrease)	(23,600)	(23,600)	802
<b>Ending Fund Balance</b>	\$ 45,986	\$ 45,837	\$ 70,239

Audited FY18

Ending Fund Balance Detail	Original Budget	Year to Date
Community Park Fees	\$ 45,986	70,239
Linear Park Fees	-	-
Neighborhood Park Fees (Area I)	-	-
Neighborhood Park Fees (Area II)	-	-
Neighborhood Park Fees (Area IV)	-	-
<b>Total</b>	\$ 45,986	\$ 70,239

# Public Safety Special Revenue Fund

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 34,679	\$ (9,079)	135%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	14,309	(10,709)	397%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 14,309	\$ (10,709)	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	\$ 6,277	\$ 6,277
+ Net Increase (Decrease)	-	-	20,370
Ending Fund Balance	\$ 36,980	\$ 6,277	\$ 26,647

**Audited FY18**

# Municipal Court Technology Fee Fund

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 1,635	1,865	47%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 5,700	\$ 5,700	\$ 5,488	\$ 212	96%
<b>Total Expenditures</b>	\$ 5,700	\$ 5,700	\$ 5,488	\$ 212	96%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 31,939	\$ 32,003	\$ 32,003
+ Net Increase (Decrease)	(2,200)	(2,200)	(3,853)
Ending Fund Balance	\$ 29,739	\$ 29,803	\$ 28,150

**Audited FY18**

# Municipal Court Building Security Fund

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 1,227	\$ 1,473	45%

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	\$ 32,722	\$ 32,722
+ Net Increase (Decrease)	2,700	2,700	1,227
Ending Fund Balance	\$ 35,419	\$ 35,422	\$ 33,949

**Audited FY18**

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>
<b>Beginning Fund Balance</b>	\$ 373,513	\$ 106,954	\$ 95,532	\$ 95,532
<b>Revenues</b>				
4B Sales Tax	1,242,599	1,262,392	1,334,766	453,565
Park Fees (Rental)	24,384	74,400	79,500	31,481
Linear Park Fees	575	-	574	-
Miscellaneous Income	590	600	600	-
Interest Income	508	500	800	658
<b>Total</b>	<b>\$ 1,268,656</b>	<b>\$ 1,337,892</b>	<b>\$ 1,416,240</b>	<b>\$ 485,704</b>
<b>Expenditures</b>				
Personnel	205,020	266,907	283,470	144,489
Services / Supplies	145,584	213,722	200,630	97,205
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	870,124	800,685	856,827	746,759
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,248,728</b>	<b>\$ 1,309,314</b>	<b>\$ 1,368,927</b>	<b>\$ 988,453</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
<b>Transfer to 4B Capital Projects</b>	<b>\$ 281,152</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Equipment</b>	<b>5,335</b>	<b>40,000</b>	<b>-</b>	<b>-</b>
<b>Net Increase / (Decrease)</b>	<b>(266,559)</b>	<b>(11,422)</b>	<b>47,313</b>	<b>(502,750)</b>
<b>Working Capital Balance</b>	<b>\$ 106,954</b>	<b>\$ 95,532</b>	<b>\$ 142,845</b>	<b>\$ (407,218)</b>



# PEG Fee Fund

## FY 2018/2019 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 55,000	\$ 55,000	\$ 12,946	\$ 42,054	24%
<i>Total Revenues</i>	\$ 55,000	\$ 55,000	\$ 12,946	\$ 42,054	24%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	19,400	19,400	5,195	14,205	27%
<i>Capital</i>	-	-	3,416	(3,416)	0%
<i>Total Expenditures</i>	\$ 19,400	\$ 19,400	\$ 8,612	\$ 10,788	44%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out</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	\$ 113,692	\$ 113,692
<i>+Net Increase (Decrease)</i>	35,600	35,600	4,334
<i>Ending Fund Balance</i>	\$ 147,466	\$ 149,292	\$ 118,026

**Audited FY18**



**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 21**

**MEETING DATE: 05/14/19**

**SUBJECT: Investment Report for Quarter Ending March 31, 2019**

**PREPARED BY: Heather Miller, Assistant Finance Director**

**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 December 31, 2018 through March 31, 2019 follow this briefing.

- TexPool (Texas Local Government Investment Pool, a public funds investment pool that matures April 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 April 1, 2019)
- Independent DDA (Demand Deposit Account that matures April 1, 2019 collateralized by pledged securities held in custody by The Independent Bankers Bank)
- Independent NOW (Negotiable Order of Withdraw that matures April 1, 2019 collateralized by pledged securities held in custody by The Independent Bankers Bank)
- Southside MMA (Money Market Account that matures April 1, 2019, collateralized by pledged securities held in custody by the Federal Home Loan Bank)
- InterBank MMA (Money Market Account that matures April 1, 2019, fully insured by the Federal Deposit Insurance Corporation)
- 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)
- Wallis State Bank CD (Certificates of Deposit that matures October 25, 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 January 26, 2020 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 26, 2020 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Wallis State Bank CD (Certificates of Deposit that matures July 26, 2020 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 \$24,245,096 and the ending market value on March 31, 2019 was \$25,262,354. The average yield for the quarter ending March 31, 2019 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (2.38%) is less than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at December 31, 2018 was \$14,875,615 and the ending balance at March 31, 2019 was \$15,419,920 or 61% of the City's total portfolio. The weighted average maturity of the City's portfolio at December 31, 2018 is 68 days.

The average total portfolio yield for the quarter ending March 31, 2019 was 2.46%.

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>
December 31, 2018	\$24,245,095	\$24,245,095
March 31, 2019	\$25,262,354	\$25,262,354

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

<sup>1</sup>Note:

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.

## **RECOMMENDATION:**

Council to receive the Investment Reports for the period ending March 31, 2019.



## **QUARTERLY INVESTMENT REPORT**

**For the Quarter Ended**

**March 31, 2019**

**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.

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Ken Heerman, Assistant City Manager

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Heather Miller, Assistant Finance Director

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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	December 31, 2018			March 31, 2019		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
MMA/NOW/Pools	2.14%	\$ 14,875,615	\$ 14,875,615	2.38%	\$ 15,419,920	\$ 15,419,920
Securities/CDs	2.48%	9,369,480	9,369,480	2.57%	9,842,434	9,842,434
<b>Totals</b>		<b>\$ 24,245,095</b>	<b>\$ 24,245,095</b>		<b>\$ 25,262,354</b>	<b>\$ 25,262,354</b>

#### Current Quarter Average Yield (1)

Total Portfolio	2.46%
Rolling Three Month Treasury	2.44%
Rolling Six Month Treasury	2.51%

#### Fiscal Year-to-Date Average Yield (2)

Total Portfolio	2.34%
Rolling Three Month Treasury	2.41%
Rolling Six Month Treasury	2.45%
TexPool	2.35%

#### Interest Earnings

Quarterly Interest	\$ 141,714	Approximate
Fiscal Year-to-Date Interest	\$ 264,052	Approximate

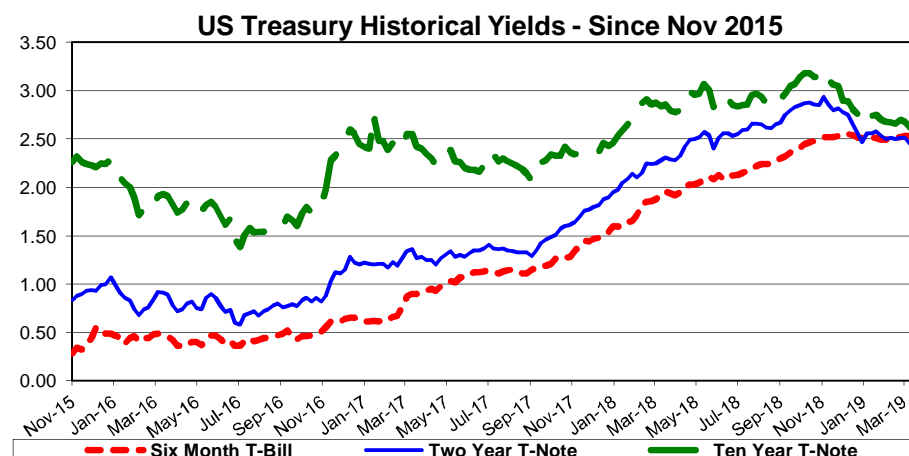
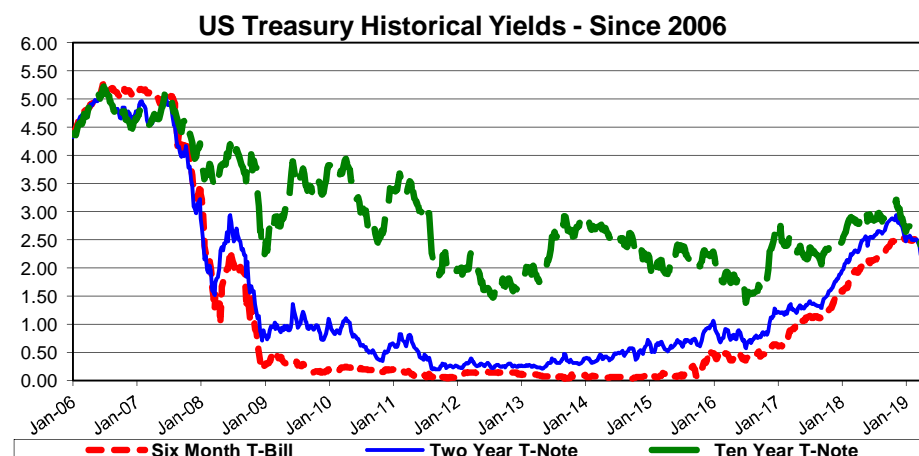
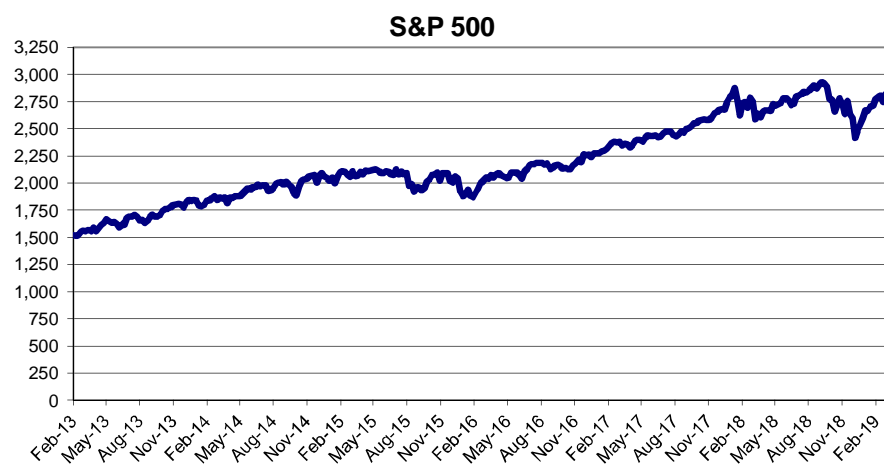
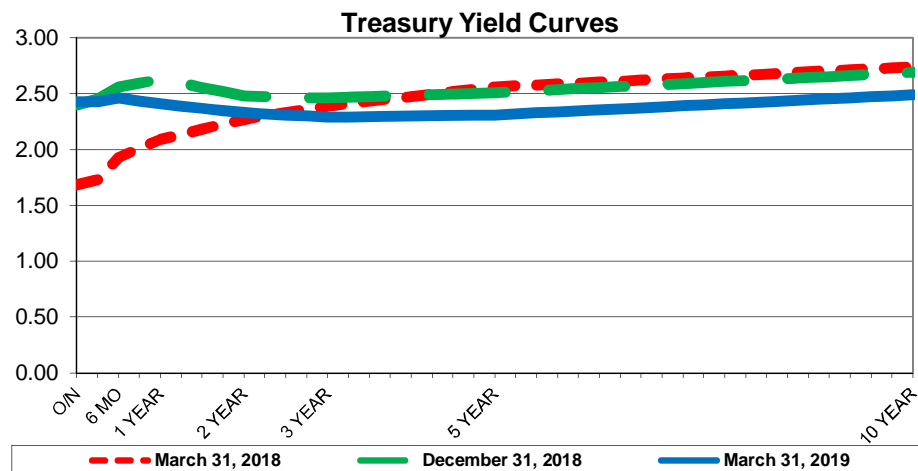
(1) Average Yield calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

(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.

## Economic Overview

3/31/2019

The Federal Open Market Committee (FOMC) maintained the Fed Funds target range to 2.25% - 2.50% (Effective Fed Funds are trading +/-2.40%). The market projections now lean towards decreases late 2019 or early 2020. Gradual FRB portfolio reduction continues by limiting reinvestment of maturing holdings, but that strategy will end this summer. February Non Farm Payroll plunged to only 20,000 new jobs (although Dec and Jan were revised up slightly). Fourth quarter GDP registered 2.2% (final). Crude oil remained +/- \$55. The Stock Markets continued higher from December lows. Housing mostly mixed. The mid-maturity yield curve is lower and still sway-backed.



## Investment Holdings

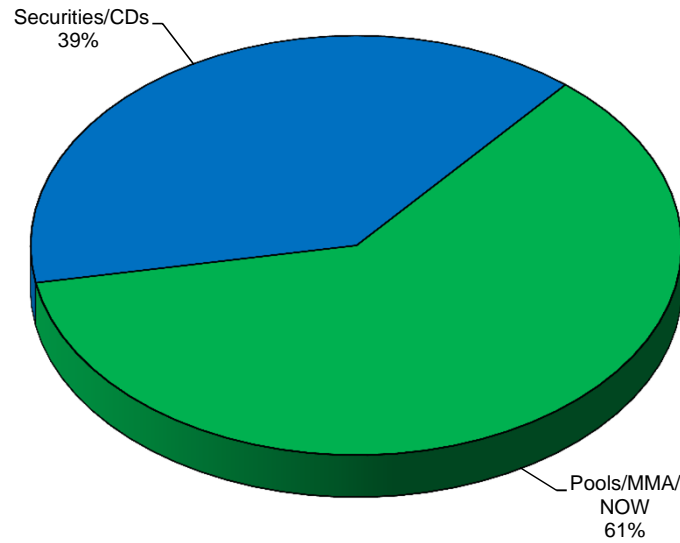
March 31, 2019

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
TexPool	AAAm	2.42%	04/01/19	03/31/19	\$ 3,527,512	\$ 3,527,512	1.00	\$ 3,527,512	1	2.42%
TexSTAR	AAAm	2.41%	04/01/19	03/31/19	4,368,336	4,368,336	1.00	4,368,336	1	2.41%
Independent DDA		0.35%	04/01/19	03/31/19	992,808	992,808	1.00	992,808	1	0.35%
Independent NOW		0.40%	04/01/19	03/31/19	6,627	6,627	1.00	6,627	1	0.40%
Southside MMA		2.59%	04/01/19	03/31/19	2,908,839	2,908,839	1.00	2,908,839	1	2.59%
InterBank MMA		2.70%	04/01/19	03/31/19	212,042	212,042	1.00	212,042	1	2.70%
InterBank ICS		2.70%	04/01/19	03/31/19	3,403,757	3,403,757	1.00	3,403,757	1	2.70%
Third Coast Bank CD		2.20%	04/22/19	01/22/18	1,022,182	1,022,182	100.00	1,022,182	22	2.20%
Wallis State Bank CD		2.53%	04/26/19	09/22/18	3,037,756	3,037,756	100.00	3,037,756	26	2.55%
Third Coast Bank CD		2.25%	07/22/19	01/22/18	1,022,691	1,022,691	100.00	1,022,691	113	2.25%
WallisBank CD		2.59%	08/09/19	08/09/18	759,805	759,805	100.00	759,805	131	2.61%
WallisBank CD		2.70%	10/25/19	01/24/19	1,000,000	1,000,000	100.00	1,000,000	208	2.73%
WallisBank CD		2.74%	01/26/20	01/24/19	1,000,000	1,000,000	100.00	1,000,000	301	2.77%
WallisBank CD		2.74%	04/26/20	01/24/19	1,000,000	1,000,000	100.00	1,000,000	392	2.77%
WallisBank CD		2.76%	07/26/20	01/24/19	1,000,000	1,000,000	100.00	1,000,000	483	2.79%
					<b>\$ 25,262,354</b>	<b>\$ 25,262,354</b>		<b>\$ 25,262,354</b>	<b>68</b>	<b>2.46%</b>
									(1)	(2)

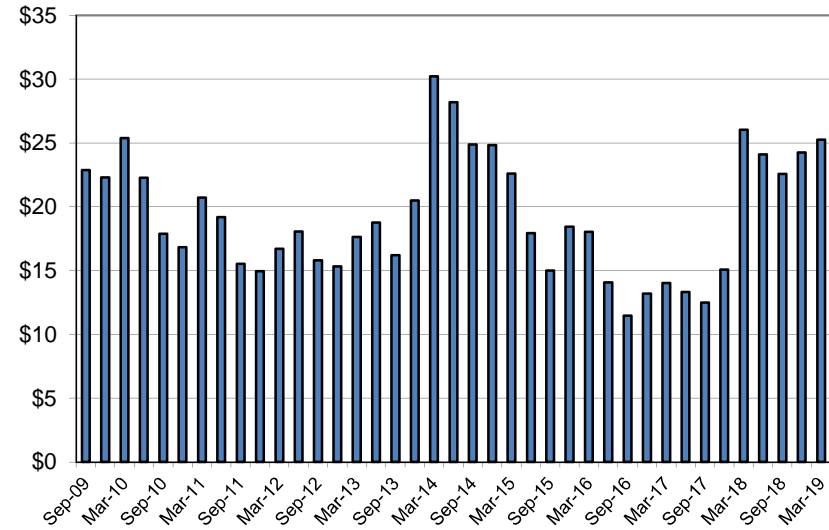
(1) **Weighted average life** - For purposes of calculating weighted average life, pool and bank account investments are assumed to have a one day maturity.

(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.

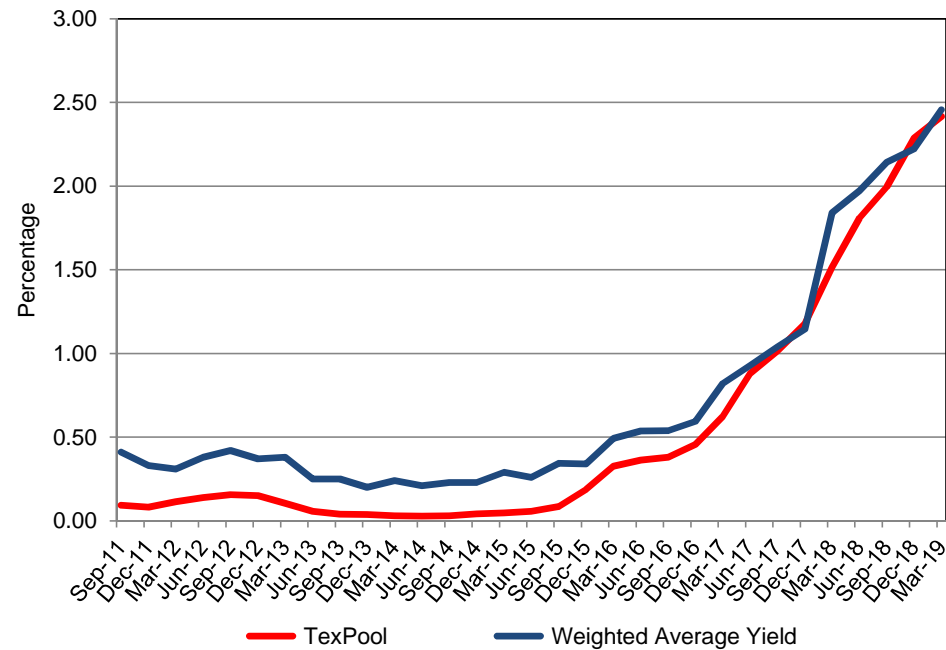
**Portfolio Composition**



**Total Portfolio (Millions)**



**Total Portfolio Performance**





## Book Value Comparison

Description	Coupon/ Discount	Maturity Date	December 31, 2018		Purchases/ Accretions	Amortizations/ Sales/Maturities	March 31, 2019	
			Original Face/ Par Value	Book Value			Original Face/ Par Value	Book Value
TexPool	2.42%	04/01/19	\$ 2,289,151	\$ 2,289,151	\$ 1,238,362	\$ —	\$ 3,527,512	\$ 3,527,512
TexSTAR	2.41%	04/01/19	3,968,514	3,968,514	399,822		4,368,336	4,368,336
Independent DDA	0.35%	04/01/19	2,128,835	2,128,835		(1,136,027)	992,808	992,808
Independent NOW	0.40%	04/01/19	6,620	6,620	7		6,627	6,627
Southside MMA	2.59%	04/01/19	2,890,686	2,890,686	18,153		2,908,839	2,908,839
InterBank MMA	2.70%	04/01/19	211,933	211,933	109		212,042	212,042
InterBank ICS	2.70%	04/01/19	3,379,876	3,379,876	23,880		3,403,757	3,403,757
Third Coast Bank CD	2.15%	01/22/19	1,016,167	1,016,167		(1,016,167)	—	—
LegacyTexas Bank CD	2.20%	02/27/19	1,018,414	1,018,414		(1,018,414)	—	—
LegacyTexas Bank CD	2.20%	02/27/19	1,527,621	1,527,621		(1,527,621)	—	—
Third Coast Bank CD	2.20%	04/22/19	1,016,545	1,016,545	5,637		1,022,182	1,022,182
Wallis State Bank CD	2.53%	04/26/19	3,018,923	3,018,923	18,833		3,037,756	3,037,756
Third Coast Bank CD	2.25%	07/22/19	1,016,923	1,016,923	5,767		1,022,691	1,022,691
WallisBank CD	2.59%	08/09/19	754,887	754,887	4,919		759,805	759,805
WallisBank CD	2.70%	10/25/19	—	—	1,000,000		1,000,000	1,000,000
WallisBank CD	2.74%	01/26/20	—	—	1,000,000		1,000,000	1,000,000
WallisBank CD	2.74%	04/26/20	—	—	1,000,000		1,000,000	1,000,000
WallisBank CD	2.76%	07/26/20	—	—	1,000,000		1,000,000	1,000,000
<b>TOTAL</b>			<b>\$ 24,245,095</b>	<b>\$ 24,245,095</b>	<b>\$ 5,715,488</b>	<b>\$ (4,698,229)</b>	<b>\$ 25,262,354</b>	<b>\$ 25,262,354</b>

## Market Value Comparison

Description	Coupon/ Discount	December 31, 2018			Qtr-to-Qtr Change	March 31, 2019		
		Original Face/ Par Value	Market Price	Market Value		Original Face/ Par Value	Market Price	Market Value
TexPool	2.42%	\$ 2,289,151	1.00	\$ 2,289,151	\$ 1,238,362	\$ 3,527,512	1.00	\$ 3,527,512
TexSTAR	2.41%	3,968,514	1.00	3,968,514	399,822	4,368,336	1.00	4,368,336
Independent DDA	0.35%	2,128,835	1.00	2,128,835	(1,136,027)	992,808	1.00	992,808
Independent NOW	0.40%	6,620	1.00	6,620	7	6,627	1.00	6,627
Southside MMA	2.59%	2,890,686	1.00	2,890,686	18,153	2,908,839	1.00	2,908,839
InterBank MMA	2.70%	211,933	1.00	211,933	109	212,042	1.00	212,042
InterBank ICS	2.70%	3,379,876	1.00	3,379,876	23,880	3,403,757	1.00	3,403,757
Third Coast Bank CD	2.15%	1,016,167	100.00	1,016,167	(1,016,167)	—		—
LegacyTexas Bank CD	2.20%	1,018,414	100.00	1,018,414	(1,018,414)	—		—
LegacyTexas Bank CD	2.20%	1,527,621	100.00	1,527,621	(1,527,621)	—		—
Third Coast Bank CD	2.20%	1,016,545	100.00	1,016,545	5,637	1,022,182	100.00	1,022,182
Wallis State Bank CD	2.53%	3,018,923	100.00	3,018,923	18,833	3,037,756	100.00	3,037,756
Third Coast Bank CD	2.25%	1,016,923	100.00	1,016,923	5,767	1,022,691	100.00	1,022,691
WallisBank CD	2.59%	754,887	100.00	754,887	4,919	759,805	100.00	759,805
WallisBank CD	2.70%	—		—	1,000,000	1,000,000	100.00	1,000,000
WallisBank CD	2.74%	—		—	1,000,000	1,000,000	100.00	1,000,000
WallisBank CD	2.74%	—		—	1,000,000	1,000,000	100.00	1,000,000
WallisBank CD	2.76%	—		—	1,000,000	1,000,000	100.00	1,000,000
<b>TOTAL</b>		<b>\$ 24,245,095</b>		<b>\$ 24,245,095</b>	<b>\$ 1,017,259</b>	<b>\$ 25,262,354</b>		<b>\$ 25,262,354</b>

**Allocation by Fund**  
**March 31, 2019**  
**Book and Market Value**

Utility Funds	TexPool	TexSTAR	Independent		Southside	InterBank	InterBank	Certificates of Deposit	
			DDA	NOW				04/22/2019	04/26/2019
Interest & Sinking	\$ 212,211	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
Replacement Reserve	463,922	—	—	—	—	—	—	—	—
Operations	352,348	—	—	—	273,504	—	—	—	—
Impact Fees	135,787	—	—	—	43,645	—	—	—	—
2013 CO Utility Capital Projects	—	118	—	—	521,059	—	—	—	—
2018 CO Utility Capital Projects	—	1,055,186	—	—	—	100,229	1,701,042	—	—
<b>Sub Total</b>	<b>\$ 1,164,268</b>	<b>\$ 1,055,304</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 838,208</b>	<b>\$ 100,229</b>	<b>\$ 1,701,042</b>	<b>\$ —</b>	<b>\$ —</b>
<b>General Funds</b>									
Operations	\$ 1,719,621	\$ 1,603,563	\$ —	\$ 318	\$ 2,070,632	\$ 12,585	\$ —	\$ 1,022,182	\$ —
Pooled Cash	—	—	992,808	—	—	—	—	—	—
Interest & Sinking	294,615	64,583	—	—	—	—	—	—	—
Drainage Utility	278,223	—	—	—	—	—	—	—	—
<b>Sub Total</b>	<b>\$ 2,292,459</b>	<b>\$ 1,668,146</b>	<b>\$ 992,808</b>	<b>\$ 318</b>	<b>\$ 2,070,632</b>	<b>\$ 12,585</b>	<b>\$ —</b>	<b>\$ 1,022,182</b>	<b>\$ —</b>
<b>General Capital Project Funds</b>									
Park Development	\$ 70,239	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
2015 Tax Note Capital Projects	—	46,898	—	—	—	—	—	—	—
2018 GO Capital Projects	—	1,592,035	—	—	—	99,227	1,702,715	—	3,037,756
<b>Sub Total</b>	<b>\$ 70,239</b>	<b>\$ 1,638,933</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 99,227</b>	<b>\$ 1,702,715</b>	<b>\$ —</b>	<b>\$ 3,037,756</b>
<b>Corp Leased Park Funds</b>									
Corp LeasedTXDot Mitigation	\$ —	\$ 3	\$ —	\$ 6,309	\$ —	\$ —	\$ —	\$ —	\$ —
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ 3</b>	<b>\$ —</b>	<b>\$ 6,309</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>HV Community Development Funds</b>									
Operations	\$ 547	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
HVCDC TXDot Mitigation	—	5,950	—	—	—	—	—	—	—
<b>Sub Total</b>	<b>\$ 547</b>	<b>\$ 5,950</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Totals</b>	<b>\$ 3,527,512</b>	<b>\$ 4,368,336</b>	<b>\$ 992,808</b>	<b>\$ 6,627</b>	<b>\$ 2,908,839</b>	<b>\$ 212,042</b>	<b>\$ 3,403,757</b>	<b>\$ 1,022,182</b>	<b>\$ 3,037,756</b>

**Allocation by Fund**  
**March 31, 2019**  
**Book and Market Value**

(Continued)

Utility Funds	Certificates of Deposit						Total	Interest This Quarter
	07/22/2019	08/09/2019	10/25/2019	01/24/2020	04/24/2020	07/24/2020		
Interest & Sinking	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 212,211	\$ 2,753
Replacement Reserve	—	—	—	—	—	—	463,922	2,736
Operations	—	—	—	—	—	—	625,852	3,785
Impact Fees	—	759,805	—	—	—	—	939,238	5,818
2013 CO Utility Capital Projects	—	—	—	—	—	—	521,177	4,182
2018 CO Utility Capital Projects	—	—	—	—	—	—	2,856,457	18,171
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ 759,805</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 5,618,856</b>	<b>\$ 37,444</b>
<b>General Funds</b>								
Operations	\$ 1,022,691	\$ —	1,000,000	1,000,000	1,000,000	1,000,000	\$ 11,451,592	\$ 54,669
Pooled Cash	—	—	—	—	—	—	992,808	980
Interest & Sinking	—	—	—	—	—	—	359,198	5,268
Drainage Utility	—	—	—	—	—	—	278,223	1,622
<b>Sub Total</b>	<b>\$ 1,022,691</b>	<b>\$ —</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 13,081,820</b>	<b>\$ 62,539</b>
<b>General Capital Project Funds</b>								
Park Development	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 70,239	\$ 414
2015 Tax Note Capital Projects	—	—	—	—	—	—	46,898	277
2018 GO Capital Projects	—	—	—	—	—	—	6,431,733	40,672
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 6,548,870</b>	<b>\$ 41,363</b>
<b>Corp Leased Park Funds</b>								
Corp LeasedTXDot Mitigation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 6,312	\$ 6
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 6,312</b>	<b>\$ 6</b>
<b>HV Community Development Funds</b>								
Operations	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 547	\$ 326
HVCDC TXDot Mitigation	—	—	—	—	—	—	5,950	35
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 6,496</b>	<b>\$ 362</b>
<b>Totals</b>	<b>\$ 1,022,691</b>	<b>\$ 759,805</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 25,262,354</b>	<b>\$ 141,714</b>

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

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Southside MMA	InterBank MMA	InterBank ICS	Certificates of Deposit	
								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
<b>Sub Total</b>	<b>\$ 1,629,061</b>	<b>\$ 310,135</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 832,977</b>	<b>\$ 100,216</b>	<b>\$ 1,689,104</b>	<b>\$ —</b>	<b>\$ 1,018,414</b>
<b>General Funds</b>									
Operations	\$ 3,988	\$ 3,090,865	\$ —	\$ 318	\$ 2,057,709	\$ 12,502	\$ —	\$ 1,016,167	\$ —
Pooled Cash	—	—	2,128,835	—	—	—	—	—	—
Interest & Sinking	196,942	64,202	—	—	—	—	—	—	—
Drainage Utility	277,646	—	—	—	—	—	—	—	—
<b>Sub Total</b>	<b>\$ 478,576</b>	<b>\$ 3,155,067</b>	<b>\$ 2,128,835</b>	<b>\$ 318</b>	<b>\$ 2,057,709</b>	<b>\$ 12,502</b>	<b>\$ —</b>	<b>\$ 1,016,167</b>	<b>\$ —</b>
<b>General Capital Project Funds</b>									
Park Development	\$ 69,825	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
2015 Tax Note Capital Projects	—	46,621	—	—	—	—	—	—	—
2018 GO Capital Projects	—	450,773	—	—	—	99,214	1,690,772	—	—
<b>Sub Total</b>	<b>\$ 69,825</b>	<b>\$ 497,394</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 99,214</b>	<b>\$ 1,690,772</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Corp Leased Park Funds</b>									
Corp LeasedTXDot Mitigation	\$ —	\$ 3	\$ —	\$ 6,302	\$ —	\$ —	\$ —	\$ —	\$ —
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ 3</b>	<b>\$ —</b>	<b>\$ 6,302</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>HV Community Development Funds</b>									
Operations	\$ 111,689	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
HVCDC TXDot Mitigation	—	5,914	—	—	—	—	—	—	—
<b>Sub Total</b>	<b>\$ 111,689</b>	<b>\$ 5,914</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>
<b>Totals</b>	<b>\$ 2,289,151</b>	<b>\$ 3,968,514</b>	<b>\$ 2,128,835</b>	<b>\$ 6,620</b>	<b>\$ 2,890,686</b>	<b>\$ 211,933</b>	<b>\$ 3,379,876</b>	<b>\$ 1,016,167</b>	<b>\$ 1,018,414</b>

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

(Continued)

Utility Funds	Certificates of Deposit					Total	Interest This Quarter
	02/27/2019	04/22/2019	04/26/2019	07/22/2019	08/09/2019		
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
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 754,887</b>	<b>\$ 6,334,793</b>	<b>\$ 36,582</b>
<b>General Funds</b>							
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
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ 1,016,545</b>	<b>\$ —</b>	<b>\$ 1,016,923</b>	<b>\$ —</b>	<b>\$ 10,882,643</b>	<b>\$ 43,143</b>
<b>General Capital Project Funds</b>							
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
<b>Sub Total</b>	<b>\$ 1,527,621</b>	<b>\$ —</b>	<b>\$ 3,018,923</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 6,903,749</b>	<b>\$ 42,311</b>
<b>Corp Leased Park Funds</b>							
Corp LeasedTXDot Mitigation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 6,306	\$ 6
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 6,306</b>	<b>\$ 6</b>
<b>HV Community Development Funds</b>							
Operations	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 111,689	\$ 263
HVCDC TXDot Mitigation	—	—	—	—	—	5,914	33
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 117,604</b>	<b>\$ 296</b>
<b>Totals</b>	<b>\$ 1,527,621</b>	<b>\$ 1,016,545</b>	<b>\$ 3,018,923</b>	<b>\$ 1,016,923</b>	<b>\$ 754,887</b>	<b>\$ 24,245,095</b>	<b>\$ 122,338</b>

# **CITY OF HIGHLAND VILLAGE**

## **CITY COUNCIL BRIEFING**

**AGENDA# 23**

**MEETING DATE: 05/14/19**

**SUBJECT: Conduct a Public Hearing and Consider Ordinance 2019-1261 Re-adopting “Youth Standards of Care” of the Code of Ordinances of the City of Highland Village, Texas, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department**

**PREPARED BY: Adam Richter, Recreation Coordinator**

### **BACKGROUND:**

In 1995 The Texas Legislature amended Section 42.041 (b) (14), Human Resources Code to exempt elementary-age (5-13) municipal youth recreation programs from the State’s child- care licensing requirement under certain conditions. The programs operated by the city are recreational in nature and are not child-care facilities.

This law requires that a city annually adopt standards of care by ordinance after a public hearing. Adopted standards must be provided to the parents of each program participant and must include, at a minimum, staffing rations, minimum staff qualifications, minimum facility, health and safety standards.

State Law also requires that parents be informed that the program is not licensed by the State and that the program may not be advertised as a child-care facility.

### **IDENTIFIED NEED/S:**

Annual adoption of Highland Village Youth Program Standards of Care for our youth programs, specifically Kids Kamp. With the annual adoption, the City will be exempt from child care licensing as allowed by law.

### **OPTIONS & RESULTS:**

To conduct a public hearing on the proposed Highland Village Youth Program Standards of Care. Council approval of the proposed Highland Village Youth Program Standards of Care.

### **RECOMMENDATION:**

Conduct a public hearing and approve the first read of Ordinance 2019-1261.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2019-1261**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, READOPTING IN ITS ENTIRETY ARTICLE 14.04 "PARKS AND RECREATION" DIVISION 7 "YOUTH SERVICES STANDARDS OF CARE" OF THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, TEXAS, SETTING FORTH AND ADOPTING THE STANDARDS OF CARE FOR YOUTH PROGRAMS OFFERED BY THE PARKS AND RECREATION DEPARTMENT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Texas Human Resource Code, Section 42.041 (b)(4), establishes requirements to exempt recreational programs operated by municipalities for elementary age (5-13) children from State child care licensing; and

**WHEREAS**, in order to receive exempt status for a youth recreation program, a municipality must adopt standards of care by ordinance after a public hearing for the program, then submit a copy of program standards, a notice of the public hearing for the program and a copy of the ordinance adopting the standards to the State; and

**WHEREAS**, the City Council in prior years has adopted such standards of care, which are presently codified as Article 14.04, Division 7 of the Code of Ordinances; and

**WHEREAS**, the City Council, after conducting a public hearing and affording a full and fair hearing to all citizens, and in the exercise of legislative discretion, has concluded that the standards of care as previously codified should be readopted;

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

**SECTION 1.** The standards of care for youth programs offered by the Parks and Recreation Department of the City of Highland Village, Texas, as codified in Article 14.04 "Parks and Recreation," Division 7 "Youth Services Standard of Care," a true and correct copy of which is attached hereto as Exhibit "A," are hereby readopted in their entirety without amendment in accordance with Texas Human Resource Code, Section 42.041(b)(14).

**SECTION 2.** If any section, paragraph, clause or provision of this Ordinance shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

**SECTION 3.** This ordinance shall take effect immediately from and after its passage on Second Reading and publication in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.



PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS, ON FIRST READING ON THIS THE 14<sup>TH</sup> DAY OF MAY 2019.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS, ON SECOND READING ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2019.

APPROVED:

\_\_\_\_\_  
Charlotte J. Wilcox, Mayor

ATTEST:

\_\_\_\_\_  
Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Kevin B. Laughlin, City Attorney  
(kbl:5/7/19:107824)

**Exhibit A to  
Ordinance No. 2019-1261**

**ARTICLE 14.04 PARKS AND RECREATION**

**Division 7. Youth Services Standards of Care**

**Sec. 14.04.221            Purpose**

The following standards of care ("standards") have been adopted by the city council, to comply with section 42.041(b)(14) of the Texas Human Resources Code. The standards are intended to be minimum standards by which the city parks and recreation department will operate the city's youth programs. The programs operated by the city are recreational in nature and are not licensed by the state as certified day-care programs. The state department of family and protective services has issued an exemption determination certificate to the city.

**Sec. 14.04.222            General administration; definitions**

(a)     Definitions. The following words and phrases as used in these standards shall have the following meaning:

Department. The parks and recreation department of the city.

Director. The director of the department or the director's designee.

Parent. One parent or both parents or other adult with legal custody and authority to enroll their child(ren) in the youth programs.

Participant. A child age five (5) to thirteen (13) whose parent(s) have completed all required registration procedures and determined to be eligible for a youth program.

Program manual. The notebook of policies, procedures, required forms, and organizational and programming information relevant to the youth programs.

Program site. The physical location where the youth program is being conducted.

Program staff. The person or persons who have been hired or have volunteered to work for the city and been assigned responsibilities for managing, administering, or implementing some or all portions of one or more youth programs.

Recreation coordinator. The full-time department employee who performs the functions responsible for administration and implementation of the youth programs.

Site director. The person who has been hired to directly administer and oversee the daily operations of a youth program to include, but not be limited to, the supervision of staff, safety of participants, and programming.

Youth program or program. A fee based children's program or activity offered and supervised by the department that requires a participant to enroll or register in order to participate, including, but

not limited to, city's youth programs consisting of the Kid's Kamp and other non-school day programs which last one week (5 days) or longer.

(b) Organization.

- (1) The governing body of the youth program is the city council.
- (2) Implementation of the youth programs standard of care is the responsibility of the director and program staff.
- (3) Youth programs to which these standards of care will apply are the Kid's Kamp and other non-school day programs that last one week (5 days) or longer.
- (4) Each program site will have a current copy of these standards available for the public and program staff.
- (5) Parents of participants will be provided a current copy of these standards prior to the start of the youth program, preferably during the registration process.
- (6) Program staff must pass a background investigation including testing for illegal substances.

(c) Inspection/monitoring/enforcement.

- (1) The recreation coordinator will perform weekly inspections of the program to confirm adherence to these standards.
  - (A) Inspection reports will be sent to the director for review and kept on record for at least two years.
  - (B) The director will review the report and establish deadlines and criteria for compliance with these standards.
- (2) Complaints regarding enforcement of these standards will be directed to the recreation coordinator. The recreation coordinator will be responsible for taking the necessary steps to resolve the problems. The recreation coordinator will record complaints regarding enforcement of these standards and their resolution. The director will address serious complaints regarding enforcement of these standards and the complaints and the resolution will be noted.
- (3) The director may make a report during the annual budget process to the city council on the overall status of youth programs.

(d) Enrollment. Before a child may become a participant, the parent must complete and sign registration forms that contain information pertaining to the participant and their parent(s). The following information must be provided:

- (1) Name, address and home telephone number.

- (2) Name, address and telephone number of parent(s) where the parent(s) may be contacted during the hours the participant is participating in the youth program.
  - (3) In case of emergency, contact names and telephone numbers of one or more people who are not a parent of the participant who may be contacted regarding the participant during the hours the participant is participating in the youth program.
  - (4) The names, telephone numbers and driver's license numbers of people to whom the participant may be released to.
  - (5) A statement of the participant's special problems or needs, including allergies.
  - (6) Emergency medical authorization, the name and phone number of the doctor to be called regarding the participant.
  - (7) A liability release that encompasses all personal injury, including death, and property damage resulting from the participant's participation in the program signed by a person authorized to grant such release on behalf of the participant.
- (e) Suspected abuse.
- (1) Program staff will report suspected child abuse to the state department of family and protective services, in accordance with the Texas Family Code.
  - (2) Program staff will receive basic training related to child abuse prevention and how to report suspected abuse.

**Sec. 14.04.223      Staff responsibilities and training**

- (a) Site director qualifications. A site director must meet the following minimum qualifications:
- (1) Must be an employee of the city.
  - (2) Must be at least 19 years of age.
  - (3) Must have a high school diploma or GED.
  - (4) Must have two years experience planning and implementing recreational activities.
  - (5) Must have previous experience in supervising children and possess knowledge of recreational games, crafts and activities.
  - (6) Must be skilled in supervising children of varying age levels in a group setting.
  - (7) Must pass a background investigation including a test for illegal substances.
  - (8) Must have a current certification in first aid, cardio pulmonary resuscitation (CPR) based on either American Heart Association or American Red Cross standards.

(b) Site director responsibilities.

- (1) A site director administers the daily operations of the program in compliance with these standards.
- (2) A site director recommends for hire, supervises, and evaluates program staff.
- (3) A site director plans, implements, and evaluates the daily activities of programs.
- (4) A site director will investigate allegations or concerns regarding suspected child abuse and will report suspected child abuse or neglect in accordance with the Texas Family Code.

(c) Program staff.

- (1) Program staff will be part-time or temporary employees of the department.
- (2) Program staff working with children must be 17 years of age or older; however, each program site will have at least one employee 18 years or older present at all times during the hours a program is conducted at the program site.
- (3) Program staff must pass a background investigation including a test for illegal substances.
- (4) Program staff must have successfully completed a course in first aid and CPR based on either American Heart Association or American Red Cross standards. An exception can be made for no more than one staff person at each program site, and that person shall successfully complete a first aid and CPR course within four weeks of starting work.

(d) Program staff responsibilities.

- (1) Program staff must be able to consistently exhibit competency, tolerance, and patience.
- (2) Program staff must relate to children with courtesy, respect, tolerance, and patience.
- (3) Program staff will provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- (4) Program staff will be responsible to know and follow all city, departmental, and program standards, policies and procedures that apply to the youth programs.
- (5) Program staff must ensure that participants are released only to a parent or an adult designated by the parent. All program sites will have a copy of the department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the program staff.

(e) Training/orientation.

- (1) The department will provide training and orientation to program staff in working with participants and for specific job responsibilities. Each program staff will be provided with a program manual specific to each youth program.
- (2) Program staff will be trained in appropriate procedures to handle emergencies.
- (3) Program staff will receive a two-day training course in areas including city, departmental, and program policies and procedures, provision of recreation activities, safety issues, child psychology, and city organization.
- (4) Program staff will be required to sign an acknowledgment that they received the required training and are expected to conduct activities in accordance with training and these standards.

**Sec. 14.04.224      Operations**

(a) Staff-participant ratio. In a youth program, the standard ratio of participants to counselors will be twenty (20) participants to one (1) program staff member. In the event a program staff member is unable to report to the program site, a replacement will be assigned.

(b) Discipline.

- (1) Program staff will implement discipline and guidance in a consistent manner based on the best interests of participants.
- (2) There shall be no cruel or harsh punishment or treatment.
- (3) Program staff may use brief, supervised separation from the group if necessary.
- (4) As necessary, program staff will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
- (5) A sufficient number and/or severe nature of discipline reports as detailed in the program manual may result in a participant being suspended from a program.
- (6) In instances where there is a danger to participants or program staff, the offending participant will be removed from the program site as soon as possible.

(c) Programming.

- (1) Program staff will attempt to provide activities for each group according to the participants' ages. The activities must be appropriate to participants' health, safety, and wellbeing. The activities also must be flexible and attempt to promote the participants' emotional, social, and mental growth.
- (2) Program staff will attempt to provide that programs include:
  - (A) Alternating active and passive activities;
  - (B) Opportunity for individual and group activities; and
  - (C) Outdoor time each day if weather permits.
- (3) Program staff will be attentive and considerate of the safety of participants on field trips and during any transportation provided by the program.
  - (A) During trips, program staff supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
  - (B) Program staff must have a written list of the participants in the group and must check the roll frequently.
  - (C) Program staff must have first aid supplies and a guide to first aid and emergency care available on field trips.

(d) Communication. Each program site will have a mobile phone or radio to allow program staff at the program site to be contacted by department personnel. Each program site will have access to a telephone or radio for use in contacting the municipal complex or making emergency calls. The recreation coordinator will post the following telephone numbers adjacent to a telephone accessible to all program staff at each program site:

- (1) City ambulance or emergency medical services;
- (2) City police department;
- (3) City fire department;
- (4) City municipal complex;
- (5) City parks and recreation department;
- (6) Numbers at which parents of participants attending the program(s) at the program site may be reached; and
- (7) The telephone number for the program site itself.

(e) Transportation.

- (1) Before a participant may be transported to and from a youth program by program staff, a transportation release form, completed by the parent of the participant, must be filed with the site director.
- (2) First aid supplies and a first aid and emergency care guide will be available in all vehicles used by program staff to transport participants.
- (3) All vehicles used by program staff for transporting participants must have available a 6-BC portable fire extinguisher which is easily accessible.

**Sec. 14.04.225 Facility standards**

(a) Safety.

- (1) Program staff will inspect program sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants.
- (2) Buildings, grounds, and equipment on the program site will be inspected, cleaned, repaired, and maintained to protect the health and safety of the participants.
- (3) Program equipment and supplies must be safe for the participants' use.
- (4) Program staff must have first aid supplies and a guide to first aid and emergency care readily available at each site, during transportation to an off-site activity, and for the duration of any off-site activity.

(b) Fire.

- (1) In case of fire, danger of fire, explosion, or other emergency, the first priority of program staff is to evacuate the participants to a designated safe area.
- (2) Emergency evacuation and relocation plans will be posted at each indoor facility of a program site.

(c) Health.

(1) Illness or injury to participant.

- (A) A participant who is considered to be a health or safety concern to other participants or program staff will not be admitted to the program.
- (B) Illnesses and injuries will be handled in a manner to protect the health of all participants and program staff.
- (C) Program staff will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the program manual.



- (D) Program staff will follow the recommendation of the state department of health concerning the admission or readmission of any participant after a communicable disease.

(2) Medication. Program staff will administer medication to a participant only if:

- (A) Parent(s) complete and sign a medication form that provides authorization for program staff to dispense medication with details as to time and dosages. The form will include a hold harmless clause to protect the city.
- (B) Prescription medications are in the original containers labeled with the participant's name, a date, directions, and the physician's name. Program staff will administer the medication only as stated on the label. Program staff will not administer medication after the expiration date.
- (C) Nonprescription medications are labeled with the participant's name and the date the medication was brought to the program site. Nonprescription medication must be in the original container. Program staff will administer it only according to label direction.
- (D) Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of program staff. No injections will be administered by the program staff.
- (E) Program staff must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available). Medications will be kept separate from food.

(3) Toilet facilities.

- (A) The program site will have inside toilets located and equipped so participants can use them independently and program staff can supervise as needed.
- (B) There must be one flush toilet for every 30 participants. Urinals may be counted in the ratio of toilets to participants, but they must not exceed 50 percent of the total number of toilets.
- (C) Exceptions on flush toilet to participants may be adjusted when program activities take place at primitive or outdoor park locations.

(4) Sanitation.

- (A) The facilities at the program site must have adequate light, ventilation, and heat.
- (B) The program site must have an adequate supply of water meeting the standards of the state department of health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.

(5) Special needs. Participants with special needs requiring personal assistance, i.e., feeding, changing of clothes, using the restroom, must provide an attendant for the duration of the program. Program staff will not provide personal assistance. The attendant will be admitted to the program free of charge.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

<b>AGENDA# 24</b>	<b>MEETING DATE: 05/14/19</b>
<b>SUBJECT:</b>	<b>Consider Resolution 2019-2813 of the City Council of the City of Highland Village, Texas awarding and authorizing a contract with Pavecon Public Works, LP for the Street Improvements Project – Phase 1 (First Phase of the 2018 Street Bond Program)</b>
<b>PREPARED BY:</b>	<b>Scott Kriston, Director of Public Works</b>

**BACKGROUND:**

As a result of the City's pavement evaluation program, certain streets have been identified to be at or near the end of their useful life and require pavement improvements. The streets will be improved as part of the 2018 Street Bond Program. These street improvements will be accomplished in several phases in an effort to more concentrate and limit the work to different areas of the City one area at a time. The first phase (identified as Street Improvements Project – Phase 1) will include improvements to Rosedale Street, Shasta Court, Ranier Court, Snowdon Court, Sheldon Court, Sugarloaf Court, and Catesby Place. Several of these streets require full depth reclamation while a few will require an asphalt overlay to bring them back to a 100% on the City's Pavement Condition Index (PCI).

The City issued the project for bid with a Base Bid including improvements to the streets identified above. Bids were received on Thursday, May 2, 2019 for the project from four general contractors, with one of the bids being non-responsive. The bid total for each responsive bidder is provided below:

Pavecon	Reynolds Asphalt	Anderson Asphalt
\$523,307.39	\$559,140.95	\$582,016.11

The lowest bidder is Pavecon Public Works, LP with a total bid in the amount of \$523,307.39. The low bid has been reviewed and evaluated and is considered the lowest responsive bid. This bid is considered a good bid. Pavecon has sufficient resources to construct this project.

**IDENTIFIED NEED/S:**

The City of Highland Village needs to make pavement improvements to Rosedale Street, Shasta Court, Ranier Court, Snowdon Court, Sheldon Court, Sugarloaf Court, and Catesby Place.

**OPTIONS & RESULTS:**

The pavement improvements to Rosedale Street, Shasta Court, Ranier Court, Snowdon Court, Sheldon Court, Sugarloaf Court, and Catesby Place will provide additional longevity and ride quality to these pavement structures.

**PROGRESS TO DATE: (if appropriate)**

Contractors' bids for construction on the project have been received and evaluated.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

Funding is available through the 2018 Street Bond Program.

**RECOMMENDATION:**

To approve Resolution 2019-2813.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2813**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDING AND AUTHORIZING A CONTRACT WITH PAVECON PUBLIC WORKS, LP FOR THE STREET IMPROVEMENTS PROJECT – PHASE 1 (FIRST PHASE OF THE 2018 STREET BOND PROGRAM); AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, City administration, having solicited, received, and reviewed the bids for the Street Improvements Project – Phase 1 (the “Project”) to improve Rosedale Street, Shasta Court, Ranier Court, Snowdon Court, Sheldon Court, Sugarloaf Court, and Catesby Place by making pavement improvements, has determined that Pavecon Public Works, LP has submitted the lowest responsive bid in the amount of \$523,307.39 and recommends award of a contract for the Project to said bidder; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration and approve the above described contract agreement.

**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 execute a contract with Pavecon Public Works, LP in the amount of \$523,307.39 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

**SECTION 2.** This Resolution shall become effective immediately upon passage.

**PASSED AND APPROVED THIS 14<sup>th</sup> DAY OF MAY 2019.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:5/8/19:107865)

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 25**

**MEETING DATE: 05/14/19**

**SUBJECT:** Consider Ordinance 2019-1260 amending Code of Ordinances Chapter 22 “Utilities”, Article 22.10 “Water”, Division 2 “Water Conservation/Drought Contingency Plan”; Section 22.10.031 “Adoption” by amending the City’s Water Conservation and Drought Contingency Plan to Update Historical Water Use Information, and to amend Conservation goals related to Implementation of the Various Phases of Water Conservation Measures

**PREPARED BY: Scott Kriston, Director of Public Works**

**BACKGROUND:**

TCEQ regulations require that a City’s Water Conservation and Drought Contingency Plans are updated and revised every five years. In 2012, the City Council adopted Ordinance No. 2012-1120 adopting the last amendments to the City’s Water Conservation and Drought Contingency Plan.

The Water Conservation and Drought Contingency Plan (the “Plan”) is a comprehensive set of strategies and regulations on the delivery and consumption of water to conserve the available water supply and to protect the integrity of water supply infrastructure, particularly facilities critical for domestic water supply, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety. It is also the intent of the Plan to minimize the adverse impacts of water supply shortage or other water supply emergency conditions. In 2014, Utility staff prepared a revision of the Plan to provide for water reduction goals when the City imposes water conservation measures. Phase I - two percent (2%); Phase II - three percent (3%); Phase III - twenty percent (20%); and Phase IV - fifty percent (50%).

The revised Exhibit “A” of the Plan is included as part of this ordinance update.

**IDENTIFIED NEED/S:**

Revise the City’s Water Conservation and Drought Contingency Plan every five years as mandated by the TCEQ.

**OPTIONS & RESULTS:**

Not updating the plan and submitting it to the TCEQ will result in a notice of violation from the TCEQ.

**PROGRESS TO DATE: (if appropriate)**

Utility staff revised the Plan as described above and added all the information required to make the plan administratively complete so it complies with the TCEQ regulation 30 T.A.C. § 288.2. Staff is prepared to submit the revised plan to the TCEQ for compliance.

**BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)**

NA

**RECOMMENDATION:**

To approve the first read of Ordinance 2019-1260.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2019-1260**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AMENDING THE CODE OF ORDINANCES OF HIGHLAND VILLAGE, TEXAS, CHAPTER 22 "UTILITIES", ARTICLE 22.10 "WATER", DIVISION 2 "WATER CONSERVATION/DROUGHT CONTINGENCY PLAN"; SECTION 22.10.031 "ADOPTION" BY AMENDING THE CITY'S WATER CONSERVATION AND DROUGHT CONTINGENCY PLAN TO UPDATE HISTORICAL WATER USE INFORMATION, AND AMEND CONSERVATION GOALS RELATED TO IMPLEMENTATION OF THE VARIOUS PHASES OF WATER CONSERVATION MEASURES; PROVIDING A SAVINGS CLAUSE, PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE RELATING TO FIRE SAFETY AND FIVE HUNDRED DOLLARS (\$500.00) FOR ALL OTHER OFFENSES; PROVIDING FOR NO CULPABLE MENTAL STATE BEING REQUIRED FOR CONVICTION; DECLARING ADOPTION OCCURRING AT A MEETING OPEN TO THE PUBLIC; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of Highland Village, Texas (the "City") recognizes that the amount of water available to the City and its water customers is limited; and,

**WHEREAS**, the City recognizes that due to normal limitations resulting from drought conditions, system failures and other acts of God which may occur, the City cannot guarantee an uninterrupted water supply for all purposes at all times; and,

**WHEREAS**, applicable law and regulations of the Texas Commission on Environmental Quality require that the City update and adopt a Water Conservation and Drought Contingency Plan every five years; and,

**WHEREAS**, on or about November 13, 1990, the City entered into that certain *Regional Treated Water Supply Service Participating Member Contract* ("the Water Supply Contract") with the Upper Trinity Regional Water District ("UTRWD") and various other cities located in Denton County; and

**WHEREAS**, Section 4.19(b) of the Water Supply Contract provides that the UTRWD will adopt a regional water conservation plan and drought contingency plan and that "Each Member agrees to cooperate in the implementation of both plans and to adopt and enforce such or similar plans for use within their respective jurisdictions;" and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to amend the City's Water Conservation and Drought Contingency Plan in the manner described above;

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



**SECTION 1.** Chapter 22 “Utilities”, Article 22.10 “Water”, Division 2 “Water Conservation/Drought Contingency Plan” of the Code of Ordinances of the City of Highland Village, Texas be amended by amending Section 22.10.031 “Adoption” to read as follows:

**Section 22.10.031. ADOPTION**

The Water Conservation and Drought Contingency Plan attached to Ordinance 2019-1260 as Exhibit A is hereby adopted and the regulations contained therein are subject to enforcement as if set out in full and made a part of this article.

**SECTION 2.** Exhibit “A” attached to Ordinance No. 2012-1120 and incorporated into Section 22.10.031 pursuant to said ordinance is amended in its entirety to read as set forth in Exhibit “A”, attached hereto and incorporated herein by reference.

**SECTION 3.** An offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 4.** If any section, article, paragraph, sentence, clause, phrase or word in this ordinance, or application thereto any person or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of the ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

**SECTION 5.** Any person violating any of the provisions of this division shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined in a sum not to exceed \$2,000.00 for each offense relating to fire safety and \$500.00 for all other violations. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues. The City may seek further injunctive relief to stop on-going violations of this ordinance.

**SECTION 6.** Neither allegation nor evidence of a culpable mental state is required proof of an offense under this ordinance.

**SECTION 7.** It is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by law.

**SECTION 8.** This ordinance shall take effect immediately from and after its passage on second reading and publication in accordance with the provisions of the Charter of the City of Highland Village.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 14<sup>th</sup> DAY OF MAY 2019.**

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS, ON SECOND AND FINAL READING ON THIS THE \_\_\_\_ DAY OF  
\_\_\_\_\_, 2019.

Approved:

\_\_\_\_\_  
Charlotte Wilcox, Mayor

ATTEST:

\_\_\_\_\_  
Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Kevin B. Laughlin, City Attorney  
(kbl:5/8/19:107855)



**WATER CONSERVATION  
AND  
DROUGHT CONTINGENCY PLAN**

Revised March 18, 2019

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# **CITY OF HIGHLAND VILLAGE**

## **Water Conservation / Drought Contingency Plan**

### **1. INTRODUCTION AND OBJECTIVES**

Water conservation is not limited to the recurring periods of Texas drought. Conserving water and avoiding water waste are important for the long-term sustainability of the community even in times of abundant rainfall. The City of Highland Village recognizes that water is an essential resource for sustaining the growth and vitality of the city, the region and the State of Texas. This Plan describes both the city's long-term commitment to conserving water resources for future generations and the need to manage water demands during short-term conditions when water supplies are limited.

The City of Highland Village has adopted this Water Conservation / Drought Contingency Plan as a comprehensive set of strategies and regulations on the delivery and consumption of water to conserve the available water supply and to protect the integrity of water supply infrastructure, particularly facilities critical for domestic water supply, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety. It is also the intent of the Plan to minimize the adverse impacts of water supply shortage or other water supply emergency conditions.

The authority to implement and enforce the Water Conservation / Drought Contingency Plan is established in Chapter 22, Article 22.10, Division 2, Sec. 22.10.031 of the Highland Village City Code. The scope of authority applies to all persons and premises that obtain water directly or indirectly from the City.

Water supply has always been a key issue in the development of Texas. In recent years, the increasing population and residential and commercial development in the North Texas region have led to growing demands for water. The latter half of the twentieth century saw the development of local and less expensive sources of water supply. Additional supplies to meet higher demands will be expensive and difficult to develop. Therefore, it is important to make efficient use of existing supplies. This will delay the need for new supplies, minimize the environmental impacts associated with developing new supplies, and delay the high cost of additional water supply development.

Recognizing the need for efficient use of existing water supplies, the Texas Commission on Environmental Quality (TCEQ) has developed guidelines and requirements governing the development of water conservation and drought contingency plans for public water suppliers. The TCEQ guidelines and requirements for water suppliers are included in Appendix B. The City of Highland Village has adopted this Water Conservation / Drought Contingency Plan pursuant to TCEQ guidelines and requirements.

The objectives of the water conservation plan are to:

- . reduce water consumption;
- . reduce the loss and waste of water;
- . improve efficiency in the use of water; and
- . extend the life of current regional water supplies by reducing the rate of growth in per capita demand.

The objectives of the drought contingency plan are to:

- . conserve the available water supply in times of drought and emergency;
- . maintain supplies for domestic water use, sanitation, and fire protection;
- . protect and preserve public health, welfare, and safety;

- . minimize the adverse impacts of water supply shortages; and
- . minimize the adverse impacts of emergency water supply conditions.

## **2. DEFINITIONS**

In this Water Conservation / Drought Contingency Plan, the following definitions apply:

Athletic Fields – grounds designated for sports and athletic practices and contests including parks, schools (public and private), municipal and privately owned.

Domestic water use – water used for household, personal, or sanitary purposes such as drinking, cooking, bathing, and cleaning a residence, business, industry, or institution.

Industrial water use – water used in processes designed to convert materials of lower value into forms having greater value and usability.

New landscape – vegetation installed at the time of the construction of a new house, new multi-family building, or a new commercial building; installed as part of a capital improvement project; or vegetation which alters more than one half the area of an existing landscape; and has been installed for less than thirty (30) days.

Non-essential water use – water uses that are neither essential nor required for the protection of public health, safety, or welfare, including:

- irrigation of landscape areas, including parks, greenbelt areas, athletic fields, and golf courses, except where otherwise provided under the Water Conservation / Drought Contingency Plan;
- washing of any motor vehicle, boat, or trailer;
- washing or rinsing of any sidewalk, walkway, driveway, parking lot, tennis court, or other hard-surfaced area;
- washing of buildings or structures for purposes other than immediate fire protection;
- flushing gutters or permitting water to run or accumulate in any gutter, alley or street;
- filling, refilling, or adding water to any indoor or outdoor swimming pool or spa; and
- operating a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life.

Person - any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity or any other legal entity, or their legal representative, agents or assigns and includes the owner, occupant, lessee, or manager of a property

## **3. TEXAS COMMISSION ON ENVIRONMENTAL QUALITY RULES**

### **3.1 Conservation Plans**

The TCEQ rules governing development of water conservation plans for public water suppliers are contained in Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.1 (23) of the Texas Administrative Code. For the purpose of these rules, a “water conservation plan” is defined as:

“A strategy or combination of strategies for reducing the volume of water withdrawn from a water supply source, for reducing the loss or waste of water, for maintaining or improving the efficiency in the use of water, for increasing the recycling and reuse of water, and for preventing the pollution of water. A water conservation plan may be a separate document identified as such or may be contained within another water management document(s).”

According to TCEQ rules, water conservation plans for public water suppliers must have a certain minimum content

(Section 3), must have additional content for public water suppliers that are projected to supply 5,000 or more people in the next ten years (Section 4), and may have additional optional content (Section 5).

### **3.2 Drought Contingency Plans**

The TCEQ rules governing development of drought contingency plans for public water suppliers are contained in Title 30, Part 1, Chapter 288, Subchapter A, Rule 288.1 (5) of the Texas Administrative Code. For the purpose of these rules, a “drought contingency plan” is defined as:

“A strategy or combination of strategies for temporary supply and demand management responses to temporary and potentially recurring water supply shortages and other water supply emergencies. A drought contingency plan may be a separate document identified as such or may be contained within another water management document(s).”

The drought contingency plan for the City of Highland Village is contained in Section 7 of this water conservation / drought contingency plan.

## **4. MINIMUM REQUIRED WATER CONSERVATION PLAN CONTENT**

The minimum requirements in the Texas Administrative Code for water conservation plans for public drinking water suppliers covered in this report are as follows:

- .§288.2(a)(1)(A) – Utility Profile – Section 4.1 and Appendix B
- .§288.2(a)(1)(B) – Record management – Section 4.2
- .§288.2(a)(1)(C) – 5 & 10 year targets for gpcd – Table 4.2
- .§288.2(a)(1)(D) – Accurate Metering – Sections 4.3 and 4.4
- .§288.2(a)(1)(E) – Universal Metering – Section 4.4
- .§288.2(a)(1)(F) – Determination and Control of Unaccounted Water – Section 4.5
- .§288.2(a)(1)(G) – Public Education and Information Program – Section 4.6
- .§288.2(a)(1)(H) – Non-Promotional Water Rate Structure – Section 4.7
- .§288.2(a)(1)(J) – Means of Implementation and Enforcement – Section 4.8, Appendix C, and Appendix E
- .§288.2(a)(1)(K) – Documentation of coordination with Regional Water Planning Group – Section 4.9 and Appendix E

### **4.1 Utility Profile**

Appendix B to this water conservation plan is a water utility profile for the City of Highland Village. Table 4.1 summarizes key facts from the Water Utility Profile.

### **4.2 Specification of Water Conservation Goals**

Table 4.2 shows historical per capita municipal water use for the City of Highland Village. Water use is shown in units of gallons per capita per day (gpcd). Per capita municipal water use is total municipal water sold divided by population.

Projected per capita uses are City of Highland Village projections to the City’s Long Range Water Supply Plan. Per capita municipal water use in a year with normal or high precipitation during the summer should be less than projected here.



**Table 4.1**

**Water Utility Profile Summary**

**Water Service Area** = 5.5 square miles

**Miles of Distribution Pipe** = 102 miles

**Water Supply Source(s):** City of Highland Village owns 5 ground water wells and Upper Trinity Regional Water District (UTRWD) subscription.

**Population:** 2011 population = 16,000, 2013 population = 17,000, 2020 population (projected) = 17,800

**Connections:** Current Connections = 5,422 in 2013; Total Increase in Connections in Last 3 Years = 121

**Water Use Information:**

Year Use (gallons)	Estimated Population	Unaccounted for water (in percent)	Peak Day in MGD
2014 (967,100,000)	17,000	4%	(7-12) 5.9
2015 (933,337,000)	17,000	5%	(8-15) 7.5
2016 (899,281,300)	17,000	6%	(7-22) 6.8
2017 (920,974,000)	17,000	2%	(8-11) 6.3
2018 (905,201,100)	17,000	0.4%	(7-20) 6.9

**Water Treatment System:** UTRWD Subscription = 3.0 million gallons per day. City of Highland Village's 5 ground water wells = 4.5 million gallons per day = 7.5 million gallons per day.

**Total Annual Wastewater Flow** = 411,460,879 Gallons in 2018.

The TWDB projections include the impact of low-flow plumbing fixtures and water conservation measures that have been enacted through building code amendments and state and federal legislation but do not include the effect of water conservation measures recommended in this plan. Table 4.2 shows the past, current and projected per capita water use after implementation of this water conservation and drought contingency plan.

In adopting this Plan, the City of Highland Village has established a goal of reducing total per capita water consumption by up to one percent as measured on rolling five and seven year averages as shown in Table 4.2.

**Table 4.2**

**Historical Total Per Capita Use and Water Conservation Goal**

	(Year) gpcd
Historical Total Per Capita Use	(2011) 200 – (2012) 153 (2013) 162 – (2014) 155 – (2015) 150 – (2016) 145 – (2017) 148 – (2018) 146
5-Yr. Average	-149--
7-Yr. Average	-151--
2-Yr. Drought Average	-157--
Projected Reduction Due to Water Conservation Measures in this Plan	-4--
5 yr Projected Per Capita Water Use Goal	--170 to 175 gpcpd
10 yr Projected Per Capita Water Use Goal	--160 to 170 gpcpd

The City's water conservation goals include the following:

- . Maintain the City's fixed base network meter system (Section 4.4).
- . Keep the level of unaccounted water in the system less than 10 percent in 2018 and subsequent years (Section 4.5).
- . Raise public awareness of water conservation and encourage responsible public behavior through a public education and information program, as discussed in Section 4.6.
- . Improve efficiency in landscape irrigation through implementation and enforcement of a landscape water management ordinance (Section 6.2).
- . Decrease outdoor water use by implementing a landscape irrigation systems program (Section 6.4).

**4.3 Accurate Metering of Raw Water Supplies and Treated Water Deliveries**

The City of Highland Village uses raw water meters at each wellhead and the UTRWD meters the treated water deliveries to FM407 and Southwood delivery points. Each meter has an accuracy of plus or minus 2 percent. The City's meters are verified on an annual basis by staff, and UTRWD contractors to maintain the required accuracy. Meters that are determined to be outside to tolerance range for accuracy are repaired and/or replaced as needed.

**4.4 Metering of Customer and Public Uses and Meter Testing, Repair, and Replacement**

Water usage for all customers of the City of Highland Village, including residential, commercial, institutional and governmental users, is metered. There are no industrial, agricultural or wholesale users on the distribution system.

As part of the water conservation/drought contingency plan, the City of Highland Village funded a complete water meter change out with an upgrade to a fixed base network meter reading system (AMI) in FY'11. FY' 13 the City of Highland Village upgraded to a cellular based AMA system. In addition, any meters registering any unusual or questionable readings are tested and/or replaced.

#### **4.5 Determination and Control of Unaccounted Water**

“Unaccounted water” is the difference between water purchased and produced and metered deliveries to customers. Unaccounted water can include several categories:

- . Line flushing;
- . Inaccuracies in customer meters (customer meters tend to run more slowly as they age and under-report actual use);
- . Losses due to water main breaks and leaks in the water distribution system;
- . Theft;
- . Firefighting;
- . Inaccuracies of wholesale meters (plus or minus 2%);
- . Inaccuracies of internal meters (plus or minus 3%); and
- . Other unmetered uses.

The City of Highland Village conducts water audits using AWWA guidelines published in *Water Audits and Leak Detection* (M36).

As shown in Appendix B, unaccounted water for the City of Highland Village has fluctuated from 2% to 5% in the last three years. With the measures described in this plan, it is the goal of the City of Highland Village to maintain the unaccounted water below 10% annually.

#### **4.6 Continuing Public Education and Information Campaign**

The continuing public education and information campaign on water conservation for the City of Highland Village includes the following elements:

- . Promote the City’s water conservation measures (presented in Sections 4, 5, and 6).
- . Include inserts on water conservation with water bills at least six times per year. Inserts may include material developed by City of Highland Village staff, material obtained from the American Water Works Association, TWDB, TCEQ, and other sources.
- . Notify local organizations, schools, and civic groups that City of Highland Village staff is available to make presentations on the importance of water conservation and ways to save water.
- . Utilize the Regional Water Districts Texas Smartscape program, water conservation brochures, and other water conservation materials available to the public.
- . Make information on water conservation available online at <http://www.highlandvillage.org> and include links to the Texas Smartscape website and to information on water conservation on the UTRWD, TWDB and TCEQ web sites.
- . Promote voluntary water conservation by deploying electronic message board signs throughout the City.

#### **4.7 Non-Proportional Water Rate Structure**

With the intent of encouraging water conservation and discouraging waste and excessive use of water, the City of Highland Village has adopted a water usage rate structure where the unit price of water increases with increasing water use. Current water rates (2013) are shown in Table 4.3.

**Table 4.3**  
**Monthly Customer Charges**

Single-family residential use and irrigation

For meter readings taken monthly:

First 4,000 gallons, minimum bill.....	\$11.00
4,001 – 50,000 gallons, per 1,000 gallons.....	\$3.00
>50,000 gallons, per 1,000 gallons.....	\$15.00

Commercial (including apartments and industrial)

For meter readings taken monthly:

First 4,000 gallons, minimum bill.....	\$33.00
>4,000 gallons, per 1,000 gallons.....	\$3.00

Commercial irrigation

For meter readings taken monthly:

First 4,000 gallons, minimum bill.....	\$33.00
4,001 – 50,000 gallons, per 1,000 gallons.....	\$3.00
>50,000 gallons, per 1,000 gallons.....	\$8.00

**4.8 Implementation and Enforcement of the Water Conservation / Drought Contingency Plan**

Appendix C contains a copy of the City of Highland Village ordinance adopting this Water Conservation / Drought Contingency Plan. The ordinance designates responsible officials to implement and enforce the Water Conservation / Drought Contingency Plan. Appendix D, the Landscape Water Management ordinance for the City of Highland Village, also includes information about enforcement.

- Coordination with Regional Water Planning Group
- Additional required water conservation /drought contingency plan content

Appendix F includes a copy of a letter sent to the Chair of the Region C Water Planning Group with this Water Conservation / Drought Contingency Plan.

Title 30 of the Texas Administrative Code also includes additional requirements for water conservation plans for public drinking water suppliers that serve a population of 5,000 people or more and/or a projected population of 5,000 people or more within the next ten years:

- §288.2(a)(2)(A) – Leak Detection, Repair, and Water Loss Accounting – Sections 4.5, 5.1, and 6.3
- §288.2(a)(2)(B) – Record Management System – Section 5.2

## **5. ADDITIONAL REQUIRED WATER CONSERVATION PLAN CONTENT**

### **5.1. Leak Detection and Repair; Pressure Control**

Measures to control unaccounted water are part of the routine operations of the City of Highland Village. Meter maintenance crews watch for and report signs of illegal connections so they can be addressed quickly. Crews look for and report evidence of leaks in the water distribution system. The City launched a mobile application called Eye on Highland Village to allow residents to report issues they observe. One of the selections is water leaks. Maintenance crews respond quickly to repair leaks reported by the public and City personnel. Areas of the water distribution system where numerous leaks and line breaks occur are targeted for replacement as funds are available.

To further reduce water losses, the City of Highland Village maintains a proactive water loss program. As part of this program, the City's goal is to respond to reports of leaks within 30 minutes.

### **5.2. Record Management System**

As required by 30 TAC § 288.2(a)(1)(B), the record management system for the City of Highland Village records water received, water pumped, and water sold; estimates water losses; and allows for the separation of water sales and uses into residential, commercial, public/institutional, and industrial categories. This information will be included in an annual conservation report, as described in Section 6.3 below.

## **6. OPTIONAL WATER CONSERVATION PLAN CONTENT**

TCEQ rules also list optional conservation strategies, which may be adopted by suppliers to achieve the stated goals of the plan. The following optional strategies are listed in the rules and included in this plan:

- §288.2(a)(3)(A) – Conservation Oriented Water Rates – Section 4.7
- §288.2(a)(3)(B) – Ordinances, Plumbing Codes or Rules on Water-Conserving Fixtures – Section 6.1
- §288.2(a)(3)(F) – Landscape Water Management Ordinance – Section 6.2 and Appendix D
- §288.2(a)(3)(G) – Monitoring Method – Section 6.3 and Appendix F

In addition, the City of Highland Village will also pursue the following optional water conservation strategies that exceed those suggested in the rules:

- Residential Landscape Irrigation System Program – Section 6.4

### **6.1 Ordinances, Plumbing Codes, or Rules on Water-Conserving Fixtures**

The City of Highland Village has adopted the 2015 International Plumbing Code with local amendment. These state and federal standards assure that all new construction and renovations in the City of Highland Village will use water-conserving fixtures.

## **6.2 Landscape Water Management Ordinance**

As part of the development of this water conservation/drought contingency plan, the City of Highland Village adopted a Landscape Water Management regulations which are presently codified as Sections 22.10.071 through 22.10.075 of the City of Highland Village Code of Ordinances (Appendix D). This ordinance is intended to minimize waste in landscape irrigation and private service line water leaks. The ordinance includes the following elements:

- . Requirement that all new irrigation systems include rain and freeze sensors.
- . Requirement that all new irrigation systems be in compliance with state design and installation regulations (Texas Administrative Code Title 30, Part 1, Chapter 344).
- . Prohibition of excess runoff to public rights-of-way.
- . Prohibition of use of poorly maintained sprinkler systems that waste water.
- . Prohibition of outdoor watering during any form of precipitation.
- . Prohibition of outdoor watering during freezing temperatures.
- . Enforcement of the ordinance by a system of Notices of Violation followed by fines for continued or repeat violations.

## **6.3 Monitoring of Effectiveness and Efficiency - Annual Conservation Report**

Appendix F is a form that will be used in the development of an annual conservation report for the City of Highland Village. The information for this form will be compiled by January 1st for the preceding fiscal year and will be used by the City to monitor the effectiveness and efficiency of the water conservation program and to plan conservation-related activities for the next year. The form records the water use by category, per capita municipal use, and unaccounted water for the current year and compares them to historical values.

## **6.4 Residential Landscape Irrigation Systems Program**

The City of Highland Village will provide guidance to residential customers to improve the efficiency of their existing irrigation system. By improving the efficiency of an irrigation system, outdoor water usage can be reduced while maintaining a healthy landscape.

In this plan, irrigation system equipment that shall be required on all newly installed irrigations systems shall be as follows.

- . Rain and freeze shut-off device.

Customers will be responsible for installation & maintenance of all water conservation devices.

The projected reduction in per capita use from the landscape irrigation system program is 2 gpcd in 2019 and 5 gpcd by 2025.

## **7. DROUGHT CONTINGENCY PLAN**

### **7.1 Introduction**

The purpose of this water conservation / drought contingency plan is:

- . To conserve the available water supply in times of drought and emergency;
- . To maintain supplies for domestic water use, sanitation, and fire protection;
- . To protect and preserve public health, welfare, and safety;
- . To minimize the adverse impacts of water supply shortages; and
- . To minimize the adverse impacts of emergency water supply conditions.

### **7.2 State Requirements for Drought Contingency Plans**

This water conservation / drought contingency plan is consistent with Texas Commission on Environmental Quality (TCEQ) guidelines and requirements for the development of drought contingency plans by public drinking water suppliers, contained in 30 TAC § 288.20.

TCEQ's minimum requirements for drought contingency plans are addressed in the following subsections of this report:

- . 288.20(a)(1)(A) – Provisions to Inform the Public and Provide Opportunity for Public Input - Section 7.3
- . 288.20(a)(1)(B) – Provisions for Continuing Public Education and Information - Section 7.4
- . 288.20(a)(1)(C) – Coordination with the Regional Water Planning Group – Section 7.9
- . 288.20(a)(1)(D) – Criteria for Initiation and Termination of Drought Phases – Section 7.5
- . 288.20(a)(1)(E) – Drought and Emergency Response Phases – Section 7.6
- . 288.20(a)(1)(F) – Targets for water use reductions
- . 288.20(a)(1)(G) – Water Supply and Demand Management Measures for Each Phase – Section 7.6
- . 288.20(a)(1)(H) - Procedures for Initiation and Termination of Drought Stages  
Section 7.5
- . 288.20(a)(1)(I) - Procedures for Granting Variances – Section 7.7
- . 288.20(a)(1)(J) - Procedures for Enforcement of Mandatory Restrictions – Section 7.8
- . 288.20(a)(3) – Consultation with Wholesale Supplier – Section 7.9
- . 288.20(b) – Notification of Implementation of Mandatory Measures – Section 7.6.3.2 and Section 7.6.4.2
- . 288.20(c) – Review and Update of Plan – Section 7.11

### **7.3 Opportunity for Public Input**

The City of Highland Village will provide an opportunity for public input in the development of the water conservation / drought contingency plan by the following means:

- Providing written notice of the proposed plan and the opportunity to comment on the plan by posted notice and notice on City of Highland Village's web site, [www.highlandvillage.org](http://www.highlandvillage.org)
- Provide for a public hearing prior to adoption of the ordinance.

#### **7.4 Provisions for Continuing Public Education and Information**

The City of Highland Village will inform and educate the public about its water conservation /drought contingency plan by the following means:

- . Preparing a bulletin describing the plan and making it available at city hall.
- . Making the plan available through the City of Highland Village web site.
- . Utilizing the local cable television government channel as a public education tool.
- . Including summary information about the drought contingency plan on the City of Highland Village's web site and in utility bill inserts.
- . Notifying local organizations, schools, and civic groups that City of Highland Village staff members are available to make presentations on the Water Conservation and Drought Contingency Plan.

At any time that the water conservation / drought contingency plan is activated or the phase changes, the City of Highland Village will notify local media of the issues, the phase, and the specific actions required of the public. The information will also be published on the City of Highland Village web site and local government television channel. Billing inserts will also be used as appropriate.

#### **7.5 Initiation and Termination of Water Conservation / Drought Contingency phases**

##### **7.5.1 Initiation of Water Conservation / Drought Contingency phases**

The city manager or his designee may order the implementation of a phase or water emergency when one or more of the trigger conditions for that phase are met.

For other trigger conditions, the city manager or his designee may decide not to order the implementation of a phase or water emergency even though one or more of the trigger criteria for the phase are met. Factors that could influence such a decision include, but are not limited to, the time of the year, weather conditions, the anticipation of replenished water supplies, or the anticipation that additional facilities will become available to meet needs.

##### **7.5.2 Termination of Water Conservation / Drought Contingency phases**

The termination of phase 1 shall be September 30th of every year unless extended by council resolution. The termination of phases 2, 3, & 4 shall be five (5) weeks after activation unless extended by council resolution.

The city manager or his designee may decide not to recommend the termination of a phase or water emergency even though the conditions for termination of the phase are met. Factors that could influence such a decision include, but are not limited to, the time of the year, weather conditions, or the anticipation of potential changed conditions that warrant the continuation of the drought phase.



## **7.6 Water Conservation / Drought Contingency phases**

### **Phase I - Seasonal Conservation**

#### **Criteria:**

Effective each year beginning May 1<sup>st</sup> and ending September 30<sup>th</sup> or dates as amended under this ordinance's implementation authority. The City Manager is authorized to implement Phase I –Seasonal Conservation measures earlier than May 1<sup>st</sup> or extend them to later than September 30<sup>th</sup> upon receipt of a notice from the Upper Trinity Regional Water District (UTRWD) that it has implemented its water conservation plan and emergency demand management and requests that the City implement the City's water conservation measures; provided, however, such extended dates shall only run concurrently with the dates during which UTRWD has implemented its own measures.

#### **Purpose:**

To reduce peak daylight hour demand on the municipal water supply during the high water use season and to enforce prudent outside watering practices.

#### **GOAL FOR USE REDUCTIONS AND ACTIONS AVAILABLE UNDER PHASE 1:**

The goal for water use reduction under Phase 1, Seasonal Conservation, is a two (2) percent reduction of the use that would have occurred in the absence of drought contingency measures.

#### **Regulation:**

1. No outside watering between the hours of 10:00 a.m. and 6:00 p.m. Hand watering of shrubbery allowed at any hour.
2. Variances to this regulation may be granted by permit only (see attached permit) available at the Municipal Complex (inspections/permits counter).
3. Users of private well water or lake water for irrigation are **required** to post a sign indicating so in a conspicuous location.
4. Hand washing of vehicles shall be permitted providing there is no wasteful runoff.
5. Wasteful runoff, by any means, shall be prohibited.

#### **Implementation/Notification:**

The following will be used:

- a) Water Use Regulation Plan notification will be sent to each water account annually in the utility bills.
- b) Water Use Regulation Plan Cards will be distributed to each new account at the time that account is established.
- c) Highland Village Community Television shall notify under the heading "Water Use Phase in Effect".

The following may also be used.

- a) Public announcement during City Council Session.
- b) Notification sent to local newspapers.
- c) Article in the Villager Newsletter and/or in the City of Highland Village Newsletter.
- d) Posted notification at City Hall and/or at the bulletin board at the Police Station.
- e) Deployment of electronic message board signage.

### **Enforcement Guidelines:**

The Public Works Department of the City of Highland Village shall be responsible for the enforcement of the Water Use Regulation Plan. The Public Works Department will rely on the assistance of the citizenry and the Code Enforcement Division to enforce these regulations.

## **Phase II - Water Management**

### **Criteria:**

Any single or combination of the following events are required for Phase II implementation.

- a) When in the opinion of the City Manager or Designee the supply of water is inadequate to meet the previous Phase.
- b) When total system supply is reduced by a minimum 8% for greater than 8 days. Example: storage at beginning of the day is 7,250,000 gals. Storage at the end of the day is 6,670,000 gals.
- c) When demand exceeds 80% of supply for three (3) consecutive days or 100% for two (2) consecutive days.
- d) When the Upper Trinity Regional Water District (UTRWD) implements their water conservation plan and emergency demand management plan by resolution of the board of directors.
- e) When the State of Texas declares this region to be in a severe drought or greater.

### **Purpose:**

To ensure an adequate supply of water for normal domestic use and firefighting during periods of short term sustained system degradation, inadequacy or drought.

### **GOAL FOR USE REDUCTION AND ACTIONS AVAILABLE UNDER PHASE 2:**

The goal for water use reduction under Phase 2, Water Management, is a three (3) percent reduction of the use that would have occurred in the absence of drought contingency measures.

### **Regulation:**

1. All landscape and other outside water use is prohibited on Monday and Friday to allow system recovery.
2. Hand watering of landscapes is permitted only from 6:00 p.m. to 10:00 a.m.
3. No outside water use permitted between the hours of 10:00 a.m. to 6:00 p.m.
4. Any use of water resulting in runoff (i.e. hosing off pavement or vehicles) or obvious waste is prohibited.
5. Users of private well or lake water systems are **required** to post a sign indicating so in a conspicuous location.
6. Commercial car washes and landscape nurseries not using well or reclaimed water shall submit a plan for reduced use of water to the Utility Division.
7. If this Phase is implemented under criteria (d), severe drought or greater, the City Manager or designee may direct that water rates for residential use in excess of 20,000 gals/month be double effective the next billing cycle.
8. Variances to these regulations is by permit only and is granted by the City Manager, Director of Public Works or the Utilities management, and is valid for a period not to exceed two weeks (see attached permit).

### **Implementation/Notification:**

All of the following will be used:

- a) Public announcement during City Council session.
- b) Notification published in local newspaper.
- c) Highland Village Community Television.
- d) Posted notification at City Hall and/or bulletin board at the Police Station.
- e) Posting of signage in public right of ways throughout the City.

The following may also be used:

- a) Phase II cards sent to each water account.
- b) Telephone calls and/or e-mail to water users.

Phase II will automatically terminate five (5) weeks after implementation unless extended by Resolution of the City Council.

**Enforcement Guidelines:**

The Public Works Department of the City of Highland Village shall be responsible for the enforcement of the Water Use Regulation Plan. The Public Works Department will rely on the assistance of the citizenry and the Code Enforcement Division to enforce these regulations.

**Phase Reduction Notification:**

Phase reduction will be at the discretion of the City Manager or Designee, but in no case be delayed beyond a period of five (5) weeks without Resolution by the City Council.

One or more of the following is required:

- a) Phase reduction notice posted at City Hall and/or the Bulletin Board at the Police Station.
- b) Notification posted in local newspaper.
- c) Notification sent to each water account.
- d) Highland Village Community Television

## **Phase III - Water Management Alert**

**Criteria:**

Any single or combination of the following events are required for Phase III implementation.

- a) When in the opinion of the City Manager or Designee the supply of water is inadequate to meet the previous Phase.
- b) When total system supply is reduced by a minimum 10% for greater than 10 days. Example: storage at beginning of day is 7,250,000 gals. Storage at the end of the day is 6,525,000 gals.
- c) When demand exceeds 100% of supply for four (4) consecutive days or 120% for three (3) consecutive days.
- d) When the Upper Trinity Regional Water District (UTRWD) implements their water conservation plans and emergency demand management plan by resolution of the board of directors.
- e) When the State of Texas declares this region to be in a severe drought or greater.

**Purpose:**

To ensure an adequate supply of water for normal domestic use and firefighting during periods of short term sustained system degradation, inadequacy or drought.

**GOAL FOR USE REDUCTION AND ACTIONS AVAILABLE UNDER PHASE 3:**

The goal for water use reduction under Phase 3, Water Management Alert, is a reduction of twenty (20) percent of the use that would have occurred in the absence of drought contingency measures. If the circumstances warrant, the city manager or his designee can set a goal for greater water use reduction.

**Regulation:**

- 1. All landscape and other outside watering use is prohibited on Monday and Friday to allow system recovery.
- 2. Hand watering of landscapes is permitted only from 6:00 p.m. to 10:00 a.m.
- 3. Watering with a sprinkler is prohibited.

4. Any use of water resulting in runoff (i.e. hosing off pavement or vehicles) or obvious waste is prohibited.
5. Users of private well or lake water systems are **required** to post a sign indicating so in a conspicuous location.
6. Commercial car washes and landscape nurseries not using well or reclaimed water shall submit a plan for reduced use of water to the Utility Division.
7. Variances to the above regulations is by permit only and is granted by the City Manager, Director of Public Works or Utilities management, and is valid for a period not to exceed two weeks (see attached permit).
8. If this Phase is implemented under criteria (d), severe drought or greater, the City Council may direct that water rates be adjusted as follows: Usage in excess of 20,000 gals/month be charged double of current rates. If declared on or before 5 days following the start of the current month's meter reading cycle, the rates would be effective with the current month's usage, otherwise, the double rates would be effective starting with the next billing period. In either case, the modified rate structure will remain in effect for a minimum of one billing cycle. This action may be decided by directive of the City Council prior to the next scheduled calculation of monthly water bills.

**Implementation/Notification:**

All of the following will be used:

- a) Public announcement during City Council session.
- b) Notification published in local newspaper.
- c) Highland Village Community Television
- f) Posted notification at the Municipal Complex and/or bulletin board at the Police Station.
- g) Posting of signage in public right of ways throughout the City.

The following may also be used:

- a. Phase III cards sent to each water account.
- b. Telephone calls and/or e-mail to water users.

Phase III will automatically terminate five (5) weeks after implementation unless extended by Resolution of the City Council.

**Enforcement Guidelines:**

The Public Works Department of the City of Highland Village shall be responsible for the enforcement of the Water Use Regulation Plan. The Public Works Department will rely on the assistance of the citizenry and the Code Enforcement Division to enforce these regulations.

**Phase Reduction Notification:**

Phase reduction will be at the discretion of the City Manager or Designee, but in no case be delayed beyond a period of five (5) weeks without Resolution by the City Council.

One or more of the following is required:

Phase reduction notice posted at City Hall and/or the Bulletin Board at the Police Station.

- a) Phase reduction notice posted at City Hall and/or the Bulletin Board at the Police Station.
- b) Notification posted in local newspaper.
- c) Notification sent to each water account.
- d) Highland Village Community Television

## **Phase IV - Water Management Emergency**

### **Criteria:**

Any single or combination of the following events are required for Phase IV implementation.

- a) Resolution by the City Council.
- b) When total system supply is reduced by a minimum of 25% for greater than 10 days. Storage at the beginning of the day is 7,250,000 gals. Storage at the end of the day is 5,437,500 gals.
- c) When demand exceeds 125% of supply for four (4) consecutive days or 150% for two (2) consecutive days or 100% for fourteen (14) days.
- d) Water system is contaminated either accidentally or intentionally.
- e) System fails from a catastrophic event such as storms or causes of man.
- f) When the Upper Trinity Regional Water District (UTRWD) implements their water conservation plan and emergency demand management plan by resolution of the board of directors.
- g) When the State of Texas declares this region to be in an extreme drought

### **Purpose:**

To ensure an adequate supply of water for minimum domestic use and firefighting during periods of severe system degradation, inadequacy or drought.

### **GOAL FOR USE REDUCTION AND ACTIONS AVAILABLE UNDER PHASE 4:**

The goal for water use reduction under Phase 4, Water Management Emergency, is a reduction of fifty (50) percent of the use that would have occurred in the absence of drought contingency measures. If circumstances warrant, the city manager or his designee can set a goal for greater water use reduction.

### **Regulation:**

- 1. Water use other than domestic use within the home is prohibited.
- 2. All landscape and other outside water use is prohibited.
- 3. Users of private well or lake water systems are **required** to post a sign indicating so in a conspicuous location.
- 4. The use of water by commercial car washes and landscape nurseries not using well or reclaimed water is prohibited.
- 5. Variance Permits granted under a different water use regulation phase are suspended.
- 6. If this Phase is implemented under criteria (f), extreme drought, and extended by Resolution of the City Council, the City Manager may direct that water rates for residential use in excess of 10,000 gals/month be double, effective the next billing cycle.
- 7. The City Manager or Director of Public Works will submit to the City Council at its next regularly scheduled meeting, a detailed plan to cope with or resolve the water shortage emergency.
- 8. No Variance Permits will be granted.

### **Implementation/Notification:**

All of the following will be used:

- a) Public announcement during City Council session.
- b) Notification published in local newspaper.
- c) Highland Village Community Television
- d) Posted notification at City Hall and/or bulletin board at the Police Station.
- e) Posting of signage in public right of ways throughout the City.

The following may also be used:

- a) Phase IV Cards sent to each water account
- b) Telephone calls and/or e-mail to water users.

Phase IV will automatically terminate five (5) weeks after implementation unless extended by resolution of the City Council.

#### **Enforcement Guidelines:**

The Public Works Department of the City of Highland Village shall be responsible for the enforcement of the Water Use Regulation Plan. The Public Works Department will rely on the assistance of the citizenry and the Code Enforcement Division to enforce these regulations.

#### **Phase Reduction Notification:**

Phase reduction will be at the discretion of the City Manager or Designee, but in no case be delayed beyond a period of five weeks without Resolution by the City Council.

One or more of the following is required:

- a) Phase reduction notice posted at City Hall and/or the bulletin board at the Police Station.
- b) Notification posted in local newspaper.
- c) Notification sent to each water account.
- d) Highland Village Community Television

### **7.7 Procedure for Granting Variances to the Plan**

- A. The city manager or his designee may grant temporary variances for existing water uses otherwise prohibited under this drought contingency plan if one or more of the following conditions are met:
  - . Failure to grant such a variance would cause an emergency condition adversely affecting health, sanitation, or fire safety for the public or the person requesting the variance.
  - . Compliance with this plan cannot be accomplished due to technical or other limitations.
  - . Alternative methods that achieve the same level of reduction in water use can be implemented.
- B. Variances shall be granted or denied at the discretion of the city manager or his designee. All petitions for variances shall be in writing on a City provided form and a letter that shall include the following information:
  - . Name and address of the petitioner(s).
  - . Purpose of water use.
  - . Specific provisions from which relief is requested.
  - . Detailed statement of the adverse effect of the provision from which relief is requested.
  - . Description of the relief requested.
  - . Period of time for which the variance is sought.
  - . Alternative measures that will be taken to reduce water use.
  - . Other pertinent information.
- C. Persons using raw water for irrigation, whether from a customer owned and operated well or permitted lake water, are required to post signs in a conspicuous area on the property clearly stating such. The City of Highland Village requires that a copy of the current permit for drawing lake water to irrigate be submitted to the Utility Division:

1 In no case shall a property utilizing raw water of any source be cross-connected to the City potable water supply as required by Chapter 22, Article 22.08, Section 22.08.012 of the Highland Village Code of Ordinances.

### **7.8 Procedure for Enforcement of Mandatory Restrictions**

Mandatory water use restrictions may be imposed in Phase 1, Phase 2, Phase 3 and Phase 4 drought phases. These mandatory water use restrictions will be enforced by Notices of Violation and penalties as follows:

- . On the first violation, customers will be given a written notice of violation of the mandatory water use restriction.
- . On the second violation, the City of Highland Village may install a flow restrictor in the line to limit the amount of water that may pass through the meter in a 24-hour period. The City will remove the flow restriction device after a period of (5) five working days and the violator's satisfactory completion of an education meeting with city staff on water conservation and the city's water restriction regulations.
- . On the third and subsequent violations, citations may be issued to customers, with fines not to exceed \$2,000 per day.
- . After four violations have occurred, the City of Highland Village may terminate water service to the customer. Any reconnection fees shall apply.

### **7.9 Consultation with Wholesale Supplier**

The City of Highland Village is a wholesale customer of the (UTRWD) Upper Trinity Regional Water District. Provisions for responding to reductions or limitations in the wholesale supply are included in the triggering mechanisms for the drought contingency plan stages. City of Highland Village staff participate in the wholesale customer meetings with the UTRWD.

### **7.10 Coordination with the Regional Water Planning Group**

The City of Highland Village is located within the Region C Water Planning Area. Appendix F includes a copy of a letter sent to the Chair of the Region C Water Planning Group (RCWPG) with this Water Conservation/Drought Contingency Plan.

### **7.11 Review and Update of Water Conservation/Drought Contingency Plan**

As required by TCEQ rules, the City of Highland Village will review this Water Conservation/Drought Contingency Plan every five years, beginning in 2009. The plan will be updated as appropriate based on new or updated information. As the plan is reviewed and subsequently updated, a copy of the revised Water Conservation/Drought Contingency Plan will be submitted to the TCEQ, TWDB, Regional water district (UTRWD) and the RCWPG for their records.

## **Appendix A**

### **LIST OF REFERENCES**

- (1) Title 30 of the Texas Administrative Code, Part 1, Chapter 288, Subchapter A, Rules 288.1 and 288.2, and Subchapter B, Rule 288.20, downloaded from  
<http://www.tceq.texas.gov/assets/public/legal/rules/rules/pdflib/288a.pdf>  
<http://www.tceq.texas.gov/assets/public/legal/rules/rules/pdflib/288b.pdf>
- (2) Texas Commission on Environmental Quality: "Water Utility Profile," accessed online at  
[http://dww.tceq.state.tx.us/DWW/JSP/WaterSystemDetail.jsp?tinwsys\\_is\\_number=1331&tinwsys\\_st\\_code=TX&wsnumber=TX0610080\\_&DWWState=TX](http://dww.tceq.state.tx.us/DWW/JSP/WaterSystemDetail.jsp?tinwsys_is_number=1331&tinwsys_st_code=TX&wsnumber=TX0610080_&DWWState=TX)
- (3) Texas Water Development Board: "Water Demand Projections, 2006 Regional Water Plan Data," accessed online at <http://www.twdb.state.tx.us/waterplanning/data/projections/index.asp>
- (4) "Water Conservation Best Management Practices Guide," Water Conservation Implementation Task Force, Texas Water Development Board Report 362; November 2004. Accessed online at <http://www.twdb.state.tx.us/conservation/BMPs/Mun/index.asp>
- (5) Texas Commission on Environmental Quality: "Model Drought Contingency Plan," accessed online at [http://www.tceq.texas.gov/permitting/water\\_rights/contingency.html#continge](http://www.tceq.texas.gov/permitting/water_rights/contingency.html#continge).
- (6) Region C Water Planning Group: "Draft Model Water Conservation and Drought Contingency Plan for Municipal Water User Groups," September 2004.  
<http://www.twdb.state.tx.us/conservation/BMPs/Mun/doc/9.2.pdf>



## **APPENDIX B**

### **Water Utility Profile**

Name of Utility: **City of Highland Village  
(PWSID0610080)**  
Address & Zip: **1000 Highland Village Rd.**  
Telephone Number: **972/317-2989**  
Fax Number: **972/317-3086**  
Form Completed by: **Scott Kriston**  
Title: **Director of Public Works**  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name and phone number of person/department responsible for implementing a water conservation program: Name: **Scott Kriston, Director of Public Works (WO0018048)**

Phone Number: **972/317-2989**

### **I. CUSTOMER DATA**

#### **A. Population and Service Area Data**

1. A service area map is attached.
  2. Service area size (square miles): **5.5**
  3. (2019) estimated population of service area: **16,662**
  4. (2019) estimated population served by utility: **16,662**
- water: **5,549**  
wastewater: **5,218**

6. Miles of Water Distribution Pipeline: **102**

- 1 Population served by utility for the previous five years.
- 2 Projected population for service area in the following decades
- 3 List source(s)/method(s) for the calculation of current and projected population:

Year	Population
2014	15,500
2015	16,000
2016	16,000
2017	16,500
2018	17,000

Year	Population
2020	17,000
2030	17,800
2040	17,800
2050	17,800
2060	17,800
2070	17,800

## City of Highland Village Utility Billing Department

### B. Active Connections

1. 2018 number of active connections by user type.

<b>Treated Water Users</b>	<b>Metered</b>	<b>Non-Metered</b>	<b>Total</b>
Residential	5196		5196
Commercial	126		126
Industrial	2		2
Institutional	42		42
Agricultural	192		192
Total	5,554	0	5,554

2. List the net number of new connections per year for most recent three years:

<b>Year</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Residential	16	11	38
Commercial	1	4	5
Industrial			
Institutional	9	5	7
Agricultural	13	3	4
Total	39	23	54

### C. High Volume Customers

List annual water use for the five highest volume retail and wholesale customers.

<b>Customer</b>	<b>Use (1,000 gal/yr)</b>
DDR CORP	5,888
Wal-Mart Stores TX LP.	5,702
MP Shops 4121 Barton Crk	3,582
Briarhill Ball Park	2,100
ROC-ALR-HV	2,032

## II. WATER USE DATA FOR SERVICE AREA

### A. Water Accounting Data

1. Amount of water use for previous five years (in 1,000 gal): Treated Water (supplied from UTRWD and 5 City ground water wells)

<b>Year</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
October	88,259	100,037	115,265	85,236	95,707
November	57,382	57,336	50,885	58,968	72,396
December	46,513	46,497	45,962	49,667	53,821
January	51,270	42,798	41,933	42,742	43,927
February	45,719	37,659	47,971	43,166	37,250
March	61,757	43,532	56,484	59,336	53,353
April	74,169	52,087	64,423	60,585	73,308
May	105,152	47,657	66,023	101,385	109,280
June	108,574	84,301	92,150	94,371	133,147
July	131,768	137,410	143,854	111,926	155,366
August	140,879	184,296	147,666	102,952	106,251
September	132,905	154,827	118,561	118,502	62,086
Total	1,044,346	988,436	991,178	928,836	995,892

The above figures were determined from UTRWD meters located at the point of diversion and raw water meters located at the well head prior to raw water entering the treatment plant.

2. Metered amount of water delivered (sold) and estimated water flushed/leaked/firefighting (in 1,000 gallons).

<b>Fiscal Year</b>	<b>Total water sold</b>	<b>Total estimated water flushed/leaks</b>
2014	922,729	7,327
2015	932,892	5,606
2016	931,106	23,380
2017	888,844	18,471
2018	1,044,739	14,957

3. List previous five years records of unaccounted water use (in 1,000 gallons).  
(The percentages are based on the meters readings, billed water consumption not in correlation with the monthly billing cycles and estimated water from leaks/flushed)

<b>Year</b>	<b>Amount of unaccounted for water</b>	<b>% unaccounted for water use</b>
2014	114,290	11%
2015	49,938	5%
2016	36,692	4%
2017	21,521	2%
2018	-63,804	-6%

4. List previous five years records for annual peak-to-average daily use ratio

<b>Year</b>	<b>Average MGD</b>	<b>Peak MGD</b>	<b>Ratio</b>
2014	2.9	6.6	1:2.28
2015	2.7	7.6	1:2.81
2016	2.7	7.5	1:2.78
2017	2.5	6.6	1:2.64
2018	2.7	7.3	1:2.70

5. Municipal per capita water use for previous five years

<b>Year</b>	<b>Population</b>	<b>Total Purchased/Produced (1,000 gal)</b>	<b>Industrial Sales (1,000 gal)</b>	<b>Residential Water Sold (1,000 gal)</b>	<b>Municipal Use (1,000 gal)</b>	<b>Total per Capita Use (gpcd)</b>
2014	17,000	1,044,346	0	793,505	17,633	155
2015	17,000	988,436	0	771,349	21,226	150
2016	17,000	991,178	0	776,979	19,327	145
2017	17,000	928,836	0	749,417	16,588	148
2018	17,000	995,892	0	868,372	20,301	146

6. Average total per capita use and water conservation goals

<b>Average &amp; Goals</b>	<b>AVG. Population</b>	<b>GPCPD</b>
5-year average	17,000	168

7-year average	17,000	165
2-year drought avg.	17,000	157
5-year goal	17,000	170-175
10-year goal	17,800	160-170

7. Seasonal/Summer water use for the previous five years (in gallons/person/day)

Year	Population	Base per Capita Use (gpcd)	Summer per Capita Use (gpcd)	Seasonal Use (gpcd)
2014	17,000	155	244	127
2015	17,000	150	260	125
2016	17,000	145	192	131
2017	17,000	148	197	134
2018	17,000	146	252	130

**B. Projected Water Demands** Provide estimates for total water demands for the planning horizon of the utility. Indicate sources of data and how projected water demands were determined.

Year	Projected Demand (Ac-Ft)	Source of data	Water savings target (gpcd)	Water loss target (gpcd)	Explanation of the Methodology Used to Develop Projection
2020	3,000	COHV/UTRWD Long Range Water Supply Plan	5	>7	City & UTRWD for planning.
2025	3,000	COHV/UTRWD Long Range Water Supply Plan	10	>7	City & UTRWD for planning.
2030	3,000	COHV/UTRWD Long Range Water Supply Plan	15	>7	City & UTRWD for planning.
2040	3,000	COHV/UTRWD Long Range Water Supply Plan	NA	>7	City & UTRWD for planning.
2050	3,000	COHV/UTRWD Long Range Water Supply Plan	NA	>7	City & UTRWD for planning.
2060	3,000	COHV/UTRWD Long Range Water Supply Plan	NA	>7	City & UTRWD for planning.
2070	3,000	COHV/UTRWD Long Range Water Supply Plan	NA	>7	City & UTRWD for planning.
2080	3,000	COHV/UTRWD Long Range Water Supply Plan	NA	>7	City & UTRWD for planning.

### III. WATER SUPPLY SYSTEM

#### A. Water Supply Sources

List all current water supply sources and the amounts available with each:

Type	Source	Amount Available (MGD)
Surface water		
Groundwater	City's 5 Water Wells	4.5
Contracts	Upper Trinity Regional Water District	3.0
Other		

#### B. Treatment and Distribution System

- Design daily capacity of system: **7.5 MGD**
- Storage capacity: Elevated **1.50 MG** Ground **6.85 MG**
- If surface water, do you recycle filter backwash to the head of the plant? Yes **N/A** No. If yes, approximate MGD.
- Please describe the water system. Include the number of treatment plants, wells, and storage tanks.

Water utility service for each Highland Village citizen comes by way of a purchase of potable water from the Upper trinity Regional Water District and the City's 5 ground water wells and is delivered through a network of water mains, pumping stations, ground storage tanks and elevated storage tanks that is made up of 102 miles of water distribution main, 1.50 million gallons of elevated storage tank capacity in 2 tanks, 6.85 million gallons of ground storage capacity in 6 tanks, 815 fire hydrants, 5,563 water meters and approximately 2,000 valves.

#### IV. WASTEWATER UTILITY SYSTEM

##### A. Wastewater System Data

1. Design capacity of wastewater treatment plant(s): **UTRWD owned & operated.**
2. Is treated effluent used for irrigation on-site, off-site: **NA**
3. Briefly describe the wastewater system(s) of the area services by the water utility. Describe how treated wastewater is disposed of. Where applicable, identify treatment plant(s) with the TCEQ name and number, the operator, owner, and, if wastewater is discharged, the receiving stream. Please provide a sketch or map, which located the plant(s) and discharge or disposal sites. **100 miles of wastewater collection mains with 9 wastewater lift stations and approximately 3,100 manholes.**

Treatment Plant Name	TCEQ DM Number	Operator	Owner	Receiving Stream
Lakeview Regional WWTP	TX0020354	UTRWD	UTRWD	Lewisville Lake

##### B. Wastewater Data for Service Area

1. Percent of water service area served by wastewater system: **99.9 %**
2. Monthly wastewater volume for previous three years (in 1,000 gallons):

Year	2016	2017	2018
October	38,459	35,332	32,149
November	50,367	35,266	31,482
December	70,503	35,396	34,180
January	58,602	36,780	33,335
February	47,971	33,753	33,670
March	48,596	36,376	40,685
April	46,339	38,553	35,048
May	44,593	35,371	35,391
June	56,341	37,714	31,717
July	40,096	35,721	29,879
August	36,708	32,708	68,140
September	34,349	32,499	35,634
Total	<b>572,924</b>	<b>425,469</b>	<b>441,310</b>

## APPENDIX C

## **APPENDIX D**

### **City of Highland Village Code of Ordinances**

#### **Chapter 22 – Utilities**

#### **Article 22.10 -Water Conservation**

#### **Division 3. Landscape Water Management**

##### **Sec. 22.10.071 General restrictions**

- (a) A person commits an offense if he/she allows exterior plumbing leaks to exist.
- (b) A person commits an offense if he/she irrigates, waters, or causes or allows the irrigation or watering of lawn or landscape located on property owned, leased, or managed by that person in such a manner that causes:
  - (1) A constant stream of water onto a street or alley in excess of 50 feet from the property;
  - (2) Irrigating a lawn or landscape during any form of precipitation. This includes automatic sprinkler systems; or
  - (3) Irrigating lawn or landscape when the ambient temperature is below 32 degrees Fahrenheit.

##### **Sec. 22.10.072 Maintenance of irrigation system**

A person commits an offense if he/she operates a lawn or landscape irrigation system or device on property that he/she owns, leases, or manages that:

- (1) Has broken or missing sprinkler head(s); or
- (2) Has not been properly maintained to prevent the waste of water.

##### **Sec. 22.10.073 Rain sensors and freeze gauges**

- (a) Any new irrigation system installed within the city's customer service area on or after October 1, 2007, must be equipped with rain and freeze sensing devices designed to prevent operation of the irrigation system during any form of precipitation or when the ambient temperature is below 32 degrees Fahrenheit.
- (b) A person commits an offense on property owned, leased, or managed by him/her if he/she:
  - (1) Installs or allows the installation of new irrigation systems in violation of this section; or
  - (2) Operates or allows the operation of an irrigation system that does not comply with this section.

##### **Sec. 22.10.074 Granting of variance**

The city manager or his designee may, in special cases, grant variances from the provisions in this division for persons demonstrating extreme hardship or need. Variances may be granted only under all of the following circumstances and conditions:

- (1) The applicant must sign a compliance agreement agreeing to irrigate, water the lawn and/or landscape only in the amount and matter permitted by the variance.
- (2) The variance must not cause an immediate significant reduction to the city's water supply.
- (3) The extreme hardship or need requiring the variance must relate to the health, safety, or welfare of the person making the request.
- (4) The health, safety, and welfare of the public and the person making the request must not be adversely affected by the requested variance.

**Sec. 22.10.075 Revocation of variance**

The city manager or his designee may revoke a variance granted when he determines that:

- (1) The conditions of Section 22.10.074 are not being met or no longer apply;
- (2) The terms of the compliance agreement are violated; or
- (3) The health, safety, or welfare of other persons requires revocation.



## APPENDIX E



May 29, 2019

Mr. Jim Parks  
Chair, Region C Water Planning Group  
North Texas Municipal Water District  
P.O. Box 2408  
Wylie, TX 75098

RE: Water Conservation/Drought Contingency Plan City of Highland Village

Dear Mr. Parks:

Enclosed please find one (1) copy of the recently amended Water Conservation/Drought Contingency Plan for the City of Highland Village. This copy of the plan is submitted to the Region C Water Planning Group in accordance with the rules of the Texas Water Development Board and the Texas Commissions on Environmental Quality. The Highland Village City Council adopted the attached plan on May 28, 2019. The plan is updated with FY-18 figures.

Sincerely,

Scott Kriston  
Director of Public Works

cc: Michael Leavitt, City Manager



May 29, 2019

Mr. Jodi Zamboli, P.E.  
Director/ Operations  
Upper Trinity Regional Water District  
P.O. Drawer 305  
Lewisville, TX 75067

RE: Water Conservation/Drought Contingency Plan City of Highland Village

Dear Mr. Zamboli:

Enclosed please find one (1) copy of the recently amended Water Conservation/Drought Contingency plan for the City of Highland Village. This copy of the plan is submitted to the Texas Commissions on Environmental Quality. The Highland Village City Council adopted the attached plan on May 28, 2019. The plan is updated with FY-18 figures.

Sincerely,

Scott Kriston  
Director of Public Works

cc: Michael Leavitt, City Manager



May 29, 2019

Ms. Bridget Cameron  
Water Conservation Specialist  
Texas Water Development Board  
P.O. 13231  
Austin, TX 78711-3231

RE: Water Conservation/Drought Contingency Plan City of Highland Village

Dear Ms. Cameron:

Enclosed please find one (1) copy of the recently amended Water Conservation/Drought Contingency plan for the City of Highland Village. This copy of the plan is submitted to the Texas Commissions on Environmental Quality. The Highland Village City Council adopted the attached plan on May 28, 2019. The plan is updated with FY-18 figures.

Sincerely,

Scott Kriston  
Director of Public Works

cc: Michael Leavitt, City Manager

## APPENDIX F



### WATER CONSERVATION REPORT

**Entity Reporting:** City of Highland Village PWSID #0610080

**Completed By:**

**Date Completed:**

**Year Covered:** 20XX

**# of Connections:**

**Population served:**

**Recorded Deliveries and Sales by Month (in 1000 Gallons):**

Month	Treated Water purchased	Well water pumped	Sales by Category						
			Residential	Commercial	City usage	flushed	Estimated fire use	Industrial	Total
October									
November									
December									
January									
February									
March									
April									
May									
June									
July									
August									
September									
TOTAL									

**Unaccounted Water (Million Gallons):**

Estimated Fire use, estimated main leaks and metered line flushing are combined and shown in the flushed column.

**Per Capita Municipal Use (Gallons per person per day)**

Total annual water sales divided by days in a year divided by current population.

**CITY OF HIGHLAND VILLAGE**  
**COUNCIL BRIEFING**

**AGENDA# 26**

**MEETING DATE: 05/14/19**

**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.



## **UPCOMING EVENTS**

<b>May 14, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
May 20, 2019	Park Board Mtg. 6:00 pm (if needed)
May 21, 2019	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<b>May 27, 2019</b>	<b>City Offices Closed in Observance of Memorial Day</b>
<b>May 28, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
June 6, 2019	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<b>June 11, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
June 17, 2019	Park Board Mtg. 6:00 pm (if needed)
June 18, 2019	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<b>June 25, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
<b>July 4, 2019</b>	<b>City Offices Closed in Observance of Independence Day</b>
July 15, 2019	Park Board Mtg. 6:00 pm (if needed)
July 15, 2019	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<b>July 23, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>

Note - Please visit [www.highlandvillage.org](http://www.highlandvillage.org) or the City Hall bulletin board for the latest meeting additions and updates.

By: Karen Bradley, Administrative Assistant - City Secretary Office