



A G E N D A

**REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, MAY 28, 2019, at 6:00 P.M.**

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

EARLY WORK SESSION

1. Receive a Presentation regarding the Animal Shelter Advisory Committee
2. Discuss Appointments to Fill Vacancies for Unexpired Terms on the Planning and Zoning Commission, Highland Village Community Development Corporation and Animal Shelter Advisory Committee
3. Receive an Update and Discuss the Outdoor Warning Siren Installation
4. Receive an Update on the 86th Texas Legislative Session
5. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of May 28, 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)
 - (b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission and Highland Village Community Development Corporation

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

7. Call to Order

8. Prayer to be led by Councilmember Jon Kixmiller
9. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Jon Kixmiller: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*
10. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
11. **City Manager/Staff Reports**
 - **HVTV Update**
12. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415** the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety
 - **Presentation of a Proclamation designating May as Mental Health Awareness Month 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.

13. **Consider approval of Minutes of the Regular City Council Meeting held on May 14, 2019**
14. **Consider Resolution 2019-2816 Nominating One Candidate to a Slate of Nominees for Denco Area 9-1-1 Board of Managers**
15. **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 (2nd and final read)**
16. **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 (2nd and final read)**

ACTION AGENDA

17. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:
 - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
 - (b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission and Highland Village Community Development Corporation
18. Consider Resolution 2019-2817 appointing Members to Fill Vacancies for Unexpired Terms on the Planning and Zoning Commission, Highland Village Community Development Corporation and Animal Shelter Advisory Committee

LATE WORK SESSION

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

19. Discuss Intersection of FM 2499 and Northwood Drive/Castlewood Boulevard
20. Discuss the Schedule for Summer City Council Meetings
21. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
22. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 24TH 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

AGENDA#	1	MEETING DATE:	05/28/19
SUBJECT:	Receive a Presentation regarding the Animal Shelter Advisory Committee		
PREPARED BY:	Sheri Morrison, Police Commander		

COMMENTS

City staff will provide a presentation regarding the role and requirements of the Animal Shelter Advisory Committee.

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 2 **MEETING DATE: 05/28/19**

SUBJECT: **Discuss Appointments to Fill Vacancies for Unexpired Terms on the Planning and Zoning Commission, Highland Village Community Development Corporation and Animal Shelter Advisory Committee**

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

COMMENTS

City ordinance states that Council shall make annual appointments to the City's Boards and Commissions no later than the second regularly scheduled Council meeting in September. Citizens interested in volunteering their time to serve on one of the City's boards or commissions may submit an application to the City Secretary's Office for consideration by Council.

The annual appointments are for terms of two years, unless an individual is appointed to fill a vacancy. A "term year" shall be from October 1st until September 30th of the following year. The terms shall expire on the 30th day of September of the second year.

In the case of a vacancy, the Council shall appoint a replacement to fill an unexpired term. In most cases, Council may consider appointing alternate members of said board to fill a vacancy prior to appointing new applicants.

As a result of the May 4, 2019 General Election, there is one (1) vacancy on the Planning & Zoning Commission, Place 3 and one (1) vacancy for a Council Representative on the Highland Village Community Development Corporation and the Animal Shelter Advisory Committee.

Planning and Zoning Commission - The Planning and Zoning Commission is composed of seven (7) members, which includes five (5) regular members and two (2) alternate members. In 2016, Tom Heslep was appointed by City Council to the Planning and Zoning Commission. With the May 4, 2019 election, Mr. Heslep was elected to City Council and therefore resigned from the Planning and Zoning Commission, thereby creating a vacancy in Place 3.

Council may consider appointing an alternate member of said board to fulfill the vacancy prior to appointing new applicants. The following currently serve as alternates on the Planning and Zoning Commission:

- James Romo - Alternate Place 1 (appointed 09/2017)
- Denver Kemery - Alternate Place 2 (appointed 9/2018)

If Council appoints one of the alternate members to Place 3, the Council may also consider a person to fill the newly vacant alternate position on the Commission. The following have submitted applications requesting to serve on the Planning and Zoning Commission:

- Dee Leggett
- Kelly Scott

Council may appoint a person at this time or may seek additional applications.

Highland Village Community Development Corporation (CDC) - The CDC Board of Directors is composed of seven (7) members, with at least three (3) members of the board being people who serve as Citizen Members. The remaining four (4) members of the board serve as Council Representatives.

Former Mayor Pro Tem Fred Busche was previously appointed to serve in a Council Representative position on the CDC. Mr. Busche is no longer serving on City Council; therefore, a vacancy now exists on the CDC for a Council Representative position.

Animal Shelter Advisory Committee - Per Chapter 823 of the Texas Health and Safety Code, the Highland Village Animal Shelter Advisory Committee (Committee) was established in 2006, which provided for five members. Of those members, the Committee must be composed of at least one licensed veterinarian, one county or city official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization. In addition, the Committee is required to meet at least three times per year.

Former Mayor Pro Tem Fred Busche was serving on the Committee as a city Official. With Mr. Busche no longer being a City Councilmember and, therefore, no longer serving in the capacity of a city official, a vacancy now exists on the Committee.

If Council wishes to do so, there is an item on tonight's Regular Agenda for Council to take formal action regarding appointments.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 3

MEETING DATE: 05/28/19

**SUBJECT: Receive an Update and Discuss the Outdoor Warning Siren
Installation**

PREPARED BY: Michael Thomson, Fire Chief

COMMENTS

City staff will provide an update on outdoor warning siren installation in Highland Village.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 4

MEETING DATE: 05/28/19

SUBJECT: Receive an Update on the 86th Texas Legislative Session

PREPARED BY: Michael Leavitt, City Manager

COMMENTS

City staff will provide an update on the legislative session, including HB 852 relating to residential building permit fees.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 05/28/19

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Angela Miller, 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.

- Presentation of a Proclamation designating May as Mental Health Awareness Month in Highland Village

Proclamation

The City of Highland Village

Whereas, the citizens of Denton county value their overall health and that of their families and fellow citizens and are proud to support observances such as Mental Health Month; and

Whereas, the need for comprehensive, coordinated mental health services for men, women, and children places upon our community a critical responsibility; and

Whereas, it is appropriate that a month should be set apart each year to direct our thoughts toward mental health education and the support of treatment and recovery; and

Whereas, Denton County MHMR Center and Denton County Behavioral Health Leadership Team, through their unique partnership and approach to serving individuals is effectively caring for the mental health needs of those in our community; and

Whereas, each citizen, local business, school, government agency, healthcare provider, and faith-based organization shares the burden of mental health concerns and has a responsibility to promote mental wellness, recovery, and support prevention efforts.

NOW THEREFORE, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim May 2019 to be

“Mental Health Awareness Month”

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 28th day of May 2019.

Charlotte J. Wilcox, Mayor

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13

MEETING DATE: 05/28/19

SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on May 14, 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 Regular City Council meeting held on May 14, 2019.



**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, MAY 14, 2019**

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

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

EARLY WORK SESSION

1. Discuss Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem

Mayor Wilcox reported outgoing Councilmember Fred Busche served as Mayor Pro Tem and Councilmember Barbara Fleming serves as Deputy Mayor Pro Tem. She asked members of Council if anyone was interested in serving. Councilmember Lombardo stated he would like to serve as Mayor Pro Tem and Deputy Mayor Pro Tem Fleming stated she would like to continue serving as Deputy.

Mayor Wilcox stated this agenda item is for discussion purposes only and that formal action would be taken later during the regular City Council meeting.

2. Discuss Nominating One Representative to Serve on the Denco 9-1-1 Board of Managers

City Secretary Angela Miller reported every year on September 30th the term of one of the two members appointed to Denco 9-1-1 (District) 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 action by the governing bodies of each represented city/town in order to coordinate the appointment among the 33 participating municipalities. Mayor Wilcox reported Sue Tejml has done a good job serving as our current representative and that she has expressed her desire to serve another term.

Consensus of Council is to nominate Mrs. Tejml to serve another term; a resolution will be brought to the next Council meeting to formally nominate.

3. Discuss and Receive an Update on Highland Village Business Association (HVBA) Research

City Manager Michael Leavitt stated the history of the HVBA was included in the agenda briefing. He reported Councilmember Jaworski had recently inquired about the services provided by the HVBA and if additional services were needed. Mr. Leavitt stated City staff wishes to get input from our local businesses as to how they would like the HVBA to help them succeed, what current programs or promotion efforts they find useful, and how can the HVBA best support them. Additionally, staff wants to receive input from residents as to how they would like to receive information regarding Highland Village businesses, where they go for this type of information and the best methods to encourage their patronage of Highland Village businesses.

Mr. Leavitt stated City staff met and interviewed 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. Marketing and Communications Director Laurie Mullens reported BrandEra has worked with other cities, chambers and convention and visitor bureaus. The research will begin soon so City staff will have results if any updates or changes need to be included in next year's budget.

4. Receive an Update on the 86th Texas Legislative Session

Mr. Leavitt provided an update on various bills and their status in the legislative process. He also encouraged members of Council and City staff to attend legislative update events after the session ends.

5. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of May 14, 2019

Relating to Agenda Item #16, Mr. Leavitt reported part of the project is to relocate an 18" sewer line located between Turpin Drive and La Mesa Drive. The sewer line currently runs behind houses on one side of the street and the line will be relocated to the front of the houses.

Relating to Agenda Item #17, Mr. Leavitt reported there was a revision on page 3 of the Entry License/Hold Harmless Agreement and provided updated copies to City Council; language was modified on #6 and a duplication was removed on #7 of page 3.

With time permitting, Late Work Session items were moved up on the agenda.

Mr. Leavitt invited Council to attend meetings with staff next month as everyone will begin work on next year's budget.

Mayor Wilcox asked about the activity on “Speak Up Highland Village”. Mr. Lozano reported there has been a lot of feedback and Mrs. Mullens reported staff is looking at other opportunities to utilize the program.

Early Work Session ended at 6:39 p.m.

CLOSED SESSION

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)**

Council did not meet in Closed Session.

OPEN SESSION

7. **Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:30 p.m.

Roll Call

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

Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Matthew Anstead	Parks Superintendent
	Fince Espinoza	Park Operations & Projects Manager
	Andra Foreman	Recreation Manager
	Adam Richter	Recreation Coordinator
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

8. **Administration of Ceremonial Oaths of Office**

Mayor Wilcox announced the ceremonial oaths of office would be administered for newly elected Councilmembers. Councilmember-Elect Tom Heslep was joined by his family; Mayor Wilcox administered his oath of office for City Council, Place 5. Mrs. Lombardo

administered the oath of office for Mike Lombardo, Councilmember Place 3; Mrs. Jaworski administered the oath of office for Dan Jaworski, Councilmember Place 7.

9. Prayer to be led by Mayor Charlotte J. Wilcox

Mayor Wilcox gave the invocation.

10. Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Charlotte J. Wilcox

Mayor Wilcox led the pledges.

11. Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem

Motion by Councilmember Jaworski, seconded by Councilmember Fiester, naming Mike Lombardo as Mayor Pro Tem and Barbara Fleming as Deputy Mayor Pro Tem. Motion carried 7-0.

12. Visitor Comments

The following person spoke:

Karen Fenton (577 Medina) – Ms. Fenton reported on accidents that have occurred on her street and requested the City make changes to help reduce the number of accidents and to make the street safer.

13. City Manager/Staff Reports

- **HVTV Update**

The HVTV Update included the Foodie Friday segment featuring Snuffer's in Highland Village, the Movies in the Park series on Friday, May 17 and the Walk the Park Copperas Branch Park master plan public input process on Saturday May 18.

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**

Matthew Anstead was recognized for completion of the Certified Playground Safety Inspector (CPSI) Program from the National Recreation and Park Association.

- **Presentation of a Proclamation celebrating Emergency Medical Services (EMS) Week in Highland Village**

Mayor Wilcox presented a proclamation to Assistant Fire Chief Jason Collier and other members of the Highland Village Fire Department celebrating Emergency Medical Services Week.

- **Presentation of a Proclamation celebrating National Police Week in Highland Village**

Mayor Wilcox presented a proclamation to Chief of Police Doug Reim and other members of the Highland Village Police Department celebrating National Police Week.

CONSENT AGENDA

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**

Motion by Councilmember Fiester, seconded by Mayor Pro Tem Lombardo, to approve Consent Agenda Items #15 through #21. Motion carried 7-0.

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)**

NO ACTION TAKEN

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 (1st of two reads)**

PUBLIC HEARING CONDUCTED **APPROVED 1ST READ (7 – 0)**

Adam Richter, Recreation Coordinator reported state law required the City conduct a public hearing and adopt standards of care annually by ordinance. He added there were

no changes being proposed. Mayor Wilcox opened the public hearing and with no one wishing to speak, the public hearing was closed.

Motion by Councilmember Jaworski, seconded by Mayor Wilcox, to approve the first read of Ordinance 2019-1261. Motion carried 7-0.

- 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**

APPROVED (7 – 0)

Public Works Director Scott Kriston reported the City's pavement evaluation program identified certain streets that are at or near the end of their useful life and require pavement improvements. These streets are included as part of the 2018 Street Bond Program, which will be accomplished in several phases as to concentrate and limit the work to different areas of the City, one area at a time. The first phase will include improvements to Rosedale Street, Shasta Court, Ranier Court, Snowdon Court, Sheldon Court, Sugarloaf Court, and Catesby Place. Mr. Kriston stated several of these streets require full depth reclamation while a few will require an asphalt overlay in order to bring them back to a score of 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 for the project were received from four general contractors, with one of the bids being non-responsive. The lowest bidder is Pavecon Public Works, LP with a total bid in the amount of \$523,307.39.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2019-2813. Motion carried 7-0.

- 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 (1st of two reads)**

APPROVED 1ST READ (7 – 0)

Mr. Kriston reported Texas Commission on Environmental Quality (TCEQ) regulations require that a City's Water Conservation and Drought Contingency Plans be updated and revised every five years. In 2012, the City Council adopted Ordinance No. 2012-1120 adopting 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.

Mr. Kriston stated the Plan was revised in 2014 to provide for water reduction goals when the City imposes water conservation measures. The proposed Plan has been revised and complies with the TCEQ regulations. Revisions include updates to the historical water use information and amending the conservation goals relating to implementation of the various phases of water conservation measures.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Mayor Pro Tem Lombardo, to approve the first read of Ordinance 2019-1260. Motion carried 7-0.

LATE WORK SESSION

- 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.)**

With time permitting, Late Work Session items were moved up on the agenda after discussion of Early Work Session items.

- 27. Adjournment**

Mayor Wilcox adjourned the meeting at 8:15 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 14	MEETING DATE: 05/28/19
SUBJECT: Consider Resolution 2019-2816 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	

BACKGROUND:

Chapter 772 of the Health and Safety Code provides for the Denco Area 9-1-1 District (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 30th 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.

The term for the current representative, Mrs. Sue Tejml, will expire on September 30, 2019. Members are eligible for consecutive terms and Mrs. Tejml has expressed her desire to serve another term.

IDENTIFIED NEED/S:

In order to coordinate the appointment among the 33 participating municipalities, the District requests the following action by the governing bodies of each city/town:

If the 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, Denco staff will send the slate of nominees to each city/town for consideration, which will take place later this summer.

OPTIONS & RESULTS:

Council may nominate a candidate to represent the municipalities on the District Board of Managers.

PROGRESS TO DATE: (if appropriate)

Staff received correspondence from District Executive Director Mark Payne, advising the District will receive nominations until 5:00 pm on June 15, 2019.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution 2019-2816 nominating a candidate to a slate of nominees for Denco Area 9-1-1 Board of Managers.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2019-2816

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS NOMINATING ONE CANDIDATE TO A SLATE OF NOMINEES FOR THE BOARD OF MANAGERS OF THE Denco AREA 9-1-1 DISTRICT

WHEREAS, Section 772, Health and Safety Code, provides that two voting members of the Board of Managers of the Denco Area 9-1-1 District ("the District") shall be appointed jointly by all cities and towns lying wholly or partly within the District; and

WHEREAS, having determined that Sue Tejml will represent the interest of cities well on the District's board, the City Council finds it to be in the public interest to nominate Sue Tejml for appointment to a term beginning October 1, 2019.

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

SECTION 1. The City of Highland Village hereby nominates Sue Tejml as a candidate for appointment to the Board of Managers for the Denco Area 9-1-1 District for a term beginning October 1, 2019.

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

PASSED AND APPROVED this the 28th 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:5/22/19:108230)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 05/28/19

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.

Council approved the first read of Ordinance 2019-1260 at their meeting held on May 14, 2019.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

NA

RECOMMENDATION:

To approve the second and final 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 14th 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 28TH DAY OF MAY, 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
- 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 1st and ending September 30th 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 1st or extend them to later than September 30th 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
- (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.
- (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.

Treated Water Users	Metered	Non-Metered	Total
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:

Year	2016	2017	2018
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.

Customer	Use (1,000 gal/yr)
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)

Year	2014	2015	2016	2017	2018
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).

Fiscal Year	Total water sold	Total estimated water flushed/leaks
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)

Year	Amount of unaccounted for water	% unaccounted for water use
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

Year	Average MGD	Peak MGD	Ratio
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

Year	Population	Total Purchased/Produced (1,000 gal)	Industrial Sales (1,000 gal)	Residential Water Sold (1,000 gal)	Municipal Use (1,000 gal)	Total per Capita Use (gpcd)
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

Average & Goals	AVG. Population	GPCPD
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	572,924	425,469	441,310

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

CITY COUNCIL BRIEFING

AGENDA# 16

MEETING DATE: 05/28/19

SUBJECT: 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:

A public hearing on the proposed Highland Village Youth Program Standards of Care was held on May 14, 2019 and Council approved the first read of Ordinance 2019-1261.

RECOMMENDATION:

To approve the second and final 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 14TH DAY OF MAY 2019.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,
TEXAS, ON SECOND READING ON THIS THE 28TH 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:5/7/19:107824)

**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

AGENDA#	18	MEETING DATE:	05/28/19
SUBJECT:	Consider Resolution 2019-2817 appointing Members to Fill a Vacancy for an Unexpired Term on the Planning and Zoning Commission and for a Council Representative Position on the Highland Village Community Development Corporation and the Animal Shelter Advisory Committee		
PREPARED BY:	Angela Miller, City Secretary		

BACKGROUND:

City ordinance states that Council shall make annual appointments to the City's Boards and Commissions no later than the second regularly scheduled Council meeting in September. Citizens interested in volunteering their time to serve on one of the City's boards or commissions may submit an application to the City Secretary's Office for consideration by Council.

The annual appointments are for terms of two years, unless an individual is appointed to fill a vacancy. A "term year" shall be from October 1st until September 30th of the following year. The terms shall expire on the 30th day of September of the second year.

In the case of a vacancy, the Council shall appoint a replacement to fill an unexpired term. In most cases, Council may consider appointing alternate members of said board to fill a vacancy prior to appointing new applicants.

As a result of the May 4, 2019 General Election, there is one (1) vacancy on the Planning & Zoning Commission, Place 3 and one (1) vacancy for a Council Representative on the Highland Village Community Development Corporation and the Animal Shelter Advisory Committee.

IDENTIFIED NEED/S:

Planning and Zoning Commission - The Planning and Zoning Commission is composed of seven (7) members, which includes five (5) regular members and two (2) alternate members. In 2016, Tom Heslep was appointed by City Council to the Planning and Zoning Commission. With the May 4, 2019 election, Mr. Heslep was elected to City Council and therefore resigned from the Planning and Zoning Commission, thereby creating a vacancy in Place 3.

Council may consider appointing an alternate member of said board to fulfill the vacancy prior to appointing new applicants. The following currently serve as alternates on the Planning and Zoning Commission:

- James Romo - Alternate Place 1 (appointed 09/2017)
- Denver Kemery - Alternate Place 2 (appointed 9/2018)

If Council appoints one of the alternate members to Place 3, the Council may also consider a person to fill the newly vacant alternate position on the Commission. The following have submitted applications requesting to serve on the Planning and Zoning Commission:

- Dee Leggett
- Kelly Scott

Council may appoint a person at this time or may seek additional applications.

Highland Village Community Development Corporation (CDC) - The CDC Board of Directors is composed of seven (7) members, with at least three (3) members of the board being people who serve as Citizen Members. The remaining four (4) members of the board serve as Council Representatives.

Former Mayor Pro Tem Fred Busche was previously appointed to serve in a Council Representative position on the CDC. Mr. Busche is no longer serving on City Council; therefore, a vacancy now exists on the CDC for a Council Representative position.

Animal Shelter Advisory Committee - Per Chapter 823 of the Texas Health and Safety Code, the Highland Village Animal Shelter Advisory Committee (Committee) was established in 2006, which provided for five members. Of those members, the Committee must be composed of at least one licensed veterinarian, one county or city official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization. In addition, the Committee is required to meet at least three times per year.

Former Mayor Pro Tem Fred Busche was serving on the Committee as a city Official. With Mr. Busche no longer being a City Councilmember and, therefore, no longer serving in the capacity of a city official, a vacancy now exists on the Committee.

PROGRESS TO DATE: (if appropriate)

Council discussed filling the vacancies during Early Work Session.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution 2019-2817 appointing a member to fill a vacancy for an unexpired term on the Planning & Zoning Commission and appointing a Council Representative to the Highland Village Community Development Corporation and to the Animal Shelter Advisory

Committee to fill a vacancy for an unexpired term.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2019-2817

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING PEOPLE TO FILL VACANCIES FOR UNEXPIRED TERMS ON THE PLANNING AND ZONING COMMISSION, HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION AND ANIMAL SHELTER ADVISORY COMMITTEE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Highland Village desires to make appointments to the Planning and Zoning Commission, Highland Village Community Development Corporation and the Animal Shelter Advisory Committee to fill vacancies for unexpired terms.

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

SECTION 1. The following person is hereby appointed to the indicated position(s) on the Planning and Zoning Commission with a term ending as indicated below:

Name	Place	Expiration
_____	Place 3	September 30, 2020
_____	Alternate 1	September 30, 2019 (if needed)
_____	Alternate 2	September 30, 2020 (if needed)

SECTION 2. The following person is hereby appointed to the indicated position on the Highland Village Community Development Corporation with a term ending as indicated below:

Name	Place	Expiration
_____	Council Representative	September 30, 2019

SECTION 3. The following person is hereby appointed to the indicated position on the Animal Shelter Advisory Committee:

Name	Place
_____	City Official

SECTION 4. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED this the 28th 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:5/23/19:108253)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 21	MEETING DATE: 05/28/19
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

May 28, 2019 **Regular City Council Mtg. 7:30 pm**

June 6, 2019 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

June 11, 2019 **Regular City Council Mtg. 7:30 pm**

June 17, 2019 Park Board Mtg. 6:00 pm (if needed)

June 18, 2019 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

June 25, 2019 **Regular City Council Mtg. 7:30 pm**

July 4, 2019 **City Offices Closed in Observance of Independence Day**

July 15, 2019 Park Board Mtg. 6:00 pm (if needed)

July 15, 2019 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

July 23, 2019 **Regular City Council Mtg. 7:30 pm**

August 1, 2019 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

August 13, 2019 **Regular City Council Mtg. 7:30 pm**

August 19, 2019 Park Board Mtg. 6:00 pm (if needed)

August 20, 2019 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

August 27, 2019 **Regular City Council Mtg. 7:30 pm**

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

By: Karen Bradley, Administrative Assistant - City Secretary Office