



**A G E N D A**  
**REGULAR MEETING OF THE**  
**HIGHLAND VILLAGE CITY COUNCIL**  
**HIGHLAND VILLAGE MUNICIPAL COMPLEX**  
**1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**  
**TUESDAY, MARCH 26, 2024 at 6:00 P.M.**

**EARLY WORK SESSION**  
**Training Room – 6:00 P.M.**

**Convene Meeting in Open Session**

1. **Receive Presentation of the Annual Comprehensive Financial Report for Fiscal Year 2022-2023**
2. **Receive an Update on Information Services Operations and Projects**
3. **Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for March 26, 2024**

**(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**

4. **Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:**
  - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
  - (b) **Section 551.089 – Deliberation regarding Security Devices or Security Audits**
  - (c) **Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary**

**OPEN SESSION**  
**City Council Chambers – 7:00 P.M.**

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

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

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

### **CONSENT AGENDA**

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

11. **Consider approval of Minutes of the Regular City Council Meeting held on February 27, 2024**
12. **Consider Resolution 2024-3115 authorizing a Contract for Construction Services with MBC Services, LLC for Renovation of the existing Concession Area at the Sgt. Dennis Oliver Event Center**
13. **Consider Resolution 2024-3116 awarding and authorizing a Contract with O & A Classic Coatings and Paintings Corporation for the Oak Street Ground Storage Tank Repainting Project**
14. **Receive the Annual Comprehensive Financial Report for Fiscal Year 2022-2023**
15. **Consider Resolution 2024-3118 rejecting All Bids for the Village Park and Market Trail Connection Project**

16. Receive Budget Reports for Period ending January 31, 2024

**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 551.089 – Deliberation regarding Security Devices and Security Audits
  - (c) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary
18. Conduct a Public Hearing and Consider Ordinance 2024-1311 amending the Planned Development Regulations as set forth in Ordinance No. 04-954 relating to the Development and Use of Lot 3C, Block A, Valley Ridge Center, located at 2005 Valley Ridge Court (*1<sup>st</sup> of two reads*)
19. Consider Resolution 2024-3117 approving a Detailed Site Plan for Lots 2C and 3C, Block A, Valley Ridge Center, located at 2005 and 2035 Valley Ridge Court
20. Consider Resolution 2024-3119 awarding and authorizing a Contract with Pavecon Public Works, LP for the 2022 Street Improvements Project - Phase 2

**LATE WORK SESSION**

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

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 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 22<sup>ND</sup> DAY OF MARCH 2024 NOT LATER THAN 6:00 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 for additional information.

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2024 at \_\_\_\_\_

am / pm by \_\_\_\_\_.

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

**AGENDA# 1**

**MEETING DATE: 03/26/2024**

**SUBJECT: Receive Annual Comprehensive Financial Report for FY 2023**

**PREPARED BY: Ken Heerman, Assistant City Manager**

**COMMENTS**

The Annual Comprehensive Financial Report represents a yearly audit of City finances and records. The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2023. A member of the auditing firm will present a summary of findings.

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

**AGENDA# 2**

**MEETING DATE: 03/26/2024**

**SUBJECT: Receive an Update on Information Services Operations and  
Projects**

**PREPARED BY: Sunny Lindsey, Information Services Director**

**COMMENTS**

This item continues the series on departmental reports. City staff will provide an update on Information Services.

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

**AGENDA# 8**

**MEETING DATE: 03/26/2024**

**SUBJECT: Mayor and Council Reports on Items of Community Interest**

**PREPARED BY: Karen McCoy, Executive Assistant**

**COMMENTS**

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

- Presentation of a Proclamation celebrating the Mayor for the Day

# Proclamation

## The City of Highland Village

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

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

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

**Whereas**, The City of Highland Village offered a “Mayor for the Day” opportunity to one lucky student and Highland Village Elementary fourth grade student Charlie Hill was the successful recipient.

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

**“Charlie Hill as Mayor for the Day”**

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 26<sup>th</sup> day of March 2024.

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Daniel Jaworski, Mayor

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

**AGENDA# 11**

**MEETING DATE: 03/26/2024**

**SUBJECT: Consider approval of Minutes of the Regular City Council Meeting held on February 27, 2024**

**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 contact the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff can 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 minutes of the Regular City Council Meeting held on February 27, 2024.



**MEETING MINUTES OF THE REGULAR MEETING  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, FEBRUARY 27, 2024**

**EARLY WORK SESSION**

Mayor Jaworski called the meeting to order at 6:00 p.m.

**Roll Call**

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Mayor Pro Tem
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Rhonda Hurst	Councilmember
	Robert Fiester	Councilmember
	Brian A. Fiorenza	Deputy Mayor Pro Tem
Absent:	Kevin Laughlin	City Attorney
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Mark Stewart	Assistant Police Chief
	Karl Schlichter	Police Commander
	David Harney	Corporal/SRO
	Ben McElvey	SRO
	Brenda Groves	Communications Supervisor
	Wes Fiddes	Senior Animal Care Officer
	Jason Collier	Fire Chief
	Scott Kriston	Public Works Director
	Kim Lopez	Human Resources Director
	Laurie Mullens	Marketing and Communications Director

**1. Receive an Update on Fire Department Operations**

Chief Collier reported the department operates with 3 shifts. Staffing for the department includes 2 sworn administrative command staff, 18 sworn firefighter/paramedics, 2 paramedics, 1 administrative assistant, 2 part-time public safety support staff, and 8 part-time paramedics. The department apparatus includes 2 paramedic/engines, 2 MICU ambulance/medics, and a brush truck. The department responded to a total of 1,621 calls for service in fiscal year 2022-2023. Of the total calls received for service, 963 were EMS calls and 658 were fire related calls. Response times for FY 2022-2023 averaged 6:33 minutes for EMS and 7:20 minutes for fire.

Chief Collier also reported the projected completion date for the regional fire training facility is first quarter of 2025.

## **2. Receive an Update on Police Department Operations**

Assistant Chief Stewart reported the Police Department is staffed with 4 sworn command staff, 29 sworn patrol/investigations/SROs, 9 dispatchers, 2 civilian administrative/records personnel, 1 animal services officer, 2 part-time public safety support staff, 7 part-time school crossing guards, and 25 volunteer civilian auxiliary members. A summary of the department's budget for the current fiscal year and past 4 years was also presented. Updates were also presented by each of division:

### **Communications**

Communications Supervisor Grove reported 3,446 emergency 911 calls were received in 2023, with calls answered within 20 seconds or less 99% of the time, which exceeds the NFPA 1221 Standard for call answering times. A breakdown of call types and priority categories was presented, along with response time data for all call types. Call answering and dispatch times improved in 2023 from the previous year.

### **Field Operations**

Commander Schlichter provided an overview of the department's fleet vehicles, technology and equipment. He reported that Highland Village is divided into 5 patrol districts, with 16 areas of responsibility. A breakdown of reported offenses, arrests and citations was also presented. Commander Schlichter reported the department continues its community policing/crime prevention activities, along with the Emergency Care Attendant (ECA) Program. Since 2017, police patrol personnel have been cross-trained and certified to provide immediate lifesaving interventions while awaiting arrival of Emergency Medical Services (EMS).

### **Community Services**

Corporal Harney reported the department staffs 2 School Resource Officers, with 1 assigned to the 3 elementary schools in Highland Village and the other assigned to Briarhill Middle School. He shared highlights of Lewisville ISD's Guardian Program, which is provided in all of the district's elementary schools. If there is an incident in the school, Mayor Jaworski asked who has operational control; Corporal Harney reported the City's Police Department would have operational control. With adoption of the City's recent micromobility ordinance, Corporal Harney reported the SROs will begin education and training for Highland Village students in March; home school students will receive on future dates. The department also has a new Police Support Dog Program, featuring a rescued Labradoodle named Ollie. Ollie provides support to first responders, school students, crime victims and to the public by providing comfort, affection and making positive connections with people.

### **Animal Care Services**

Animal Care Officer (ACO) Fiddes reported there were 600 calls for service, 9 citations/warnings issued, and 30 trap permits issued in 2023. Relating to animal services, Mr. Fiddes presented data for shelter intake and shelter disposition for the previous 3 years. The City has contracted with All American Dogs (AAD) to provide for cleaning, feeding and general care for shelter animals since 2022. AAD also provides on-call emergency animal care services and adoption surrender services. ACO Fiddes provided information on the Adoption Surrender Policy. Once animals have been transferred, Councilmember Hurst asked if the City tracks the adoption rate for those animals, and if not, could the City ask for those numbers. Chief Stewart stated the City does not but that

AAD has reported having a 90% live release rate; Chief Stewart added he would check on the adoption rates.

ACO Fiddes reported in 2023 there were 3 outbreaks of canine parvovirus at the City's Shelter, resulting in a higher number of animals euthanized or that died. He stated that parvovirus is highly contagious and is generally fatal. Each outbreak resulted in a 14-day facility quarantine closure, followed by deep cleaning and sanitization of the Shelter prior to re-opening. To help mitigate possible future outbreaks, ACO Fiddes reported that Shelter animals are now fully vaccinated, to include parvo vaccine, upon the initial vet check. Shelter improvement projects and status of those projects was also presented.

**3. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for February 27, 2024**

No items were discussed.

With no further business, Mayor Jaworski adjourned the meeting at 7:20 p.m.

**CLOSED SESSION**

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

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

Council did not meet in Closed Session.

**OPEN SESSION**

**5. Call Meeting to Order**

Mayor Jaworski called the meeting to order at 7:25 p.m.

**Roll Call**

Present:	Daniel Jaworski	Mayor
	Jon Kixmiller	Mayor Pro Tem
	Kevin Cox	Councilmember
	Shawn Nelson	Councilmember
	Rhonda Hurst	Councilmember
	Robert Fiester	Councilmember
	Brian A. Fiorenza	Deputy Mayor Pro Tem

Absent:	Kevin Laughlin	City Attorney
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Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Mark Stewart	Assistant Police Chief
	Jason Collier	Fire Chief
	Scott Kriston	Public Works Director
	Laurie Mullens	Marketing and Communications Director

**6. Prayer led by Councilmember Rhonda Hurst**

Councilmember Hurst gave the invocation.

**7. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Rhonda Hurst**

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

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

Deputy Mayor Pro Tem Fiorenza expressed his appreciation to the Highland Village Fire Department, specifically to Firefighter/Paramedic Valdelamar who taught a recent CPR training class that he recently attended. He further stated he thought the class was very beneficial and encouraged everyone to participate in future classes.

- **Recognition by The Salvation Army for Participation in their Red Kettle “Ring The Bell” Challenge**

Major Dwayne Durham and Volunteer Specialist Bridget McIntosh presented a bell and certificate of appreciation to the City Council for the community’s ongoing support for The Salvation Army’s “Ring the Bell” 2023 campaign.

**9. City Manager/Staff Reports**

City Manager Stevens reported on the following items:

- The Resident Satisfaction Survey is now live and he encouraged residents to take the survey as responses will help City staff to provide better service to residents.
- The traffic signal project at Highland Village Road and Brazos is still underway, underground wiring will be the next phase of the project.
- The Parks and Recreation Department is accepting vendor/artist applications for the Highland Village Art Festival.
- The HVBA Community Coffee will be held on March 7 in the Highland Village Council Chambers.

- **State of the City Video**

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

**10. Visitor Comments**

No one wished to speak.

**CONSENT AGENDA**

**11. Consider approval of Minutes of the Regular City Council Meeting held on February 13, 2024**

12. Consider Resolution 2024-3113 canceling the March 12, 2024 City Council Meeting
13. Consider Resolution 2024-3114 canceling the May 4, 2024 General Election for City Officers and Declaring Unopposed Candidates Elected to Office

*Motion by Councilmember Cox, seconded by Deputy Mayor Pro Tem Fiorenza, to approve Consent Agenda Items #11 through #13. Motion carried 7-0.*

#### **ACTION AGENDA**

14. 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 was taken on this item.

#### **LATE WORK SESSION**

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

Councilmember Hurst requested a future agenda item to discuss sending a resolution to the County Election Department to have all four (4) Highland Village precincts vote at one location for Election Day.

16. **Adjournment**

Mayor Jaworski adjourned the meeting at 7:50 p.m.

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Daniel Jaworski, Mayor

**ATTEST:**

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Angela Miller, City Secretary

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

**AGENDA# 12**

**MEETING DATE: 03/26/2024**

**SUBJECT: Consider Resolution 2024-3115 authorizing a Contract for Construction Services with MBC Services LLC. for the Doubletree Ranch Park Barn Renovation Party Room Project**

**PREPARED BY: Phil Lozano, Director of Parks and Recreation**

**BACKGROUND:**

The concession area located in the Sgt. Dennis Oliver Event Center at Doubletree Ranch Park is unused and needs to be renovated into another party room for residents and patrons to rent for events such as birthday parties, baby showers and other events. The concession renovation (the “Project”) includes but not limited to:

- Remove the east-facing service counter and roll-up door, and Install a new storefront, including two doors.
- Remove a non-weight barring wall and patch the floor and ceiling.
- Remove existing cabinets along the east wall.
- Construct a wall with door on the west end.
- Electrical and plumbing repairs.

**IDENTIFIED NEED/S:**

The City would like to renovate the existing concession stand into a new party room for residents and patrons to use for events.

**OPTIONS & RESULTS:**

The next step in the Project is to award a construction contract pursuant to applicable state law and city policies.

**PROGRESS TO DATE:**

Plans and specifications for the Project were prepared by Brohard Architecture, and competitive sealed bids were solicited and two were received. City administration has determined the bid obtained from MBC Services LLC in the amount of \$60,030.00 is the lowest most responsible bid received.

MBC Services LLC	\$60,030.00
308 Construction	\$83,560.00

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

The project's total cost is \$60,030.00 and will be funded through the 4B budget.

**RECOMMENDATION:**

To approve Resolution 2024-3115 authorizing a contract with MBC Services, LLC for renovation of the existing concession area at the Sgt. Dennis Oliver Event Center, as presented.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2024-3115**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING A CONTRACT FOR CONSTRUCTION SERVICES WITH MBC SERVICES LLC, FOR RENOVATION OF THE EXISTING CONCESSION AREA AT THE SGT. DENNIS OLIVER EVENT CENTER; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City administration has determined that it would benefit the residents and patrons to convert the unused concession area to an additional party room (The Project); and

**WHEREAS**, The new party room would be rented for events such as birthday parties, baby showers, and other events; and

**WHEREAS**, City administration, having solicited, received, and reviewed competitive sealed bids for construction of the Project, has determined that MBC Services LLC, has submitted the lowest, most responsible bid in the amount of \$60,030.00; and recommends execution of a construction services agreement with MBC Services LLC, for the Project; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to concur with said recommendation.

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

**SECTION 1.** The City Manager is hereby authorized to execute an agreement for construction services with MBC Services LLC. for the Project in the amount of \$ 60,030.00, and, subject to applicable state laws, city policies, and, in the event of an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

**PASSED AND APPROVED THIS THE 26<sup>TH</sup> DAY OF March 2024.**

**APPROVED:**

\_\_\_\_\_  
**Daniel Jaworski, Mayor**

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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**Joe Gorfida, City Attorney**

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

<b>AGENDA#</b>	<b>13</b>	<b>MEETING DATE:</b>	<b>03/26/2024</b>
<b>SUBJECT:</b>	<b>Consider Resolution 2024-3116 of the City Council of Highland Village, Texas awarding and authorizing a contract with O &amp; A Classic Coatings and Paintings Corporation for the Oak Street Ground Storage Tank Repainting Project</b>		
<b>PREPARED BY:</b>	<b>Scott Kriston, Director of Public Works</b>		

**BACKGROUND:**

The Texas Commission on Environmental Quality (TCEQ) §290.43(c)(8) requires that steel water storage tanks be painted. Repainting steel water storage tanks facilitates maintenance, enhances their appearance, and prolongs their useful life. Per these TCEQ requirements, the Oak Street Ground Storage Tank is scheduled for repainting at this time. Responsive bids were received on February 29, 2024 for the project from nine general contractors that have experience on similar municipal projects. They are the following:

<b>BIDDER</b>	<b>TOTAL BID</b>
O & A Classic Coatings and Paintings Corporation	\$152,878
N.G. Painting, LP	\$178,000
CTEX Construction Services, LLC	\$185,500
TanksCo, Inc.	\$185,500
Cor Iesu, LLC	\$194,827
I&S Tank Services, LLC	\$197,247
D&M Tank, LLC	\$257,700
Markleys Precision Company	\$270,659
C. Sand Company, LLC	\$567,500

The low bidder is O & A Classic Coatings and Paintings Corporation with a total bid in the amount of \$152,878. The low bid has been reviewed and evaluated and is considered a very good bid. O & A Classic Coatings and Paintings Corporation has sufficient resources and, based on the contractor's work history, is considered the lowest responsive bidder.

**IDENTIFIED NEED/S:**

Steel water storage tanks need to be repainted periodically in order to facilitate maintenance, enhance their appearance, and prolong their useful life.

**OPTIONS & RESULTS:**

The repainting of this ground storage tank will enhance its appearance and prolong its useful life.

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

Contractors' bids for this repainting project have been received and evaluated.

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

Funding through the Utility Fund.

**RECOMMENDATION:**

To approve Resolution 2024-3116 awarding and authorizing a contract with O & A Classic Coatings and Paintings Corporation for the Oak Street Ground Storage Tank Repainting Project.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2024-3116**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDED AND AUTHORIZING A CONTRACT WITH O & A CLASSIC COATINGS AND PAINTINGS CORPORATION FOR THE OAK STREET GROUND STORAGE TANK REPAINTING PROJECT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City administration, having solicited, received, and reviewed the bids for the Oak Street Ground Storage Tank Repainting Project (the "Project") has determined that O & A Classic Coatings and Paintings Corporation has submitted the lowest most responsible bid in an amount of \$152,878.00, and recommends award of a contract for the Project to said bidder; and

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

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

**SECTION 1.** The City Manager is hereby authorized to execute a contract with O & A Classic Coatings and Paintings Corporation in the amount of \$152,878.00 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

**PASSED AND APPROVED THIS 26TH DAY OF MARCH, 2024.**

**APPROVED:**

\_\_\_\_\_  
**Daniel Jaworski, Mayor**

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Joe Gorfida, City Attorney**

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

**AGENDA# 14**

**MEETING DATE: 03/26/2024**

**SUBJECT: Receive Annual Comprehensive Financial Report for FY 2023**

**PREPARED BY: Ken Heerman, Assistant City Manager**

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

**OPTIONS & RESULTS:**

The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2023.

The report will be on file in the City Secretary's Office, including the report from the auditors, and an electronic version will be placed on the City's website. It will also be submitted to GFOA for consideration of an Excellence in Financial Reporting Award.

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

N/A

**RECOMMENDATION:**

Council to receive the Annual Comprehensive Financial Report for FY 2023.

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

**AGENDA# 15**

**MEETING DATE: 03/26/2024**

**SUBJECT: Consider Resolution 2024-3118 Rejecting all Bids for The Village Park and Market Trail Connection Project**

**PREPARED BY: Phil Lozano, Director of Parks and Recreation**

**BACKGROUND:**

Currently, a soft path trail connects Market Trail to the playground at Village Park, and it needs to be replaced with concrete. The trail requires significant maintenance, especially during periods of heavy rain, when the trail is subject to washouts.

**IDENTIFIED NEED/S:**

To replace the existing softpath trail with concrete.

**OPTIONS & RESULTS:**

Not replacing the trail will result in continued maintenance and limited use of the trail during periods of heavy rain.

**PROGRESS TO DATE:**

A new concrete trail was engineered, and staff solicited bids for the new trail connection as per the plans. Bids were received for the Village Park and Market Trail Connection Project, which were opened on February 13, 2024.

<b>Company</b>	<b>Base Bid Items</b>
A&M Construction & Utilities	\$140,555.00
AT Construction	\$74,150.00
Cam-Crete Contracting	\$113,250.00
Capko Concrete Structures LLC	\$77,459.00
DL Meacham Construction	\$146,497.45
Dump – ER LLC	\$83,198.00
GROD Construction	\$113,287.50
RNO Construction LLC	\$97,220.00

The total anticipated budget for the project, inclusive of engineering and construction, is \$30,000.00

Staff feels that the bids were high due to the project being small. They also feel that they would obtain a more favorable bid in the future if it were coupled with a larger Public Works project.

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

No budget impact at this time.

**RECOMMENDATION:**

To approve Resolution 2024-3118 rejecting all bids for the Village Park and Market Trail Connection Project.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2024-3118**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, REJECTING ALL BIDS FOR THE VILLAGE PARK AND MARKET TRAIL CONNECTION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City staff solicited bids from contractors to provide construction services for a concrete trail connection (the Project) at Village Park from Market Trail to the existing playground; and

**WHEREAS**, City staff received eight bids, and the lowest bid for the project was significantly higher than what the anticipated cost should be; and

**WHEREAS**, City Staff recommends rejecting all bids received for the project; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to concur in the foregoing recommendation.

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

**SECTION 1.** All bids for The Village Park and Market Trail Connection construction services received and opened on February 13, 2024, are hereby rejected.

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

**PASSED AND APPROVED THIS THE 26<sup>TH</sup> DAY OF MARCH 2024.**

**APPROVED:**

\_\_\_\_\_  
**Daniel Jaworski, Mayor**

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Joe Gorfida, City Attorney**

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

**AGENDA# 16**

**MEETING DATE: 03/26/2024**

**SUBJECT: Receive Budget Reports for Period Ending January 31, 2024**

**PREPARED BY: Mike McWhorter, Budget & Accounting Administrator**

**BACKGROUND:**

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

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

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

N/A

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

N/A

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

N/A

**RECOMMENDATION:**

Council to receive the budget reports for the period ending January 31, 2024.

# General Fund Summary

## FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired 33.3%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 13,869,510	\$ 13,869,510	\$ 11,908,008	\$ (1,961,502)	86%
Sales Tax	3,942,504	3,942,504	623,892	(3,318,612)	16%
Franchise Fees	1,586,811	1,586,811	62,929	(1,523,882)	4%
Licensing & Permits	236,439	236,439	119,196	(117,243)	50%
Park/Recreation Fees	174,065	174,065	73,115	(100,950)	42%
Public Safety Fees	777,391	777,391	203,652	(573,739)	26%
Rents	179,919	179,919	65,874	(114,045)	37%
Municipal Court	106,074	106,074	33,516	(72,558)	32%
Interest Income	447,160	447,160	184,962	(262,198)	41%
Miscellaneous	63,500	63,500	26,314	(37,186)	41%
<b>Total Revenues</b>	<b>\$ 21,383,373</b>	<b>\$ 21,383,373</b>	<b>\$ 13,301,458</b>	<b>\$ (8,081,915)</b>	<b>62%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Sale of Assets	\$ 186,275	\$ 186,275	\$ 37,540	\$ (148,735)	0%
<b>Total Available Resources</b>	<b>\$ 22,103,648</b>	<b>\$ 22,103,648</b>	<b>\$ 13,338,998</b>	<b>\$ (8,615,915)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>City Manager Office</b>	\$ 671,331	\$ 671,331	\$ 187,118	\$ 484,213	28%
<b>Finance</b> (includes Mun. Court)	1,539,939	1,539,939	651,533	888,406	42%
<b>Human Resources</b>	690,680	690,680	151,516	539,164	22%
<b>City Secretary Office</b>	484,592	484,592	163,603	320,989	34%
<b>Information Services</b>	1,424,559	1,424,559	436,354	988,204	31%
<b>Marketing and Communications</b>	496,198	496,198	179,459	316,739	36%
<b>Police</b>	6,130,265	6,130,265	2,049,342	4,080,922	33%
<b>Fire</b>	3,815,762	3,815,762	1,252,579	2,563,183	33%
<b>Community Services</b>	413,042	413,042	136,554	276,488	33%
<b>Streets/Drainage</b>	1,725,580	1,725,580	345,909	1,379,671	20%
<b>Maintenance</b>	2,397,398	2,397,398	498,214	1,899,184	21%
<b>Parks</b>	2,375,177	2,375,177	885,417	1,489,760	37%
<b>Recreation</b>	730,622	730,622	176,874	553,747	24%
<b>Total Expenditures</b>	<b>\$ 22,895,143</b>	<b>\$ 22,895,143</b>	<b>\$ 7,114,471</b>	<b>\$ 15,780,671</b>	<b>31%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 159,000	\$ 159,000	\$ 146,185	\$ 12,815	92%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000		16,000	0%
<b>Total Expenditures</b>	<b>\$ 22,911,143</b>	<b>\$ 22,911,143</b>	<b>\$ 7,114,471</b>	<b>\$ 15,796,671</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	9,188,912	9,188,912	9,188,912
<b>+ Net Increase (Decrease)</b>	(807,495)	(807,495)	6,224,527
<b>Ending Fund Balance</b>	<b>\$ 8,381,417</b>	<b>\$ 8,381,417</b>	<b>\$ 15,413,439</b>

# General Fund Expenditure Summary

## FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 15,479,543	\$ 15,479,543	\$ 4,864,178	\$ 10,615,365	31%
Services / Supplies	7,256,600	7,256,600	2,104,108	5,152,492	29%
Capital	159,000	159,000	146,185	12,815	92%
	\$ 22,895,143	\$ 22,895,143	\$ 7,114,471	\$ 15,780,671	31%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 10,963,431	\$ 10,963,431	\$ 3,408,444	\$ 7,554,988	31%
<i>Employee Benefits</i>	4,516,111	4,516,111	1,455,734	3,060,377	32%
<i>Total Personnel</i>	\$ 15,479,543	\$ 15,479,543	\$ 4,864,178	\$ 10,615,365	31%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 2,124,248	\$ 2,124,248	\$ 917,060	\$ 1,207,188	43%
<i>Employee Development</i>	406,511	406,511	82,987	323,524	20%
<i>Office Supplies / Equipment</i>	1,679,921	1,679,921	459,045	1,220,876	27%
<i>Utilities</i>	428,360	428,360	90,585	337,775	21%
<i>Other</i>	2,617,560	2,617,560	554,432	2,063,128	21%
<i>Total Services / Supplies</i>	\$ 7,256,600	\$ 7,256,600	\$ 2,104,108	\$ 5,152,492	29%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 159,000	\$ 159,000	\$ 146,185	\$ 12,815	92%
<i>Total Capital</i>	\$ 159,000	\$ 159,000	\$ 146,185	\$ 12,815	92%

<b>Total General Fund Expenditure Summary</b>	\$ 22,895,143	\$ 22,895,143	\$ 7,114,471	\$ 15,780,671	31%
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# General Fund Revenue

## FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 13,869,510	\$ 13,869,510	\$ 11,908,008	\$ (1,961,502)	86%
Sales Tax	3,942,504	3,942,504	623,892	(3,318,612)	16%
Franchise Fees	1,586,811	1,586,811	62,929	(1,523,882)	4%
Licensing & Permits	236,439	236,439	119,196	(117,243)	50%
Park/Recreation Fees	174,065	174,065	73,115	(100,950)	42%
Public Safety Fees	777,391	777,391	203,652	(573,739)	26%
Rents	179,919	179,919	65,874	(114,045)	37%
Municipal Court	106,074	106,074	33,516	(72,558)	32%
Interest Income	447,160	447,160	184,962	(262,198)	41%
Miscellaneous	63,500	63,500	26,314	(37,186)	41%
<b>Total Revenues</b>	<b>\$ 21,383,373</b>	<b>\$ 21,383,373</b>	<b>\$ 13,301,458</b>	<b>\$ (8,081,915)</b>	<b>62%</b>

# City Manager Office FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

Percent of Budget Year Transpired

33.3%

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 434,263	\$ <b>434,263</b>	\$ <b>153,341</b>	\$ 280,922	35%
Services / Supplies	237,068	<b>237,068</b>	<b>33,777</b>	203,291	14%
Capital	-	-	-	-	0%
	\$ 671,331	\$ <b>671,331</b>	\$ <b>187,118</b>	\$ 484,213	28%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 337,003	\$ <b>337,003</b>	\$ <b>121,983</b>	\$ 215,020	36%
<i>Employee Benefits</i>	97,260	<b>97,260</b>	<b>31,358</b>	65,901	32%
<i>Total Personnel</i>	\$ 434,263	\$ <b>434,263</b>	\$ <b>153,341</b>	\$ 280,922	35%
<b>Services / Supplies</b>					
<i>Professional Services (City-wide legal - \$98,500)</i>	\$ 163,500	<b>163,500</b>	\$ <b>29,272</b>	\$ 134,228	18%
<i>Employee Development</i>	12,770	<b>12,770</b>	<b>4,114</b>	8,656	32%
<i>Supplies / Equipment</i>	10,510	<b>10,510</b>	<b>390.87</b>	10,119	4%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency + Data Processing)</i>	50,288	<b>50,288</b>	-	50,288	0%
<i>Total Services / Supplies</i>	\$ 237,068	\$ <b>237,068</b>	\$ <b>33,777</b>	\$ 203,291	14%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total City Manager</b>	\$ 671,331	\$ <b>671,331</b>	\$ <b>187,118</b>	\$ 484,213	28%

# Finance Department FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 991,619	\$ 991,619	\$ 307,444	\$ 684,175	31%
Services / Supplies	548,320	548,320	344,089	204,231	63%
Capital	-	-	-	-	0%
	\$ 1,539,939	\$ 1,539,939	\$ 651,533	\$ 888,406	42%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 718,307	\$ 718,307	\$ 223,500	\$ 494,807	31%
<i>Employee Benefits</i>	273,312	273,312	83,944	189,368	31%
<i>Total Personnel</i>	\$ 991,619	\$ 991,619	\$ 307,444	\$ 684,175	31%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$188,408 / DCAD - \$103,000)</i>	\$ 513,346	513,346	\$ 340,046	\$ 173,300	66%
<i>Employee Development</i>	13,649	13,649	1,189	12,460	9%
<i>Supplies / Equipment</i>	6,925	6,925	2,724	4,201	39%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Data Processing Equipment + Supplies)</i>	14,400	14,400	130	14,270	0%
<i>Total Services / Supplies</i>	\$ 548,320	\$ 548,320	\$ 344,089	\$ 204,231	63%

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

<b>Total Finance Department</b>	\$ 1,539,939	\$ 1,539,939	\$ 651,533	\$ 888,406	42%
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# Human Resources FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 498,423	\$ 498,423	\$ 104,568	\$ 393,855	21%
Services / Supplies	192,257	192,257	46,948	145,309	24%
Capital	-	-	-	-	0%
	\$ 690,680	\$ 690,680	\$ 151,516	\$ 539,164	22%

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

Personnel					
<i>Salaries / Wages</i>	\$ 381,286	\$ 381,286	\$ 80,950	\$ 300,336	21%
<i>Employee Benefits</i>	117,137	117,137	23,619	93,518	20%
<b>Total Personnel</b>	\$ 498,423	\$ 498,423	\$ 104,568	\$ 393,855	21%

Services / Supplies					
<i>Professional Services</i>	\$ 93,294	\$ 93,294	\$ 23,187	\$ 70,107	25%
<i>Employee Development</i>	84,063	84,063	23,368	60,695	28%
<i>Supplies / Equipment</i>	1,175	1,175	369	806	31%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	13,725	13,725	24	13,701	0%
<b>Total Services / Supplies</b>	\$ 192,257	\$ 192,257	\$ 46,948	\$ 145,309	24%

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

<b>Total Human Resources</b>	\$ 690,680	\$ 690,680	\$ 151,516	\$ 539,164	22%
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# City Secretary Office FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 296,072	\$ 296,072	\$ 101,740	\$ 194,332	34%
Services / Supplies	188,520	188,520	61,862	126,658	33%
Capital	-	-	-	-	-
	\$ 484,592	\$ 484,592	\$ 163,603	\$ 320,989	34%

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

Personnel					
<i>Salaries / Wages</i>	\$ 203,229	\$ 203,229	\$ 72,045	\$ 131,184	35%
<i>Employee Benefits</i>	92,843	92,843	29,696	63,148	32%
<b>Total Personnel</b>	\$ 296,072	\$ 296,072	\$ 101,740	\$ 194,332	34%

Services / Supplies					
<i>Professional Services</i>	\$ 44,800	\$ 44,800	\$ 5,325	\$ 39,475	12%
<i>Employee Development</i> <small>(City Council related \$42,704)</small>	71,369	71,369	6,409	64,960	9%
<i>Supplies / Equipment</i>	16,351	16,351	2,222	14,129	14%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	56,000	56,000	47,906	8,094	86%
<b>Total Services / Supplies</b>	\$ 188,520	\$ 188,520	\$ 61,862	\$ 126,658	33%

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

<b>Total City Secretary Office</b>	\$ 484,592	\$ 484,592	\$ 163,603	\$ 320,989	34%
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# Information Services FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 852,334	\$ 852,334	\$ 267,839	\$ 584,495	31%
Services / Supplies	572,225	572,225	168,515	403,710	29%
Capital	-	-	-	-	0%
	\$ 1,424,559	\$ 1,424,559	\$ 436,354	\$ 988,204	31%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 635,768	\$ 635,768	\$ 194,596	\$ 441,172	31%
<i>Employee Benefits</i>	216,566	\$ 216,566	73,243	143,323	34%
<b>Total Personnel</b>	\$ 852,334	\$ 852,334	\$ 267,839	\$ 584,495	31%

Services / Supplies					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 254,685	254,685	\$ 134,804	\$ 119,881	53%
<i>Employee Development</i>	32,250	32,250	2,375	29,875	7%
<i>Supplies / Equipment</i>	3,410	3,410	516	2,894	15%
<i>Utilities</i>	112,210	112,210	9,048	103,162	8%
<i>Other (Data Processing)</i>	169,670	169,670	21,772	147,898	13%
<b>Total Services / Supplies</b>	\$ 572,225	\$ 572,225	\$ 168,515	\$ 403,710	29%

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

<b>Total City Information Services</b>	\$ 1,424,559	\$ 1,424,559	\$ 436,354	\$ 988,204	31%
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# Marketing and Communications FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 360,873	\$ 360,873	\$ 113,135	\$ 247,738	31%
Services / Supplies	135,325	135,325	66,324	69,001	49%
Capital	-	-	-	-	0%
	\$ 496,198	\$ 496,198	\$ 179,459	\$ 316,739	36%

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

Personnel					
<i>Salaries / Wages</i>	\$ 255,946	\$ 255,946	\$ 79,728	\$ 176,218	31%
<i>Employee Benefits</i>	104,927	\$ 104,927	33,407	71,520	32%
<b>Total Personnel</b>	\$ 360,873	\$ 360,873	\$ 113,135	\$ 247,738	31%

<i>Professional Services</i>	\$ 98,421	\$ 98,421	\$ 36,989	\$ 61,432	38%
<i>Employee Development</i>	9,854	9,854	1,094	8,760	11%
<i>Supplies / Equipment</i>	-	-	3	(3)	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	27,050	27,050	28,238	(1,188)	104%
<b>Total Services / Supplies</b>	\$ 135,325	\$ 135,325	\$ 66,324	\$ 69,001	49%

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

<b>Total Marketing and Communications</b>	\$ 496,198	\$ 496,198	\$ 179,459	\$ 316,739	36%
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# Police Department FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 5,385,828	<b>\$ 5,385,828</b>	<b>\$ 1,668,295</b>	\$ 3,717,532	31%
Services / Supplies	744,437	<b>744,437</b>	<b>381,047</b>	363,390	51%
Capital	-	-	-	-	0%
	<b>\$ 6,130,265</b>	<b>\$ 6,130,265</b>	<b>\$ 2,049,342</b>	\$ 4,080,922	33%

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,839,741	<u>3,839,741</u>	\$ 1,196,976	\$ 2,642,765	31%
<i>Employee Benefits</i>	1,546,087	<u>1,546,087</u>	<u>471,319</u>	1,074,768	30%
<b>Total Personnel</b>	<b>\$ 5,385,828</b>	<b>\$ 5,385,828</b>	<b>\$ 1,668,295</b>	\$ 3,717,532	31%

Services / Supplies					
<i>Professional Services</i>	\$ 283,540	\$ 283,540	\$ 214,661	\$ 68,879	76%
<i>Employee Development</i>	50,075	<b>50,075</b>	<b>9,088</b>	40,987	18%
<i>Supplies / Equipment</i>	275,141	<b>275,141</b>	<b>113,514</b>	161,627	41%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$91,542)</i>	135,681	<b>135,681</b>	<b>43,784</b>	\$ 91,897	32%
<b>Total Services / Supplies</b>	<b>\$ 744,437</b>	<b>\$ 744,437</b>	<b>\$ 381,047</b>	\$ 363,390	51%

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

<b>Total Police Department</b>	<b>\$ 6,130,265</b>	<b>\$ 6,130,265</b>	<b>\$ 2,049,342</b>	\$ 4,080,922	33%
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# Fire Department FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 3,223,769	\$ 3,223,769	\$ 1,018,546	\$ 2,205,224	32%
Services / Supplies	591,993	591,993	234,034	357,959	40%
Capital	-	-	-	-	0%
	\$ 3,815,762	\$ 3,815,762	\$ 1,252,579	\$ 2,563,183	33%

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

Personnel					
<b>Salaries / Wages</b>	\$ 2,261,998	<u>2,261,998</u>	\$ 689,421	\$ 1,572,578	30%
<b>Employee Benefits</b>	961,771	<u>961,771</u>	<u>329,125</u>	632,646	34%
<b>Total Personnel</b>	\$ 3,223,769	\$ 3,223,769	\$ 1,018,546	\$ 2,205,224	32%

Services / Supplies					
<b>Professional Services</b>	\$ 146,261	\$ 146,261	\$ 28,297	\$ 117,964	19%
<b>Employee Development</b> <i>(Training - \$52,950)</i>	62,290	62,290	12,783	49,507	21%
<b>Supplies / Equipment</b>	186,585	186,585	39,061	147,524	21%
<b>Utilities</b>	1,850	1,850	499	1,351	27%
<b>Other</b> <i>(Safety Programs)</i>	195,007	<u>195,007</u>	<u>153,393</u>	41,614	79%
<b>Total Services / Supplies</b>	\$ 591,993	\$ 591,993	\$ 234,034	\$ 357,959	40%

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

<b>Total Fire Department</b>	\$ 3,815,762	\$ 3,815,762	\$ 1,252,579	\$ 2,563,183	33%
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# Community Services FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 387,510	\$ 387,510	\$ 128,908	\$ 258,602	33%
Services / Supplies	25,532	25,532	7,646	17,886	30%
Capital	-	-	-	-	0%
	\$ 413,042	\$ 413,042	\$ 136,554	\$ 276,488	33%

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

Personnel					
<i>Salaries / Wages</i>	\$ 268,540	268,540	\$ 89,785	\$ 178,755	33%
<i>Employee Benefits</i>	118,970	118,970	39,123	79,847	33%
<i>Total Personnel</i>	\$ 387,510	\$ 387,510	\$ 128,908	\$ 258,602	33%

Services / Supplies					
<i>Professional Services</i>	\$ 9,000	9,000	\$ 1,727	7,273	19%
<i>Employee Development</i>	10,607	10,607	3,796	6,811	36%
<i>Supplies / Equipment</i>	5,925	5,925	1,923	4,002	32%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	200	(200)	0%
<i>Total Services / Supplies</i>	\$ 25,532	\$ 25,532	\$ 7,646	\$ 17,886	30%

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

<i>Total Building Operations</i>	\$ 413,042	\$ 413,042	\$ 136,554	\$ 276,488	33%
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# Streets Division FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 870,282	\$ 870,282	\$ 279,103	\$ 591,179	32%
Services / Supplies	840,298	840,298	66,806	773,492	8%
Capital	<u>15,000</u>	<u>15,000</u>	<u>-</u>	<u>15,000</u>	<u>0%</u>
	<b>\$ 1,725,580</b>	<b>\$ 1,725,580</b>	<b>\$ 345,909</b>	<b>\$ 1,379,671</b>	<b>20%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 589,625	\$ 589,625	\$ 178,771	\$ 410,855	30%
<i>Employee Benefits</i>	<u>280,657</u>	<u>280,657</u>	<u>100,333</u>	<u>180,324</u>	<u>36%</u>
<b>Total Personnel</b>	<b>\$ 870,282</b>	<b>\$ 870,282</b>	<b>\$ 279,103</b>	<b>\$ 591,179</b>	<b>32%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 77,816	77,816	\$ 4,900	\$ 72,916	6%
<i>Employee Development</i>	12,014	12,014	2,167	9,847	18%
<i>Supplies / Equipment</i>	70,818	70,818	7,018	63,800	10%
<i>Utilities (Streetlights)</i>	86,000	86,000	35,534	50,466	41%
<i>Other (Street Maintenance)</i>	<u>593,650</u>	<u>593,650</u>	<u>17,188</u>	<u>576,462</u>	<u>3%</u>
<b>Total Services / Supplies</b>	<b>\$ 840,298</b>	<b>\$ 840,298</b>	<b>\$ 66,806</b>	<b>\$ 773,492</b>	<b>8%</b>

Capital					
<i>Equipment / Vehicles</i>	15,000	15,000	-	15,000	0%
<b>Total Capital</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>0%</b>

<b>Total Streets</b>	<b>\$ 1,725,580</b>	<b>\$ 1,725,580</b>	<b>\$ 345,909</b>	<b>\$ 1,379,671</b>	<b>20%</b>
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# Maintenance Division FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 428,069	<b>\$ 428,069</b>	<b>\$ 146,037</b>	\$ 282,031	34%
Services / Supplies	1,894,329	<b>1,894,329</b>	<b>352,176</b>	1,542,153	19%
Capital	<u>75,000</u>	<u>75,000</u>	<u>-</u>	<u>75,000</u>	<u>0%</u>
	\$ 2,397,398	\$ 2,397,398	\$ 498,214	\$ 1,899,184	21%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 288,765	<u>288,765</u>	\$ 97,733	\$ 191,032	34%
<i>Employee Benefits</i>	<u>139,303</u>	<u>139,303</u>	<u>48,304</u>	<u>91,000</u>	<u>35%</u>
<i>Total Personnel</i>	\$ 428,069	\$ 428,069	\$ 146,037	\$ 282,031	34%

Services / Supplies					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 184,360	<b>\$ 184,360</b>	<b>\$ 26,406</b>	\$ 157,954	14%
<i>Employee Development</i>	5,640	<b>5,640</b>	368	5,272	7%
<i>Supplies / Equipment</i>	739,716	<b>739,716</b>	<b>170,414</b>	569,302	23%
<i>Utilities</i>	95,000	<b>95,000</b>	<b>17,202</b>	77,798	18%
<i>Other (Capital Lease Payments)</i>	<u>869,613</u>	<u>869,613</u>	<u>137,786</u>	<u>\$ 731,827</u>	<u>16%</u>
<i>Total Services / Supplies</i>	\$ 1,894,329	\$ 1,894,329	\$ 352,176	\$ 1,542,153	19%

Capital					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Equipment / Vehicles</i>	75,000	<b>75,000</b>	-	75,000	<u>0%</u>
<i>Total Capital</i>	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	0%

<i>Total Maintenance</i>	\$ 2,397,398	\$ 2,397,398	\$ 498,214	\$ 1,899,184	21%
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# Parks Division FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,527,671	<b>\$ 1,527,671</b>	<b>\$ 509,328</b>	\$ 1,018,343	33%
Services / Supplies	778,506	<b>778,506</b>	<b>229,904</b>	548,602	30%
Capital	<u>69,000</u>	<u><b>69,000</b></u>	<u><b>146,185</b></u>	<u>(77,185)</u>	<u>212%</u>
	<b>\$ 2,375,177</b>	<b>\$ 2,375,177</b>	<b>\$ 885,417</b>	\$ 1,489,760	37%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 1,009,781	<u><b>1,009,781</b></u>	<b>\$ 333,369</b>	\$ 676,412	33%
<i>Employee Benefits</i>	<u>517,890</u>	<u><b>517,890</b></u>	<u><b>175,959</b></u>	<u>341,931</u>	<u>34%</u>
<i>Total Personnel</i>	<b>\$ 1,527,671</b>	<b>\$ 1,527,671</b>	<b>\$ 509,328</b>	\$ 1,018,343	33%

Services / Supplies					
<i>Professional Services</i>	\$ 255,225	<b>\$ 255,225</b>	<b>\$ 71,445</b>	\$ 183,780	28%
<i>Employee Development</i>	27,435	<b>27,435</b>	<b>15,614</b>	11,821	57%
<i>Supplies / Equipment</i>	360,965	<b>360,965</b>	<b>114,260</b>	246,705	32%
<i>Utilities</i>	133,300	<b>133,300</b>	<b>28,302</b>	104,998	21%
<i>Other</i>	<u>1,581</u>	<u><b>1,581</b></u>	<u><b>283</b></u>	<u>1,298</u>	<u>18%</u>
<i>Total Services / Supplies</i>	<b>\$ 778,506</b>	<b>\$ 778,506</b>	<b>\$ 229,904</b>	\$ 548,602	30%

Capital					
<i>Equipment / Vehicles</i>	69,000	<b>69,000</b>	<b>146,185</b>	(77,185)	212%
<i>Total Capital</i>	69,000	<b>69,000</b>	<b>146,185</b>	(77,185)	212%

<b>Total Parks</b>	<b>\$ 2,375,177</b>	<b>\$ 2,375,177</b>	<b>\$ 885,417</b>	\$ 1,489,760	37%
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# Recreation Division FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 222,832	\$ 222,832	\$ 65,894	\$ 156,938	30%
Services / Supplies	507,790	507,790	110,980	396,810	22%
Capital	-	-	-	-	0%
	<u>\$ 730,622</u>	<u>\$ 730,622</u>	<u>\$ 176,874</u>	<u>\$ 553,747</u>	<u>24%</u>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 173,443	\$ 173,443	\$ 49,588	\$ 123,855	29%
<i>Employee Benefits</i>	49,389	49,389	16,306	33,083	33%
<i>Total Personnel</i>	<u>\$ 222,832</u>	<u>\$ 222,832</u>	<u>\$ 65,894</u>	<u>\$ 156,938</u>	<u>30%</u>

Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	14,495	14,495	622	13,873	4%
<i>Supplies / Equipment</i>	2,400	2,400	6,630	(4,230)	276%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	490,895	490,895	103,728	387,167	21%
<i>Total Services / Supplies</i>	<u>\$ 507,790</u>	<u>\$ 507,790</u>	<u>\$ 110,980</u>	<u>\$ 396,810</u>	<u>22%</u>

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

<b>Total Recreation</b>	<u>\$ 730,622</u>	<u>\$ 730,622</u>	<u>\$ 176,874</u>	<u>\$ 553,747</u>	<u>24%</u>
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# Equipment Replacement / Capital Schedule FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	-	-	0%
Marketing Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	-	-	-	-	0%
Fire Dept Capital Outlay	-	-	-	-	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	15,000	<b>15,000</b>	-	15,000	0%
Maintenance Capital Outlay	75,000	<b>75,000</b>	-	75,000	0%
City Parks Capital Outlay	69,000	<b>69,000</b>	<b>146,185</b>	(77,185)	212%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 159,000</b>	<b>\$ 159,000</b>	<b>\$ 146,185</b>	<b>\$ 12,815</b>	<b>92%</b>

# Utility Fund Revenues

## FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (190,000)	\$ (190,000)	\$ (55,668)	\$ (134,333)	29%
<i>Charges / Penalties</i>	88,250	88,250	26,740	61,510	30%
<b>Total Fees</b>	<b>\$ (101,750)</b>	<b>\$ (101,750)</b>	<b>\$ (28,927)</b>	<b>\$ (72,823)</b>	<b>28%</b>

### Licenses & Permits

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

### Charges for Services

<i>Water Sales</i>	\$ 5,780,954	\$ 5,780,954	\$ 1,460,296	\$ 4,320,658	25%
<i>Sewer Sales</i>	4,556,950	4,556,950	1,268,238	3,288,712	28%
<i>Inspection Fees</i>	4,000	4,000	905	3,095	23%
<b>Total Charges for Service</b>	<b>\$ 10,341,904</b>	<b>\$ 10,341,904</b>	<b>\$ 2,729,438</b>	<b>\$ 7,612,466</b>	<b>26%</b>

### Interest

<i>Interest (Operations)</i>	\$ 210,572	\$ 210,572	\$ 123,541	\$ 87,031	59%
<i>Interest (Capital Projects)</i>	149,114	149,114	8,826	140,288	6%
<b>Total Interest</b>	<b>\$ 359,686</b>	<b>\$ 359,686</b>	<b>\$ 132,368</b>	<b>\$ 227,318</b>	<b>37%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 75,000	\$ 75,000	\$ 7,143	\$ 67,857	10%
<b>Total Impact Fees</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 7,143</b>	<b>\$ 67,857</b>	<b>10%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 6,582	\$ (1,582)	132%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 6,582</b>	<b>\$ (1,582)</b>	<b>132%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,679,840</b>	<b>\$ 10,679,840</b>	<b>\$ 2,846,604</b>	<b>\$ 7,833,236</b>	<b>27%</b>
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# Utility Division FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - Operations - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,917,790	<b>\$ 1,917,790</b>	<b>\$ 611,193</b>	\$ 1,306,597	32%
Services / Supplies	7,348,983	<b>7,348,983</b>	<b>1,964,745</b>	5,384,238	27%
Capital	114,500	<b>114,500</b>	<b>90,335</b>	24,165	79%
<b>Total Utility Division</b>	<b>\$ 9,381,273</b>	<b>\$ 9,381,273</b>	<b>\$ 2,666,272</b>	\$ 6,715,001	28%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,293,688	<b>\$ 1,293,688</b>	<b>\$ 422,273</b>	\$ 871,415	33%
<i>Employee Benefits</i>	624,102	<b>624,102</b>	<b>188,920</b>	435,183	30%
<b>Total Personnel</b>	<b>\$ 1,917,790</b>	<b>\$ 1,917,790</b>	<b>\$ 611,193</b>	\$ 1,306,597	32%

Services / Supplies					
<i>Professional Services</i>	\$ 321,269	<b>\$ 321,269</b>	<b>\$ 63,529</b>	\$ 257,740	20%
<i>Employee Development</i>	67,856	<b>67,856</b>	<b>6,121</b>	61,735	9%
<i>Supplies / Equipment</i>	74,262	<b>74,262</b>	<b>24,282</b>	49,980	33%
<i>Utilities</i>	455,136	<b>455,136</b>	<b>131,265</b>	323,871	29%
<i>Other (Well Lot Maintenance)</i>	1,419,157	<b>1,419,157</b>	<b>217,820</b>	1,201,337	15%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 2,337,680</b>	<b>\$ 2,337,680</b>	<b>\$ 443,016</b>	\$ 1,894,664	19%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 5,270	<b>\$ 5,270</b>	<b>\$ 5,269</b>	\$ 1	100%
<i>UTRWD - Water Volume Cost</i>	1,232,451	<b>1,232,451</b>	<b>364,217</b>	868,234	30%
<i>UTRWD - Water Demand Charges</i>	1,500,465	<b>1,500,465</b>	<b>500,155</b>	1,000,310	33%
<i>UTRWD - Sewer Effluent Volume Rate</i>	610,215	<b>610,215</b>	<b>189,451</b>	420,764	31%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,283,092	<b>1,283,092</b>	<b>394,697</b>	888,395	31%
<i>UTRWD - HV Sewer Line to UTRWD</i>	379,810	<b>379,810</b>	<b>67,939</b>	311,871	18%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	<b>-</b>	<b>-</b>	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 5,011,303</b>	<b>\$ 5,011,303</b>	<b>\$ 1,521,729</b>	\$ 3,489,574	30%

<b>Total Services / Supplies</b>	<b>\$ 7,348,983</b>	<b>\$ 7,348,983</b>	<b>\$ 1,964,745</b>	\$ 5,384,238	27%
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Capital					
<i>Equipment / Vehicles</i>	114,500	<b>114,500</b>	<b>90,335</b>	24,165	79%
<b>Total Capital</b>	<b>\$ 114,500</b>	<b>\$ 114,500</b>	<b>\$ 90,335</b>	\$ 24,165	79%

<b>Total Utility Division - Operations</b>	<b>\$ 9,381,273</b>	<b>\$ 9,381,273</b>	<b>\$ 2,666,272</b>	\$ 6,715,001	28%
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# Utility Fund Working Capital FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Water Sales</b>	\$ 5,780,954	\$ 5,780,954	\$ 1,460,296	\$ 4,320,658	25%
<b>Sewer Sales</b>	4,556,950	4,556,950	1,268,238	3,288,712	28%
<b>Other Fees / Charges</b>	97,250	97,250	34,227	63,023	35%
<b>Electronic Payment Credit</b>	(190,000)	(190,000)	(55,668)	(134,333)	29%
<b>Interest</b>	210,572	210,572	123,541	87,031	59%
<b>Total Revenues</b>	\$ 10,455,726	\$ 10,455,726	\$ 2,830,634	\$ 7,625,092	27%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Administration</b>	\$ 500,455	\$ 500,455	\$ 172,107	\$ 328,348	34%
<b>Operations</b>	3,869,515	3,869,515	882,102	2,987,413	23%
<b>UTRWD</b>	5,011,303	5,011,303	1,521,729	3,489,574	30%
<b>Debt Service</b>	1,005,854	1,005,854	825	880,036	0%
<b>Capital Projects</b>	-	-	-	-	0%
<b>Equipment Replace / Capital</b>	114,500	114,500	90,335	24,165	79%
<b>Total Expenditures</b>	\$ 10,501,627	\$ 10,501,627	\$ 2,667,097	\$ 7,834,530	25%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<b>Net Increase/Decrease</b>	(515,901)	(515,901)	163,537
<b>Beginning Working Capital</b>			
Operations	3,454,236	3,454,236	3,454,236
Available Impact Fees	1,217,225	1,217,225	1,217,225
<b>Total Available Working Capital</b>	\$ 4,671,461	\$ 4,671,461	\$ 4,671,461
<b>Ending Working Capital</b>			
Operations	2,938,335	2,938,335	3,617,773
Designated Capital Project	-	-	-
Available Impact Fees	1,142,225	1,142,225	1,217,225
<b>Total Available Working Capital</b>	\$ 4,080,560	\$ 4,080,560	\$ 4,834,998

<b>Impact Fees</b>			
<b>Beginning Balance</b>	1,217,225	1,217,225	1,217,225
<b>+ Collections</b>	75,000	75,000	-
<b>- Applied to offset Debt Service</b>	(150,000)	(150,000)	-
<b>Ending Balance</b>	1,142,225	1,142,225	1,217,225

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

# Corps Leased Parks Fund FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 604,600	\$ 604,600	\$ 218,966	\$ 385,634	36%
<i>Annual Park Passes</i>	62,000	62,000	4,770	57,230	8%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	49,000	49,000	18,776	30,224	38%
<b>Total Revenues</b>	<b>\$ 715,600</b>	<b>\$ 715,600</b>	<b>\$ 242,512</b>	<b>\$ 473,088</b>	<b>34%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 246,366	246,366	\$ 84,643	\$ 161,724	34%
<i>Services / Supplies</i>	464,155	464,155	45,771	418,384	10%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 710,521</b>	<b>\$ 710,521</b>	<b>\$ 130,414</b>	<b>\$ 580,108</b>	<b>18%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 1,108,431	\$ 1,108,431	\$ 1,108,431
<i>+ Net Increase (Decrease)</i>	5,079	5,079	112,099
<b>Ending Fund Balance</b>	<b>\$ 1,113,510</b>	<b>\$ 1,113,510</b>	<b>\$ 1,220,530</b>

# Debt Service Fund

## FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,186,525	\$ 2,186,525	\$ 1,859,288	\$ 327,237	85%
<i>Interest Income</i>	23,000	23,000	8,428	14,572	37%
<b>Total Revenues</b>	<b>\$ 2,209,525</b>	<b>\$ 2,209,525</b>	<b>\$ 1,867,716</b>	<b>\$ 341,809</b>	<b>85%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,755,000	\$ 1,755,000	\$ -	\$ 1,755,000	0%
<i>Interest Payments</i>	958,690	958,690	-	958,690	0%
<i>Paying Agent Fees</i>	3,000	3,000	1,000	2,000	33%
<b>Total Expenditures</b>	<b>\$ 2,716,690</b>	<b>\$ 2,716,690</b>	<b>\$ 1,000</b>	<b>\$ 2,715,690</b>	<b>0%</b>

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	539,165	539,165	-	\$ 539,165	0%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ 539,165</b>	<b>\$ 539,165</b>	<b>\$ -</b>	<b>\$ 539,165</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 120,472	\$ 120,472	\$ 120,472
<i>+ Net Increase (Decrease)</i>	32,000	32,000	1,866,716
<b>Ending Fund Balance</b>	<b>\$ 152,472</b>	<b>\$ 152,472</b>	<b>\$ 1,987,187</b>

# Capital Projects Fund

## FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-		-	0%
Interest Income	288,788	288,788	206,960	81,828	72%
<b>Total Revenues</b>	<b>\$ 288,788</b>	<b>\$ 288,788</b>	<b>\$ 206,960</b>	<b>\$ 81,828</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2021 Bond Issue (Parks)	1,516,600	1,516,600	156,585	1,360,015	10%
2021 Bond Issue (Streets)	4,395,937	4,395,937	1,018,939	3,376,998	23%
<b>Total Expenditures</b>	<b>\$ 5,912,537</b>	<b>\$ 5,912,537</b>	<b>\$ 1,175,524</b>	<b>\$ 4,737,013</b>	<b>20%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning fund balance</b>	\$ 14,390,555	\$ 14,390,555	\$ 14,390,555
<b>+Net Increase (Decrease)</b>	(5,623,749)	(5,623,749)	(968,564)
<b>Ending Fund Balance</b>	<b>\$ 8,766,806</b>	<b>\$ 8,766,806</b>	<b>\$ 13,421,991</b>

# Drainage Utilities FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ 10,000	10,000	\$ -	\$ 10,000	0%
<i>Drainage Fee Receipts</i>	510,000	510,000	148,430	361,571	29%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	7,636	7,636	3,167	4,469	41%
<b>Total Revenues</b>	<b>\$ 527,636</b>	<b>\$ 527,636</b>	<b>\$ 151,596</b>	<b>\$ 376,040</b>	<b>29%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 423,894	\$ 423,894	\$ 124,754	\$ 299,141	29%
<i>Services / Supplies</i>	319,760	319,760	47,078	272,682	15%
<i>Capital</i>	21,000	21,000	-	21,000	0%
<b>Total Expenditures</b>	<b>\$ 764,654</b>	<b>\$ 764,654</b>	<b>\$ 171,832</b>	<b>\$ 592,823</b>	<b>22%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 376,104	\$ 376,104	\$ 376,104
<i>+ Net Increase (Decrease)</i>	(237,018)	(237,018)	(20,235)
<b>Ending Fund Balance</b>	<b>\$ 139,086</b>	<b>\$ 139,086</b>	<b>\$ 355,869</b>

# Park Development Fee Fund FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 3,700	\$ 3,700	\$ 1,569	2,131	0%
<i>Community Park Fees</i>	-	-	75	(75)	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	\$ 3,700	\$ 3,700	\$ 1,644	\$ 2,056	0%

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

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 85,900	\$ 85,900	\$ 85,900
<i>+ Net Increase (Decrease)</i>	3,700	3,700	1,644
<b>Ending Fund Balance</b>	\$ 89,600	\$ 89,600	\$ 87,544

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ -	-
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	89,600	91,169
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ 89,600	\$ 91,169

# Public Safety Special Revenue Fund

## FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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<b>Revenues</b>	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues</b>	\$ 37,100	\$ 37,100	\$ 54,369	\$ (17,269)	147%

<b>Expenditures</b>	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Services / Supplies</b>	16,100	16,100	7,794	8,306	48%
<b>Capital</b>	-	-		(7,794)	0%
<b>Total Expenditures</b>	\$ 16,100	\$ 16,100	\$ 7,794	\$ 8,306	48%

<b>Other Sources/Uses</b>	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Operating Transfers In</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Operating Transfers Out</b>	(19,000)	(19,000)	-	(19,000)	0%
<b>Total Other Sources (Uses)</b>	\$ (19,000)	\$ (19,000)	\$ -	\$ (19,000)	0%

<b>Beginning &amp; Ending Balance</b>	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 76,846	\$ 76,846	\$ 76,846
<b>+ Net Increase (Decrease)</b>	2,000	2,000	46,576
<b>Ending Fund Balance</b>	\$ 78,846	\$ 78,846	\$ 123,422

# Municipal Court Technology Fee Fund FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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<b>Revenues</b>	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues</b>	\$ 2,600	\$ 2,600	\$ 731	1,869	28%

<b>Expenditures</b>	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Services / Supplies</b>	\$ 3,600	\$ 3,600	\$ 3,600	\$ -	100%
<b>Total Expenditures</b>	\$ 3,600	\$ 3,600	\$ 3,600	\$ -	0%

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

<b>Beginning &amp; Ending Balance</b>	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 14,442	\$ 14,442	\$ 14,442
<b>+ Net Increase (Decrease)</b>	(1,000)	(1,000)	(2,869)
<b>Ending Fund Balance</b>	\$ 13,442	\$ 13,442	\$ 11,573

# Municipal Court Building Security Fund FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 3,100	\$ 3,100	\$ 892	\$ 2,208	29%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 47,210	\$ 47,210	\$ 47,210
<b>+ Net Increase (Decrease)</b>	3,100	3,100	892
<b>Ending Fund Balance</b>	\$ 50,310	\$ 50,310	\$ 48,102

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

	<i>Actual 2021-2022</i>	<i>Projected 2022-2023</i>	<i>Budget 2023-2024</i>	<i>YTD 2023-2024</i>
<b>Beginning Fund Balance</b>	\$ 356,702	\$ 650,602	\$ 1,222,940	\$ 1,222,940
<b>Revenues</b>				
4B Sales Tax	1,730,003	1,798,959	1,867,154	290,583
Park Fees (Rental)	42,482	76,800	91,000	24,778
Linear Park Fees			-	-
Miscellaneous Income	2,593	-	-	-
Interest Income	1,475	34,843	63,764	23,704
<b>Total</b>	<b>\$ 1,776,553</b>	<b>\$ 1,910,602</b>	<b>\$ 2,021,918</b>	<b>\$ 339,065</b>
<b>Expenditures</b>				
<i>Personnel</i>	308,473	301,744	406,497	87,022
Services / Supplies	335,823	288,713	487,312	61,216
Reimburse GF (Support Functions)		28,000	28,000	
Reimburse GF (Debt Service)	838,357	537,581	539,165	-
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,482,653</b>	<b>\$ 1,156,038</b>	<b>\$ 1,460,974</b>	<b>\$ 148,238</b>
<b>Capital</b>				
Equipment		182,226	97,000	14,717
Net Increase / (Decrease)	293,900	572,338	463,944	176,110
<b>Working Capital Balance</b>	<b>\$ 650,602</b>	<b>\$ 1,222,940</b>	<b>\$ 1,686,884</b>	<b>\$ 1,399,051</b>

# PEG Fee Fund FY 2023/2024 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 30,000	\$ 30,000	\$ -	\$ 22,706	0%
<b>Total Revenues</b>	\$ 30,000	\$ 30,000	\$ -	\$ 22,706	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	7,000	7,000	643	6,357	9%
<i>Capital</i>		-		-	0%
<b>Total Expenditures</b>	\$ 7,000	\$ 7,000	\$ 643	\$ 6,357	9%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 167,563	\$ 167,563	\$ 167,563
<b>+Net Increase (Decrease)</b>	23,000	23,000	(643)
<b>Ending Fund Balance</b>	\$ 190,563	\$ 190,563	\$ 166,920

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

**AGENDA# 18**

**MEETING DATE: 03/26/2024**

**SUBJECT: Conduct Public Hearing and Consider a Request to amend the Planned Development Regulations set forth in Ordinance No. 04-954 relating to the Development and Use of Lot 3C, Block A, Valley Ridge Center, located at 2005 Valley Ridge Ct. (First Read of Ordinance No. 2024-1311)**

**PREPARED BY: Autumn Aman, Community Development Coordinator**

**BACKGROUND:**

An application was received seeking approval of a Site Plan to construct a total of two (2) storage buildings, one (1) each on separate lots next to each other. The property is currently zoned Planned Development Retail (PD-R) in accordance with Ordinance No. 04-954 (the "PD Ordinance"). Storage buildings are a permitted use within the current zoning.

Both lots will share a mutual access/fire lane easement in order to comply with City Ordinance, however, the property owner is requesting an exception to the foundation plantings for the lot located at 2005 Valley Ridge Ct. This property abuts Valley Ridge Ct. and is visible to public view. *See the attached narrative request from the property owner.*

Section 15.g of PD Ordinance 04-954 states as follows:

*No foundation planting requirement for self-storage buildings except if such building abuts the perimeter of the development then planting shall be required along the outside perimeter of the building which is visible to public view.*

In order for the City Council to review and consider the site plan as submitted in Agenda Item 19, the City Council must first consider the request for the exception to the requirement for landscape plantings for the building to be constructed adjacent to Valley Ridge Ct. The applicant is requesting an amendment to the PD Ordinance to remove such requirement.

**IDENTIFIED NEED/S:**

Public hearings are required to be conducted by both the Planning and Zoning Commission and City Council. All public hearing notifications requirements have been met.

**OPTIONS & RESULTS:**

Options are to recommend the City Council that the application be (1) approved as submitted, (2) approved with modifications, or (3) deny the request. The City Council may also postpone any action in order to receive any additional information which it requests be presented.

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

As of the date of preparation of this briefing, March 21, 2024, staff has not received any inquiries on the request.

City Staff and the Fire Department have reviewed the request and have no further comments on the submittal.

At the February 20, 2024 Planning and Zoning meeting, the Commission recommended to send the draft ordinance as presented to City Council for approval, with a vote of 5-0.

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

An amendment to the Ordinance is required. A copy of the draft ordinance prepared by the City Attorney is attached.

**RECOMMENDATION:**

Staff recommends the City Council review and consider the recommendation of the Planning and Zoning Commission prior to making a determination on the first read of Ordinance No. 2024-1311.

11/28/23

Highland Village Storage

Lots 2C and 3C, Block A

Valley Ridge Center

City of Highland Village

Denton County, Texas

To whom this may concern,

Paul Bosco Jr on behalf of PABHV Holdings LLC is requesting a variance on the above-mentioned project. Currently building #2 (the most western building) faces Valley Ridge Court. The building is considered to abut the development, but the building doesn't fall directly against the property line. There is a parking lot and landscape buffer area between the building and Valley Ridge court. We are requesting instead of irrigating and planting foundation landscape in the very small areas (some are sub 2' wide) that our landscape buffer between the curb and parking lot serve the aesthetic requirement in lieu of foundation plantings. If we had to irrigate and plant in the small areas, it would be very difficult to maintain and would track moisture and dirt into the storage units. The purpose of the foundation plantings is addressed by the 38 bushes and 7 trees on our landscape plan. We are also dressing the building up with a stone wainscot around the bottom perimeter to give the building better curb appeal. We are using similar color pallets and stone to the neighboring storage facility, so they are complimentary of each other from the street view.

Thank you for your consideration,

Paul A Bosco Jr

PABHV Holdings LLC



2250

20

2040

2080

2100

2250

2240

2230

2045

2150

2210

2005

2035

201

2290

2270

2200

2170

2160

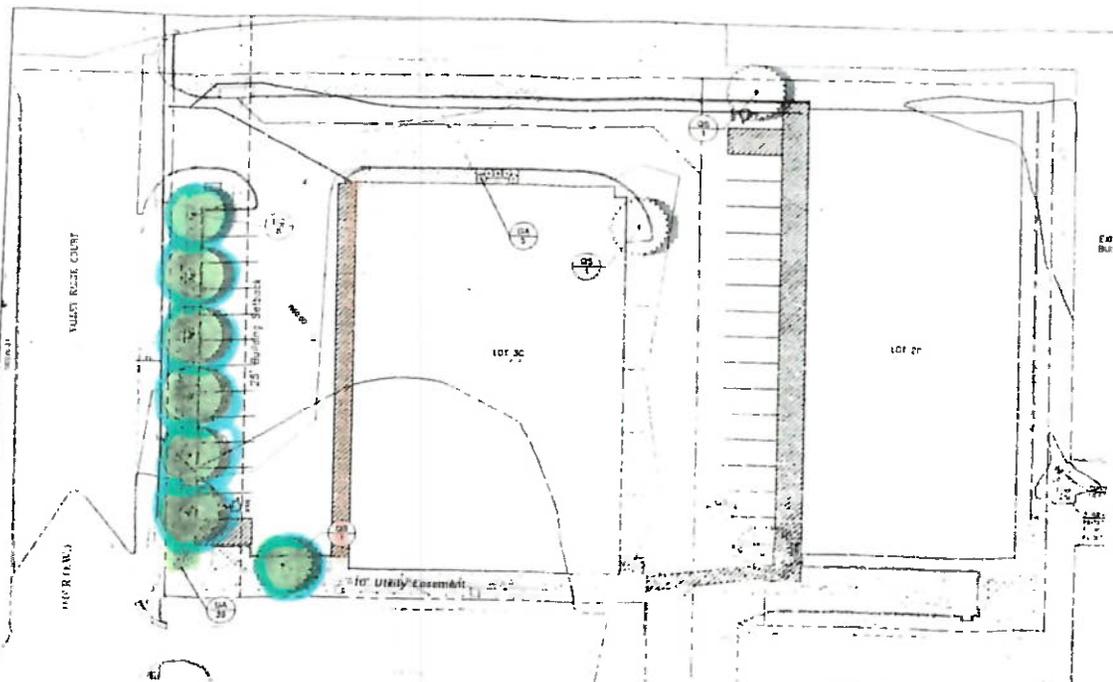
2140

210

HIGHLAND VILLAGE RD

VALLEY RIDGE CT

JUSTIN RD



### PLANT SCHEDULE

TREES	CODE	BOTANICAL	COMMON NAME	DIAMETER	HEIGHT	QTY
	OS	Quercus sp.	White Oak	4" CA	12' - 14'	4
	UL	Ulmus floridus	Flowering Elm	4" CA	12' - 14'	4
SHRUBS	CTE	Conocarpus	Swamp Palm	6" HT		4
	UA	Ulmus	Flowering Elm	6" HT		4
GROUND COVERING	CDG	Centrosema	Common Vetch			4
	CH	Centrosema	Common Vetch			4

### LANDSCAPE CALCULATIONS

TOTAL SITE AREA	16,450 SF
LANDSCAPE AREA REQUIRED	16,450 SF (100% OF SITE AREA)
LANDSCAPE AREA PROVIDED	16,450 SF (100% OF SITE AREA)
STREET FRONTAGE	120 LF
FRONTAGE LENGTH	120 LF
15% FRONTAGE GREEN AREA REQUIRED	180 SF (15% OF 120 LF X 10 FT)
STREET TREES PROVIDED	6 TREES (15% OF 120 LF)
NUMBER OF STREET TREES PROVIDED	6 TREES
NUMBER OF STREET TREES REQUIRED	6 TREES

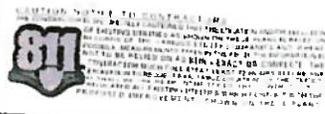
### ROOT BARRIERS

THE CONTRACTOR SHALL INSTALL ROOT BARRIERS AS SHOWN ON THE PLAN. ROOT BARRIERS SHALL BE INSTALLED AT THE POINT OF ENTRY OF THE TREE INTO THE DRIVEWAY OR SIDEWALK. ROOT BARRIERS SHALL BE INSTALLED AT THE POINT OF ENTRY OF THE TREE INTO THE DRIVEWAY OR SIDEWALK. ROOT BARRIERS SHALL BE INSTALLED AT THE POINT OF ENTRY OF THE TREE INTO THE DRIVEWAY OR SIDEWALK.

### MULCHES

AFTER ALL PLANTING IS COMPLETE, CONTRACTOR SHALL INSTALL 3" THICK MULCH TO ALL EXPOSED SOIL SURFACES. MULCH SHALL BE APPLIED TO ALL EXPOSED SOIL SURFACES. MULCH SHALL BE APPLIED TO ALL EXPOSED SOIL SURFACES. MULCH SHALL BE APPLIED TO ALL EXPOSED SOIL SURFACES.

- ### GENERAL GRADING AND PLANTING NOTES
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES.
  - THE CONTRACTOR SHALL MAINTAIN ALL EXISTING UTILITIES AND STRUCTURES.
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**HOMEYER ENGINEERING, INC.**  
 1100 S. HICKORY STREET, SUITE 100  
 DENTON, TEXAS 76205  
 (817) 382-1111  
 WWW.HOMEYER-ENG.COM

HIGHLAND VILLAGE STORAGE  
 LOTS 2C & 3C, BLOCK A  
 VALLEY RIDGE CENTER  
 CITY OF HIGHLAND VILLAGE  
 DENTON COUNTY, TEXAS

LANDSCAPE PLANTING



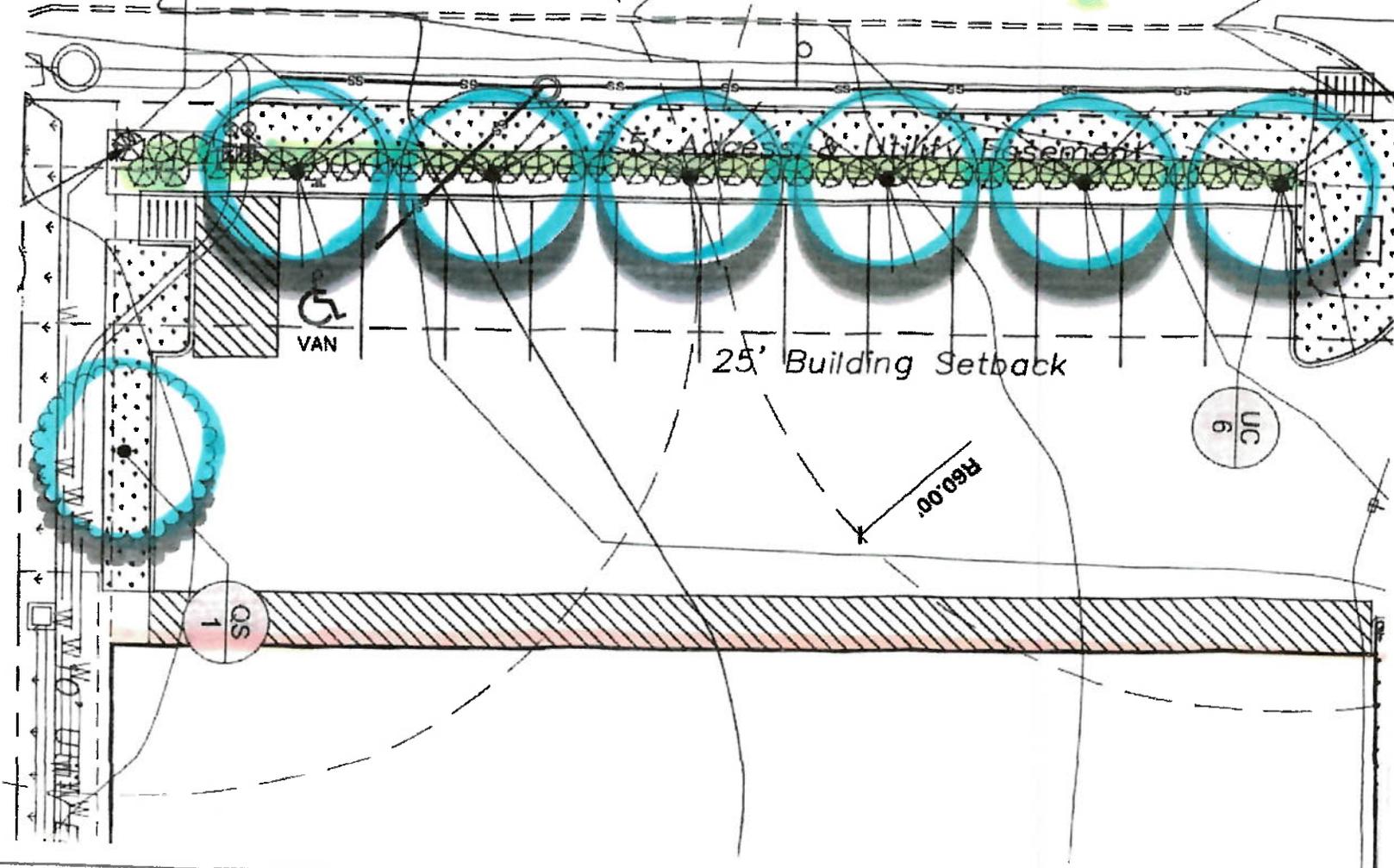
DATE: 06/12/2022  
 SHEET NO: LP-1

SIDEWALK

R.O.W.)

VALLEY RIDGE COURT

38 BIRMS  
7 TREES



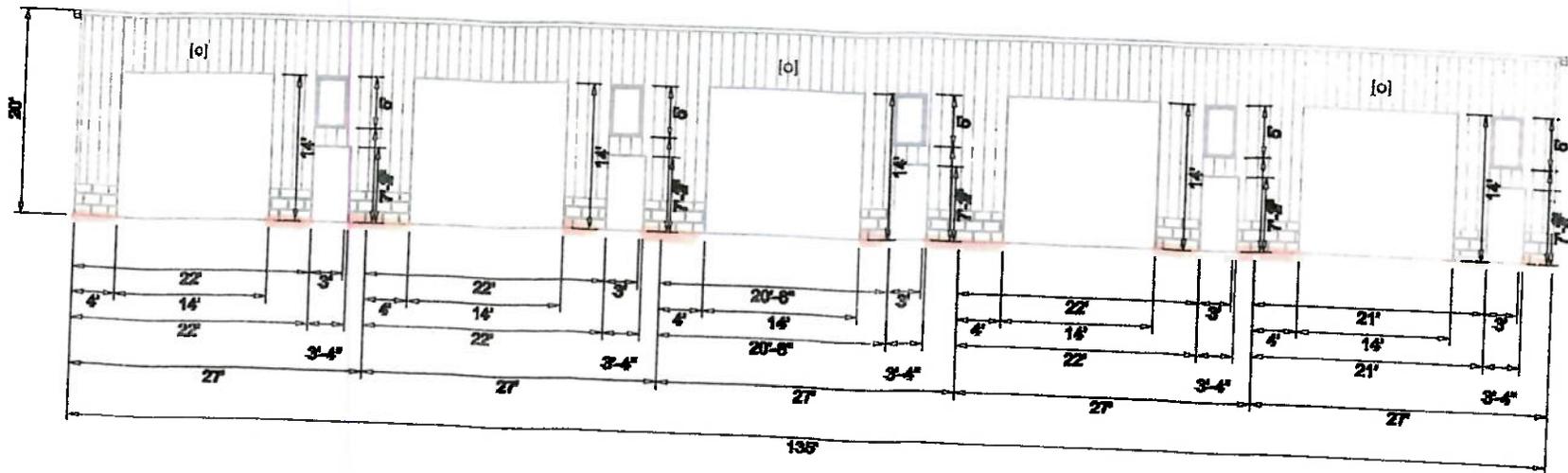
VAN

25' Building Setback

UC 6

R60.00

OS 1



Front Architectural - Building #2

**Building Materials**  
 Roof - Metal  
 Building - Metal  
 Wainscot - Stone

**METALLIC**

Customer: [Blank]  
 Project: [Blank]

Priority:  Standard  Rush

Scale: **NOT TO SCALE**

DATE: [Blank]

PROJECT: [Blank]

**MBMA**

This is a preliminary drawing and is not to be used for construction. It is for informational purposes only. All dimensions are approximate and subject to change without notice. The client is responsible for verifying all dimensions and specifications before construction begins.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2024-1311**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND ZONING DISTRICT MAP OF THE CITY OF HIGHLAND VILLAGE AS PREVIOUSLY AMENDED, BY AMENDING THE REGULATIONS OF THE PLANNED DEVELOPMENT DISTRICT FOR RETAIL (PD-R) AS SET FORTH IN ORDINANCE NO. 04-954 APPLICABLE TO THE DEVELOPMENT AND USE OF LOT 3C, BLOCK A, VALLEY RIDGE CENTER; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR NO VESTED INTEREST; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

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

**SECTION 1.** The Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as amended, by amending in accordance with Section Two of this Ordinance the regulations relating to the use and development of Lot 3C, Block A, Valley Ridge Center, an addition to the City of Highland Village, Texas, according to the plat thereof recorded in Cabinet W, Page 386, Plat Records, Denton County, Texas (“the Property”), and being located in, and subject to the development and use regulations of the Planned Development District for Retail (PD-R) set forth in Ordinance No. 04-954, as amended (the “PD-R Regulations”).

**SECTION 2.** The Property shall be used and developed in accordance with the PD-R Regulations, provided, however, the Property may be developed without the installation of foundations plantings on the side of a self-storage building constructed on the Property that faces Valley Ridge Court if landscaping is installed on the Property is substantial conformance with the Landscape Plan attached hereto as Exhibit “A” and incorporated herein by reference.

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

**SECTION 4.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged

or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

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

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

**SECTION 7.** No person or entity shall acquire any vested interest in this Ordinance or any specific regulations contained herein. This Ordinance and any regulations may be amended or repealed by the City Council of the City of Highland Village, Texas, in the manner provided by law.

**SECTION 8.** This ordinance shall take effect immediately from and after its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

**FIRST READ ON THE 26TH DAY OF MARCH 2024, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2024.**

**APPROVED:**

\_\_\_\_\_  
**Daniel Jaworski, Mayor**

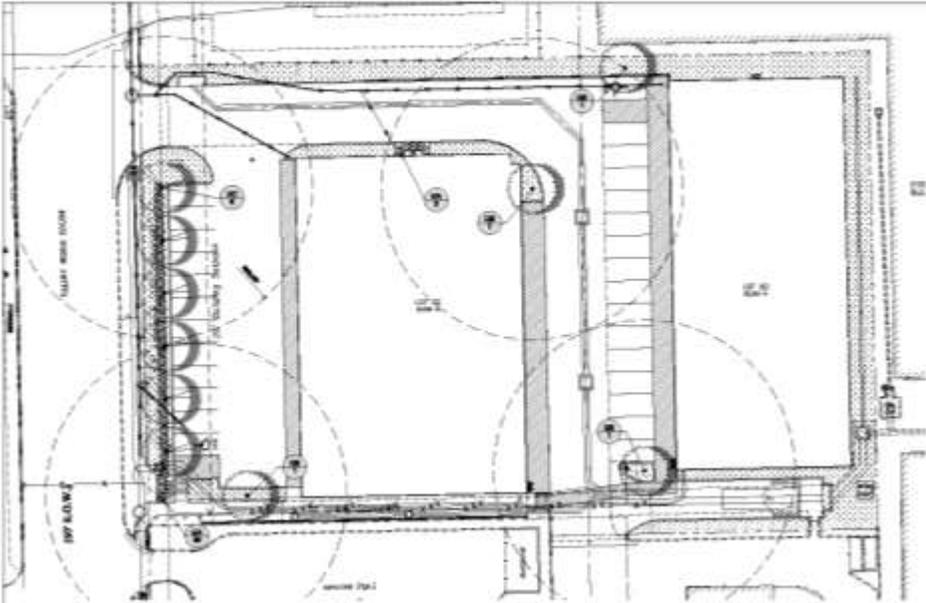
**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Joe Gorfida, City Attorney**

(kbl:2/15/2024:4893-9721-0533)



**PLANT SCHEDULE**

SYMBOL	CODE	GENERAL COMMON NAME	SIZE	QTY	NOTES
(Tree symbol)	01	Green Bur Oak (Shaded) 1/2" dia	1 1/2"	800	10' x 10'
(Tree symbol)	02	Green Bur Oak (Unshaded) 1/2" dia	1 1/2"	800	10' x 10'
(Shrub symbol)	03	Green Bur Oak (Shaded) 1/2" dia	1 1/2"	800	10' x 10'
(Shrub symbol)	04	Green Bur Oak (Unshaded) 1/2" dia	1 1/2"	800	10' x 10'
(Grass symbol)	05	Grass (Shaded) 1/2" dia	1 1/2"	800	10' x 10'
(Grass symbol)	06	Grass (Unshaded) 1/2" dia	1 1/2"	800	10' x 10'

**LANDSCAPE CALCULATIONS**

TOTAL AREA	10000 SQ FT	AREA OF LOT WITH ASPHALT	10000 SQ FT
LANDSCAPE AREA REQUIRED	10000 SQ FT	AREA OF LOT WITH ASPHALT	10000 SQ FT
PLANTING AREAS	10000 SQ FT	AREA OF LOT WITH ASPHALT	10000 SQ FT
PLANTING AREAS	10000 SQ FT	AREA OF LOT WITH ASPHALT	10000 SQ FT
PLANTING AREAS	10000 SQ FT	AREA OF LOT WITH ASPHALT	10000 SQ FT
PLANTING AREAS	10000 SQ FT	AREA OF LOT WITH ASPHALT	10000 SQ FT

**ROOT BARRIERS**

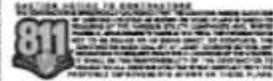
THE CONTRACTOR SHALL INSTALL ROOT BARRIERS FOR ALL PLANTED TREES THAT ARE LOCATED WITHIN THE CURB OF THE ROAD OR DRIVE. ROOT BARRIERS SHALL BE INSTALLED IN ACCORDANCE WITH THE CITY OF DENTON, TEXAS, ORDINANCE NO. 1311, WHICH IS INCORPORATED BY REFERENCE INTO THIS SPECIFICATION. THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITY LINES PRIOR TO THE INSTALLATION OF ROOT BARRIERS.

**MATERIALS**

UPON ALL PLANTING COMPLETE, CONTRACTOR SHALL INSTALL 1" OF MULCH OVER THE ENTIRE PLANTING AREA. MULCH SHALL BE 100% ORGANIC AND SHALL BE APPLIED TO A DEPTH OF 2" OVER THE ENTIRE PLANTING AREA. CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITY LINES PRIOR TO THE INSTALLATION OF MULCH. THE CONTRACTOR SHALL VERIFY THE LOCATION AND DEPTH OF ALL EXISTING UTILITY LINES PRIOR TO THE INSTALLATION OF MULCH.

**GENERAL GRADING AND PLANTING NOTES**

1. BY SUBMITTING A PROPOSAL FOR THE LANDSCAPE PLANTING DESIGN, THE CONTRACTOR AGREES THAT HE HAS READ AND UNDERSTANDS THE ENTIRE SPECIFICATION AND SHALL BE RESPONSIBLE FOR THE PROJECT.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING ALL EXISTING UTILITIES AND NOTES TO ADDRESS ANY CONFLICTS WITH THE PLANTING AND SPECIFICATIONS. THESE NOTES SHALL BE SUBMITTED TO THE CITY ENGINEER PRIOR TO THE START OF CONSTRUCTION.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL EXISTING UTILITY LINES PRIOR TO THE INSTALLATION OF PLANTING.
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**HOMMEYER ENGINEERING, INC.**  
 1100 WEST 11TH STREET, SUITE 100  
 DENTON, TEXAS 76205  
 WWW.HOMMEYERENGINEERING.COM



HIGHLAND VILLAGE STORAGE  
 LOTS 20 & 30, BLOCK A  
 VALLEY RIDGE CENTER  
 CITY OF HIGHLAND VILLAGE  
 DENTON COUNTY, TEXAS

**LANDSCAPE PLANTING**



DRAWN: GSC  
 DATE: 04/15/2024  
 HD # 24-0002  
 SHEET NO. LP-1



Ordinance No. 2024-1311  
 Exhibit "A" - Landscape Plan

**PLANTING SPECIFICATIONS**

**GENERAL**

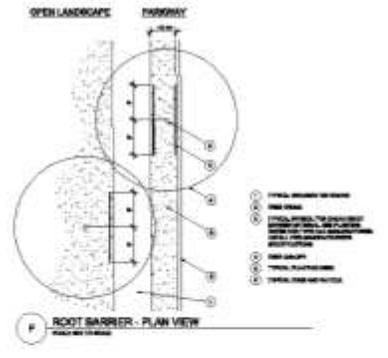
1. ALL PLANTING SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE FOLLOWING:
  - a. THE TEXAS LANDSCAPE ARCHITECTURE BOARD (TLCAB) PRACTICE MANUAL
  - b. THE TEXAS LANDSCAPE ARCHITECTURE BOARD (TLCAB) PRACTICE MANUAL
  - c. THE TEXAS LANDSCAPE ARCHITECTURE BOARD (TLCAB) PRACTICE MANUAL
  - d. THE TEXAS LANDSCAPE ARCHITECTURE BOARD (TLCAB) PRACTICE MANUAL
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**PLANTING**

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**ROOT BARRIERS**

1. ALL ROOT BARRIERS SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE FOLLOWING:
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**HOMEYER ENGINEERING, INC.**  
 11100 PARKWAY A, DENTON, TEXAS 76208  
 WWW.HOMEYER.COM



HIGHLAND VILLAGE STORAGE  
 LOTS 2C & 3C, BLOCK A  
 VALLEY RIDGE CENTER  
 CITY OF HIGHLAND VILLAGE  
 DENTON COUNTY, TEXAS

LANDSCAPE  
 DETAILS AND  
 SPECIFICATIONS



DRAWN: GDC  
 DATE: 04/12/2022  
 IES #: 22-0001  
 SHEET NO:  
 LP-2

Ordinance No. 2024-1311  
 Exhibit "A" – Landscape Plan

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

**AGENDA# 19**

**MEETING DATE: 03/26/2024**

**SUBJECT: Consider Resolution 2024-3117 approving a Site Plan for Lots 2C and 3C, Block A, Valley Ridge Center located at 2005 and 2035 Valley Ridge Ct.**

**PREPARED BY: Autumn Aman, Community Development Coordinator**

**BACKGROUND:**

An application was received seeking approval of a Site Plan to construct (2) storage buildings, each on separate lots next to each other. They will share a mutual access/fire lane easement in order to comply with City Ordinance.

The property is currently zoned Planned Development Retail (PD-R). Storage buildings are a permitted use within the current zoning.

The site plan package includes a site plan, building elevations, lighting plan, landscape plans, and signage plan.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

Options are the City Council (1) approve as submitted, (2) approve with modifications, or (3) deny the request. The City Council may also postpone any action in order to receive any additional information which it requests be presented.

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

City Staff and the Fire Department have reviewed the request and have no further comments on the submittal.

At the February 20, 2024 Planning and Zoning meeting, the Commission recommended sending the site plan forward as submitted to City Council for approval, with a vote of 5-0.

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

N/A

## **RECOMMENDATION:**

Staff recommends the City Council review and consider the recommendation of the Planning and Zoning Commission prior to making a determination on the site plan and Resolution No. 2024-3117.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2024-3117**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING A DETAILED SITE PLAN FOR DEVELOPMENT FOR LOTS 2C AND 3C BLOCK A, VALLEY RIDGE CENTER LOCATED AT 2005 AND 2035 VALLEY RIDGE CT., PRESENTLY ZONED AS PLANNED DEVELOPMENT DISTRICT FOR RETAIL (PD-R); AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, an application has been made for approval of a detailed site plan for Lots 2C and 3C, Block A, Valley Ridge Center located at 2005 and 2035 Valley Ridge Ct., an addition to the City of Highland Village, Denton County, Texas, according to the plat thereof recorded in Cabinet W, Page 386, Plat Records, Denton County, Texas (“the Property”), which is presently zoned Planned Development District for Retail (PD-R) set forth in Ordinance No. 04-954, as amended (the “PD-R Regulations”) and

**WHEREAS**, having received the recommendation of the Planning and Zoning Commission that the detailed site plan and associated drawings, including, but not limited to, Landscape Plan, Lighting Plan, Signage Plan and Building Elevations, should be approved as requested, the City Council of the City of Highland Village, in the exercise of its legislative discretion, has concluded that the requested detailed site plan for the Property should be approved.

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

**SECTION 1.** the Property shall be developed in accordance with the Planned Development District for Retail (PD-R) set forth in Ordinance No. 04-954, as amended (the “PD-R Regulations”) as well as the Detailed Site Plan, the Landscape Plan, Signage Plan, Lighting Plan, and Building Elevations attached hereto respectively as Exhibit “A,” Exhibit “B,” Exhibit “C”, Exhibit “D” and Exhibit “E” and incorporated herein by reference subject to the following:

- A.** Property may be developed without the installation of foundations plantings on the side of a self-storage building constructed on the Property that faces Valley Ridge Court if landscaping is installed on the Property is substantial conformance with the Landscape Plan attached hereto as Exhibit “B” and incorporated herein by reference.

**SECTION 2.** This resolution shall become effective immediately upon its approval.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS 26<sup>th</sup> DAY OF MARCH 2024.**

APPROVED:

\_\_\_\_\_  
Daniel Jaworski, Mayor

ATTEST:

---

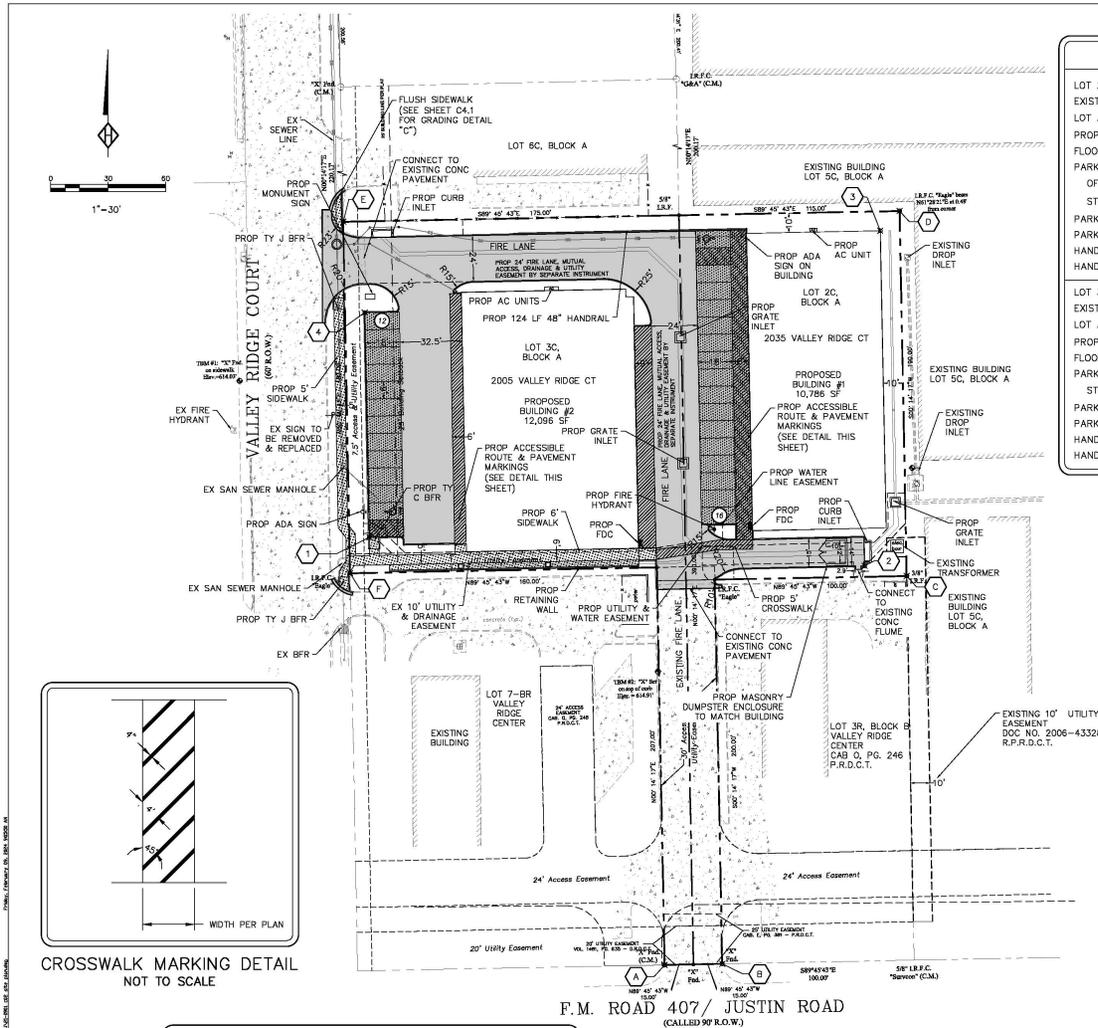
Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

---

Joe Gorfida, City Attorney  
(kbl:4/5/2023:134063)

Resolution No. 2024-3117  
Exhibit "A" - Detailed Site Plan



### SITE INFORMATION

**LOT 2C**  
 EXISTING ZONING: PD-R  
 LOT AREA: 24,850 SF (0.570 AC)  
 PROPOSED BUILDING AREA: 10,786 SF  
 FLOOR AREA RATIO: 0.43  
 PARKING REQUIREMENTS:  
 OFFICE: 1928 SF @ 1 SPACE/300 SF = 7 SPACES  
 STORAGE: 8,858 SF @ 1 SPACE/1,000 SF = 9 SPACES  
 PARKING PROVIDED: 16 SPACES  
 HANDICAP PARKING REQUIRED: 1 SPACE  
 HANDICAP PARKING PROVIDED: 1 SPACE

**LOT 3C**  
 EXISTING ZONING: PD-R  
 LOT AREA: 31,630 SF (0.726 AC)  
 PROPOSED BUILDING AREA: 12,096 SF  
 FLOOR AREA RATIO: 0.34  
 PARKING REQUIREMENTS:  
 STORAGE: 12,096 SF @ 1 SPACE/1,000 SF = 12 SPACES  
 PARKING PROVIDED: 12 SPACES  
 HANDICAP PARKING REQUIRED: 1 SPACE  
 HANDICAP PARKING PROVIDED: 1 SPACE

### PAVEMENT LEGEND

- HEAVY DUTY PAVEMENT (DRIVE AISLE & FIRE LANE)  
PROPOSED 8" 4000 PSI CONC. @ 28 DAYS W/ #3 BARS @ 18" O.C.E.W.
- MEDIUM DUTY PAVEMENT (PARKING)  
PROPOSED 6" 4000 PSI CONC. @ 28 DAYS W/ #3 BARS @ 18" O.C.E.W.
- LIGHT DUTY PAVEMENT (SIDEWALK)  
PROPOSED 4" 4000 PSI CONC. @ 28 DAYS W/ #3 BARS @ 18" O.C.E.W.

### PAVEMENT NOTES:

- ALL PAVEMENT SUBGRADE SHALL BE SCARIFIED TO A MINIMUM DEPTH OF 6" AND COMPACTED TO A MINIMUM 95% STANDARD PROCTOR DENSITY AT OR ABOVE OPTIMUM MOISTURE.
- ALL PROPOSED PAVEMENT SHALL BE INSTALLED ON 6" LIME STABILIZED SUBGRADE COMPACTED TO 95% STANDARD PROCTOR DENSITY, 6% HYDRATED LIME.
- THE CONTRACTOR SHALL DOWEL & EPOXY #4 X 24" SMOOTH BARS @ 24" CENTERS ALONG ALL PROPOSED TO EXISTING CONCRETE EDGES W/ 3/4" EXPANSION JOINT & SELF LEVELING JOINT SEALING COMPOUND.
- THE CONTRACTOR SHALL PROVIDE A 1" EXPANSION JOINT W/ SELF LEVELING JOINT SEALING COMPOUND BETWEEN THE PROPOSED CONCRETE PAVEMENT AND THE PROPOSED BUILDING.

**NOTE:**  
THE EAST SIDE OF THE PROPOSED DUMPSTER ENCLOSURE SHALL BE ELEVATED A MINIMUM OF 8" ABOVE GRADE FOR DRAINAGE.



### DESIGN POINTS

PT	NORTHING	EASTING	PT	NORTHING	EASTING
(A)	14124950.70	4875487.76	(1)	14125173.26	4875333.82
(B)	14124951.28	4875517.76	(2)	14125158.42	4875592.02
(C)	14125153.17	4875613.88	(3)	14125332.88	4875600.11
(D)	14125343.14	4875610.22	(4)	14125290.24	4875331.50
(E)	14125337.55	4875320.28			
(F)	14125154.58	4875323.80			

### LEGEND

I.R.F.	IRON ROD FOUND	⊗	POWER POLE
I.R.S.	IRON ROD SET	⊗	LIGHT POLE
"x"	CUT X IN CONCRETE	⊗	WATER VALVE
F.C.P.	FENCE CORNER POST	⊗	SANITARY SEWER MANHOLE
AS	ASPHALT	⊗	FIRE HYDRANT
⊗	TELEPHONE MANHOLE	⊗	WM WATER METER

**OWNER**  
 PABHV Holdings, LLC.  
 1401 Justin Road  
 Flower Mound, Texas 75028  
 Contact: Paul Bosco, Jr  
 Phone: 972-833-1393

**ENGINEER**  
 Homeyer Engineering, Inc.  
 P.O. Box 294527  
 Lewisville, Texas 75029  
 Contact: Steven R. Homeyer, PE  
 Phone: 972-906-9985

**PRELIMINARY PLANS**  
 THIS DOCUMENT IS FOR INTERIM REVIEW AND IS NOT INTENDED FOR CONSTRUCTION, BIDDING OR PERMIT PURPOSES.  
 STEVEN R. HOMEYER, PE # 86942  
 DATE: 02/08/2024

**HOMEYER ENGINEERING, INC.**  
 TEXAS ENGINEERING REGISTRATION NO. F-86440  
 P.O. BOX 294527 • LEWISVILLE, TEXAS 75029  
 972-906-9985 • WWW.HOMEYER.US • CDR



HIGHLAND VILLAGE STORAGE  
 LOTS 2C & 3C, BLOCK A  
 VALLEY RIDGE CENTER  
 CITY OF HIGHLAND VILLAGE  
 DENTON COUNTY, TEXAS

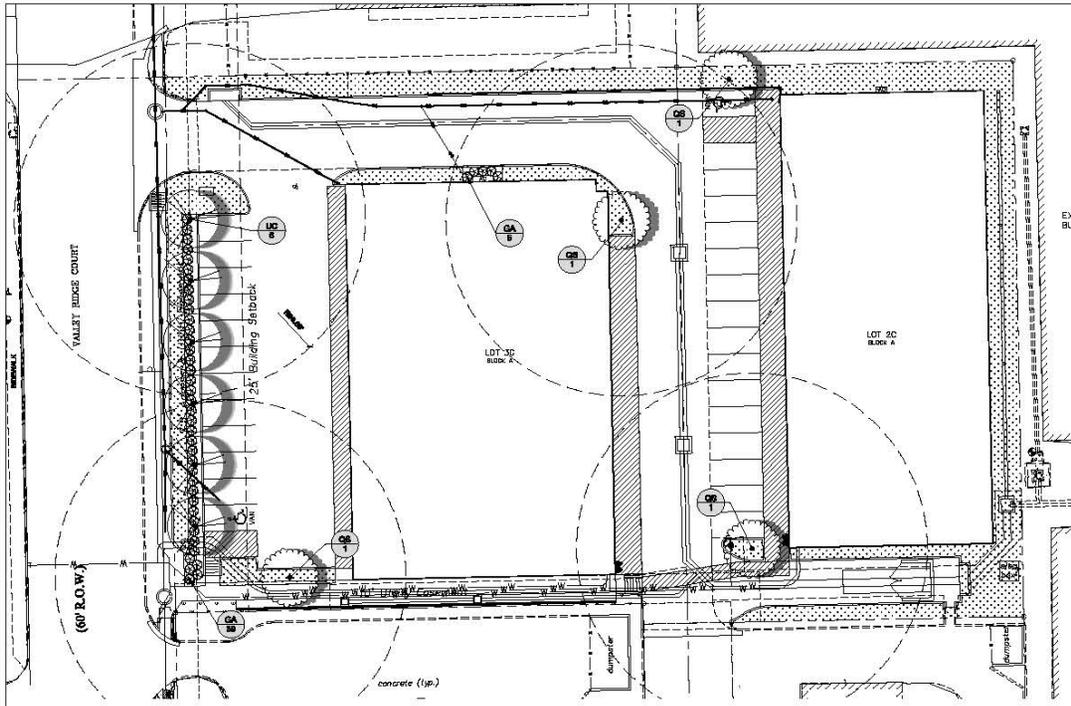
**SITE PLAN**

DRAWN: GOG  
 DATE: 08/12/2022

HEET #: 21-0901

**SHEET NO:**  
 C2

Resolution No. 2024-3117  
Exhibit "B" – Landscape Plan (1 of 2)



PLANT SCHEDULE

TREES	CODE	BOTANICAL / COMMON NAME	CALIPER	ROOT	HEIGHT	QTY
	OB	Quercus shumardii / Shumard Red Oak	4" Cal.	B&B or Cont.	12-14'	4
	UC	Ulmus crassifolia / Cedar Elm	4" Cal.	B&B or Cont.	12-14'	6
SHRUBS	CODE	COMMON / BOTANICAL NAME	SIZE	QTY		
	GA	Glossy Abelia / Abelia grandiflora	30" o.c.	44		
GROUND COVERS	CODE	BOTANICAL / COMMON NAME	QTY			
	CH	Cynodon dactylon "419 Hybrid" / Bermuda Grass Seed	6,880 sf			

LANDSCAPE CALCULATIONS

TOTAL SITE AREA:	59,454 SF
LANDSCAPE AREA REQUIRED:	5,648 SF (10% OF SITE AREA)
LANDSCAPE AREA PROVIDED:	5,778 SF (14.7% OF SITE AREA)
STREET FRONTAGE:	180 LF
10% FRONTAGE GREENSPACE REQUIRED:	2,250 SF PROVIDED
STREET TREES REQUIRED:	9 TREES (1 PER 30 LF OF FRONTAGE)
STREET TREES PROVIDED:	9 TREES

PARKING LOT

SPACES SHALL BE WITHIN 60' OF A TREE	PROVIDED
1 TREE PER 10 SPACES (28 SPACES)	3 TREES REQUIRED 3 TREES PROVIDED

ROOT BARRIERS

THE CONTRACTOR SHALL INSTALL ROOT BARRIERS NEAR ALL NEWLY-PLANTED TREES THAT ARE LOCATED WITHIN FIVE (5) FEET OF PARKING OR CURBS. ROOT BARRIERS SHALL BE "CENTURY" OR "TREE-ROOT" 24" DEEP PANELS (OR EQUAL). BARRIERS SHALL BE LOCATED IMMEDIATELY ADJACENT TO HARDSCAPE. INSTALL PANELS PER MANUFACTURER'S RECOMMENDATIONS. UNDER NO CIRCUMSTANCES SHALL THE CONTRACTOR USE ROOT BARRIERS OF A TYPE THAT COMPLETELY ENCLOSE THE ROOTBALL.

MULCHES

AFTER ALL PLANTING IS COMPLETE, CONTRACTOR SHALL INSTALL 3" THICK LAYER OF 1-1/2" 8-REDDED WOOD MULCH, NATURAL (UNDYED), OVER LANDSCAPE FABRIC IN ALL PLANTING AREAS (EXCEPT FOR TURF AND SEEDING AREAS). CONTRACTOR SHALL SUBMIT SAMPLES OF ALL MULCHES TO LANDSCAPE ARCHITECT AND OWNER FOR APPROVAL PRIOR TO CONSTRUCTION. ABSOLUTELY NO EXPOSED GROUND SHALL BE LEFT SHOWING ANYWHERE ON THE PROJECT AFTER MULCH HAS BEEN INSTALLED (SUBJECT TO THE CONDITIONS AND REQUIREMENTS OF THE "GENERAL GRADING AND PLANTING NOTES" AND SPECIFICATIONS).

GENERAL GRADING AND PLANTING NOTES

- BY SUBMITTING A PROPOSAL FOR THE LANDSCAPE PLANTING SCOPE OF WORK, THE CONTRACTOR CONFIRMS THAT HE HAS READ, AND WILL COMPLY WITH, THE ASSOCIATED NOTES, SPECIFICATIONS, AND DETAILS WITH THIS PROJECT.
- THE GENERAL CONTRACTOR IS RESPONSIBLE FOR REMOVING ALL EXISTING VEGETATION (EXCEPT WHERE NOTED TO REMAIN), IN THE CONTEXT OF THESE PLANS, NOTES, AND SPECIFICATIONS. "FINISH GRADE" REFERS TO THE FINAL ELEVATION OF THE SOIL SURFACE (NOT TOP OF MULCH) AS INDICATED ON THE GRADING PLANS.
- BEFORE STARTING WORK, THE LANDSCAPE CONTRACTOR SHALL VERIFY THAT THE ROUGH GRADES OF ALL LANDSCAPE AREAS ARE WITHIN +/- 1" OF FINISH GRADE. SEE SPECIFICATIONS FOR MORE DETAILED INSTRUCTION ON TURF AREA AND PLANTING BED PREPARATION.
- CONTRACT AND MAINTAIN FINISH GRADES AS SHOWN ON GRADING PLANS, AND CONTRACT AND MAINTAIN SLOPES AS RECOMMENDED BY THE GEOTECHNICAL REPORT. ALL LANDSCAPE AREAS SHALL HAVE POSITIVE DRAINAGE AWAY FROM STRUCTURES AT THE MINIMUM SLOPE SPECIFIED IN THE REPORT AND ON THE GRADING PLANS, AND AREAS OF POTENTIAL PONDING SHALL BE REGRADED TO BLEND IN WITH THE SURROUNDING GRADES AND ELIMINATE PONDING POTENTIAL.
- THE LANDSCAPE CONTRACTOR SHALL DETERMINE WHETHER OR NOT THE EXPORT OF ANY SOIL WILL BE NEEDED, TAKING INTO ACCOUNT THE ROUGH GRADES PROVIDED, THE AMOUNT OF SOIL AMENDMENTS TO BE ADDED (BASED ON A SOIL TEST, PER SPECIFICATIONS), AND THE FINISH GRADES TO BE ESTABLISHED.
- ENSURE THAT THE FINISH GRADE IN SHRUB AREAS IMMEDIATELY ADJACENT TO WALKS AND OTHER WALKING SURFACES, AFTER INSTALLING SOIL AMENDMENTS, IS 2" BELOW THE ADJACENT FINISH SURFACE, IN ORDER TO ALLOW FOR PROPER MULCH DEPTH. TAPER THE SOIL SURFACE TO MEET FINISH GRADE, AS SPECIFIED ON THE GRADING PLANS, AT APPROXIMATELY 1" AWAY FROM THE WALKS.
- ENSURE THAT THE FINISH GRADE IN TURF AREAS IMMEDIATELY ADJACENT TO WALKS AND OTHER WALKING SURFACES, AFTER INSTALLING SOIL AMENDMENTS, IS 1" BELOW THE FINISH SURFACE OF THE WALKS. TAPER THE SOIL SURFACE TO MEET FINISH GRADE, AS SPECIFIED ON THE GRADING PLANS, AT APPROXIMATELY 1" AWAY FROM THE WALKS.
- SHOULD ANY CONFLICTS OR DISCREPANCIES ARISE BETWEEN THE GRADING PLANS, GEOTECHNICAL REPORT, THESE NOTES AND PLANS, AND ACTUAL CONDITIONS, THE CONTRACTOR SHALL IMMEDIATELY BRING SUCH ITEMS TO THE ATTENTION OF THE LANDSCAPE ARCHITECT, GENERAL CONTRACTOR, AND OWNER.
- ALL PLANT LOCATIONS ARE DIAGNOMATIC. ACTUAL LOCATIONS SHALL BE VERIFIED WITH THE LANDSCAPE ARCHITECT OR DESIGNER PRIOR TO PLANTING. THE LANDSCAPE CONTRACTOR SHALL ENSURE THAT ALL REQUIREMENTS OF THE PERMITTING AUTHORITY ARE MET (I.E. MINIMUM PLANT QUANTITIES, PLANTING METHODS, TREE PROTECTION METHODS, ETC.).
- THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR DETERMINING PLANT QUANTITIES; PLANT QUANTITIES SHOWN ON LEGENDS AND CALLOUTS ARE FOR GENERAL INFORMATION ONLY. IN THE EVENT OF A DISCREPANCY BETWEEN THE PLAN AND THE PLANT LEGEND, THE PLANT QUANTITY AS SHOWN ON THE PLAN (FOR INDIVIDUAL SYMBOLS) OR CALLOUT (FOR GROUNDCOVER PATTERNS) SHALL TAKE PRECEDENCE.
- NO SUBSTITUTIONS OF PLANT MATERIALS SHALL BE ALLOWED WITHOUT THE WRITTEN PERMISSION OF THE LANDSCAPE ARCHITECT. IF SOME OF THE PLANTS ARE NOT AVAILABLE, THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT IN WRITING (BY EMAIL OR CHANNEL).
- THE CONTRACTOR SHALL, AT A MINIMUM, PROVIDE REPRESENTATIVE PHOTOS OF ALL PLANTS PROPOSED FOR THE PROJECT. THE CONTRACTOR SHALL ALLOW THE LANDSCAPE ARCHITECT AND THE OWNER/OWNER'S REPRESENTATIVE TO INSPECT AND APPROVE OR REQUEST ALL PLANTS DELIVERED TO THE JOB SITE. REFER TO SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS FOR SUBMITTALS.
- THE CONTRACTOR SHALL MAINTAIN THE LANDSCAPE IN A HEALTHY CONDITION FOR 90 DAYS AFTER ACCEPTANCE BY THE OWNER. REFER TO SPECIFICATIONS FOR CONDITIONS OF ACCEPTANCE FOR THE START OF THE MAINTENANCE PERIOD, AND FOR FINAL ACCEPTANCE AT THE END OF THE MAINTENANCE PERIOD.
- SEE SPECIFICATIONS AND DETAILS FOR FURTHER REQUIREMENTS.

**CAUTION NOTICE TO CONTRACTORS**  
THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATIONS OF THE UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH DO NOT FIT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THESE PLANS.



**HOMER ENGINEERING INC.**  
ENGINEERING INC.  
TRADE REGISTRATION NO. F-36340  
P.O. BOX 264537 • LEWISVILLE, TEXAS • 75039  
972-956-9988 • WWW.HOMEI.COM



HIGHLAND VILLAGE STORAGE  
LOTS 2C & 3C, BLOCK A  
VALLEY RIDGE CENTER  
CITY OF HIGHLAND VILLAGE  
DENTON COUNTY, TEXAS

LANDSCAPE  
PLANTING

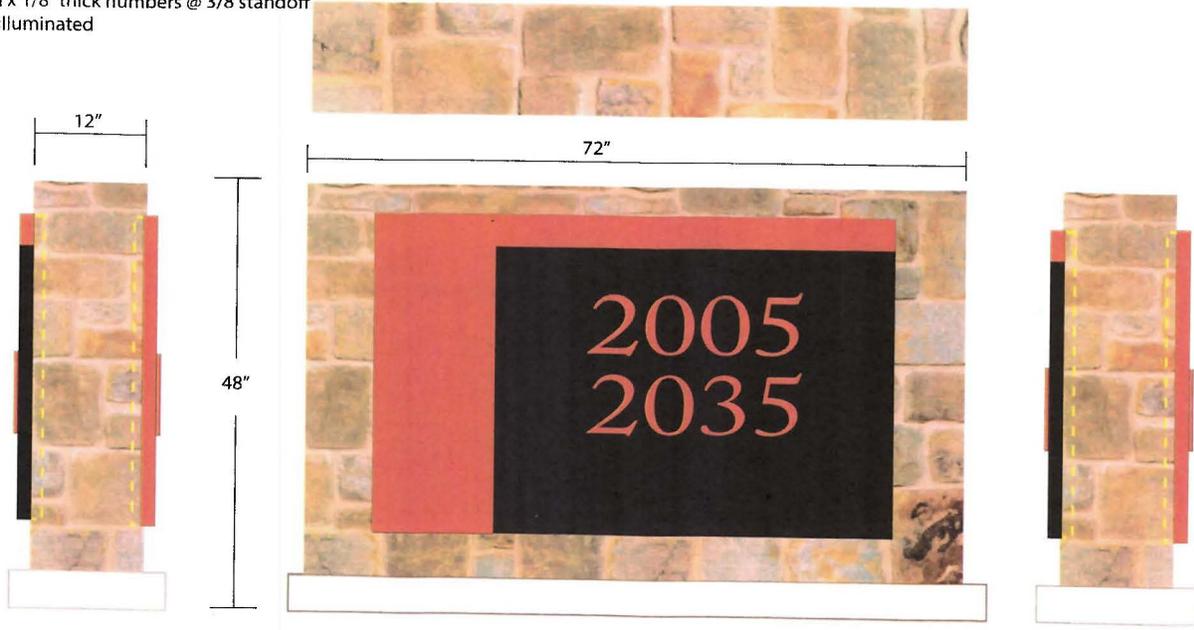


DRAWN: GOG  
DATE: 06/12/2022  
HEI #: 21-0901  
SHEET NO:  
LP-1



**Resolution No. 2024-3117  
Exhibit "C" – Signage Plan**

Stone/masonry monument to match building facade  
 56" x 35" Aluminum Sign Cabinet  
 Paint: Gloss Black and Giallo Modena  
 7" tall x 1/8" thick numbers @ 3/8 standoff  
 Non-illuminated



SIGMA to set sign cabinet on concrete blocks prior to lower brick installation

SCALE: 1" = 1'



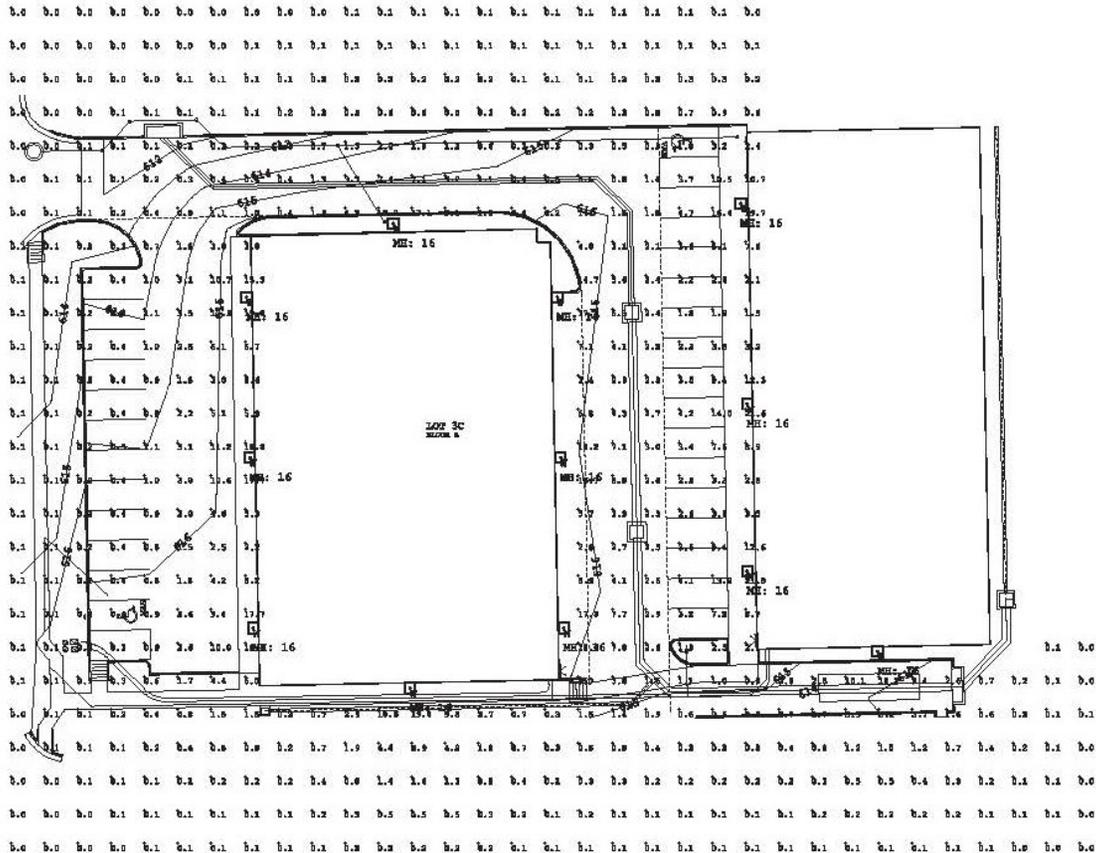
1590 E State Hwy 121 Bus, Ste 3-100  
 Lewisville, TX 75056  
 972-317-4467

This drawing is the property of SIGMA Sign Co. which reserves all rights to its reproduction and display.  
 TSCL # 18970 Regulated by The Texas Department of Licensing and Regulation  
 P. O. Box 12157, Austin, Texas 78711 1-800-803-9202, 512-463-6599; website: www.tdlr.texas.gov

Customer:	Paul Bosco Jr
Address:	2035 Valley Ridge Court # 2005
City, St, Zip:	Highland Village, TX 75077
Contact:	Paul Bosco
Designer:	DE Date: 5/25/2023

Resolution No. 2024-3117  
Exhibit "D" - Lighting Plan

ALL ELECTRICAL TO BE INSTALLED IN STRICT COMPLIANCE WITH 2020 NEC CODE



PHOTOMETRIC PLAN

Cumulative Schedule				Start	Finish	Yield
Footcandle	Qty	Label	Desc	Watts	lumens/footcandle	Yield
12	8	MH	16W-10W-100W	89.97	1333	10664

Calculation Summary				SUMS	
Label	Quantity	Unit	Avg	Max	Min
MH	8	W	2.15	11.8	0.0

- SUMS  
1. Calc at grade level  
2. Mounted 14' AFO

THE SEAL APPEARING ON THIS DOCUMENT WAS ADVANCED BY PROFESSIONAL-PAPER, P.E. SALES FOR THE PURPOSE OF PRINTING AND DISTRIBUTION. THIS SEALING SHALL NOT BE USED FOR ANY OTHER PURPOSE. ALTERATION OF A SEALING DOCUMENT WITHOUT PROPER WRITTEN NOTIFICATION TO THE ABOVE ENGINEER IS AN OFFENSE TO THE TEXAS STATE BOARD RULES.



TEXAS LIGHTING SOLUTIONS  
PROFESSIONAL ENGINEER  
STEPHEN R. HILL, P.E.  
LICENSE NO. 47500  
11111 W. LOOP WEST, SUITE 100  
HOUSTON, TEXAS 77042  
PH: 281-460-0000  
WWW.TLSOLUTIONS.COM

PROJECT  
KEITH FRANCIS  
PO BOX 270067  
FLOWER HOUSE, TEXAS 75027  
TELL: 214-728-7181

PHOTOMETRIC PLAN  
FOR  
HIGHLAND VILLAGE STORAGE  
LOT 3C & 3C, BLOCK A  
VALLEY VIEW CENTER  
HIGHLAND VILLAGE, TEXAS

REVISIONS

DESIGNED BY: [Blank]  
PROJECT NO. [Blank]

E-01

Resolution No. 2024-3117  
 Exhibit "E" – Building Elevations (page 1 of 4)

3D Front Left - Building #1

**Building Materials**

(A) - Roof - Metal - Burnished Slate  
 (B) - Building - Metal - Saddle Tan  
 (C) - Wainscot - Stone  
 (D) - Doors and Trim - Metal - Burnished Slate

Metallic Building Company 11007 Katy Freeway Houston, Texas 77024	Customer: Paul Basso	County: Harris	<input type="checkbox"/> For Construction Permit <input type="checkbox"/> For Enclosure Installation
<b>METALLIC</b> BUILDING COMPANY	Drawing Status: <input type="checkbox"/> Drafting <input type="checkbox"/> Approved		
<b>Scale:</b> NOT TO SCALE	<b>Version:</b> PAPER SIZE: 22x34		
<b>Estimator:</b> MP	<b>Date:</b> 1/24/2023		
<b>Job Title:</b> Stone Highland Village East Bldg 2023			
<b>Member:</b>	<b>MBMA</b>		
The engineer whose seal appears herein is an employee for the manufacturer for the materials described herein. Seal seal or certification is limited to the products designed and manufactured by manufacturer only. The undersigned engineer is not the overall engineer of record for this project.			

3D Front Right - Building #1

**Building Materials**

(A) - Roof - Metal - Burnished Slate  
 (B) - Building - Metal - Saddle Tan  
 (C) - Wainscot - Stone  
 (D) - Doors and Trim - Metal - Burnished Slate

Metallic Building Company 11007 Katy Freeway Houston, Texas 77024	Customer: Paul Basso	County: Harris	<input type="checkbox"/> For Construction Permit <input type="checkbox"/> For Enclosure Installation
<b>METALLIC</b> BUILDING COMPANY	Drawing Status: <input type="checkbox"/> Drafting <input type="checkbox"/> Approved		
<b>Scale:</b> NOT TO SCALE	<b>Version:</b> PAPER SIZE: 22x34		
<b>Estimator:</b> MP	<b>Date:</b> 1/24/2023		
<b>Job Title:</b> Stone Highland Village East Bldg 2023			
<b>Member:</b>	<b>MBMA</b>		
The engineer whose seal appears herein is an employee for the manufacturer for the materials described herein. Seal seal or certification is limited to the products designed and manufactured by manufacturer only. The undersigned engineer is not the overall engineer of record for this project.			

Resolution No. 2024-3117  
 Exhibit "E" – Building Elevations (page 2 of 4)

3D Back Left - Building #1

**Building Materials**

(A) - Roof - Metal - Burnished Slate  
 (B) - Building - Metal - Saddle Tan  
 (C) - Wallstock - Stone  
 (D) - Doors and Trim - Metal - Burnished Slate

Metallic Building Company  
 7307 Parkway  
 Houston, Texas 77061  
**Customer:** Paul Russo

**PROJECT:** 18007 - ADNY ASSOCIATES COUNTY: [ ]  
**City:** [ ]  
**State:** [ ]

**Scale:** NOT TO SCALE  
**VERSION:** Optimo 1.4.0 **PAPER SIZE:** 22x34  
**ESTIMATOR:** MP **DATE:** 11/21/2022

**JOB TITLE:** Bosco Highland Village East Bul  
 8100 N. Mezz  
 7800

**ENGINEER:** **MBMA**  
 The engineer whose seal appears hereon is an employee for the manufacturer for the products described herein. Seal used or certification is made to the products designed and manufactured by manufacturer only. The undersigned engineer is not the official engineer of record for this project.

For Construction Permit  
 For Electric Installation  
 For Mechanical  
 For Plumbing

3D Back Right - Building #1

**Building Materials**

(A) - Roof - Metal - Burnished Slate  
 (B) - Building - Metal - Saddle Tan  
 (C) - Wallstock - Stone  
 (D) - Doors and Trim - Metal - Burnished Slate

Metallic Building Company  
 7307 Parkway  
 Houston, Texas 77061  
**Customer:** Paul Russo

**PROJECT:** 18007 - ADNY ASSOCIATES COUNTY: [ ]  
**City:** [ ]  
**State:** [ ]

**Scale:** NOT TO SCALE  
**VERSION:** Optimo 1.4.1 **PAPER SIZE:** 22x34  
**ESTIMATOR:** MP **DATE:** 1/24/2023

**JOB TITLE:** Bosco Highland Village East Bul  
 8100 N. Mezz  
 8885

**ENGINEER:** **MBMA**  
 The engineer whose seal appears hereon is an employee for the manufacturer for the products described herein. Seal used or certification is made to the products designed and manufactured by manufacturer only. The undersigned engineer is not the official engineer of record for this project.

For Construction Permit  
 For Electric Installation  
 For Mechanical  
 For Plumbing

**Resolution No. 2024-3117**  
**Exhibit "E" – Building Elevations (page 3 of 4)**

**3D Front Left - Building #2**

**Building Materials**

(A) - Roof - Metal - Burnished Slate  
 (B) - Building - Metal - Saddle Tan  
 (C) - Wainscot - Stone  
 (D) - Doors and Trim - Metal - Burnished Slate

Metallic Building Company 201 Jackson Street Troy, Michigan 48063	Contractor Paul Brown	<input type="checkbox"/> For Construction Permit <input type="checkbox"/> For Exterior Installation
<b>METALLIC</b> M.E.B. & ASSOCIATES MICHIGAN COUNTY		
<b>Scale:</b> NOT TO SCALE	<b>Version:</b> 23x34	<b>Project Size:</b>
<b>Project:</b> Optima 1.4.1	<b>Date:</b> 1/24/23	<b>MP:</b> 1/24/23
<b>FOR TITLE:</b> Brown Highland Village Wood Build Eng'g / No Partition - Mezz Deck 1884		
<b>MEMBER:</b> <b>MBMA</b> The engineer whose seal appears herein is an employee for the manufacturer for the materials described herein. Seal use or certification is limited to the products designed and manufactured by the manufacturer only. The undersigned engineer is not the owner's engineer of record for this project.		

**3D Front Right - Building #2**

**Building Materials**

(A) - Roof - Metal - Burnished Slate  
 (B) - Building - Metal - Saddle Tan  
 (C) - Wainscot - Stone  
 (D) - Doors and Trim - Metal - Burnished Slate

Metallic Building Company 201 Jackson Street Troy, Michigan 48063	Contractor Paul Brown	<input type="checkbox"/> For Construction Permit <input type="checkbox"/> For Exterior Installation
<b>METALLIC</b> M.E.B. & ASSOCIATES MICHIGAN COUNTY		
<b>Scale:</b> NOT TO SCALE	<b>Version:</b> 23x34	<b>Project Size:</b>
<b>Project:</b> Optima 1.4.1	<b>Date:</b> 1/24/23	<b>MP:</b> 1/24/23
<b>FOR TITLE:</b> Brown Highland Village Wood Build Eng'g / No Partition - Mezz Deck 1884		
<b>MEMBER:</b> <b>MBMA</b> The engineer whose seal appears herein is an employee for the manufacturer for the materials described herein. Seal use or certification is limited to the products designed and manufactured by the manufacturer only. The undersigned engineer is not the owner's engineer of record for this project.		

**Resolution No. 2024-3117  
Exhibit "E" – Building Elevations (page 4 of 4)**

**3D Back Left - Building #2**

**Building Materials**

(A) - Roof - Metal - Burnished Slate  
 (B) - Building - Metal - Saddle Tan  
 (C) - Wallwork - Stone  
 (D) - Doors and Trim - Metal - Burnished Slate

Metallic Building Company  
1000 Main Street  
Hudson, MA 01754  
Tel: 413-753-1111

**METALLIC**  
BUILDING SYSTEMS  
10007 ADAM ASSOCIATES  
COUNTY: [ ]  
CITY: [ ]

Customer: [ ]  
Paul Brown

Permitting:  Permitting  Permitting  Permitting

Scale: **NOT TO SCALE**

VERSION: **Optima 1.4.1** PAPER SIZE: 22x34

ESTIMATOR: **MB** DATE: 1/24/23

PROJECT: **Bozoc Highland Village West Build 2024 100 Perfection - Mass Date 1/24/23**

**MBMA**

The engineer whose seal appears herein is an employee of the manufacturer for the materials described herein. Seal seal or certification is limited to the products designed and manufactured by manufacturer only. The undersigned engineer is not the owner engineer of record for this project.

**3D Back Right - Building #2**

**Building Materials**

(A) - Roof - Metal - Burnished Slate  
 (B) - Building - Metal - Saddle Tan  
 (C) - Wallwork - Stone  
 (D) - Doors and Trim - Metal - Burnished Slate

Metallic Building Company  
1000 Main Street  
Hudson, MA 01754  
Tel: 413-753-1111

**METALLIC**  
BUILDING SYSTEMS  
10007 ADAM ASSOCIATES  
COUNTY: [ ]  
CITY: [ ]

Customer: [ ]  
Paul Brown

Permitting:  Permitting  Permitting  Permitting

Scale: **NOT TO SCALE**

VERSION: **Optima 1.4.1** PAPER SIZE: 22x34

ESTIMATOR: **MB** DATE: 1/24/23

PROJECT: **Bozoc Highland Village West Build 2024 100 Perfection - Mass Date 1/24/23**

**MBMA**

The engineer whose seal appears herein is an employee of the manufacturer for the materials described herein. Seal seal or certification is limited to the products designed and manufactured by manufacturer only. The undersigned engineer is not the owner engineer of record for this project.

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

**AGENDA# 20**

**MEETING DATE: 03/26/2024**

**SUBJECT: Consider Resolution 2024-3119 of the City Council of the City of Highland Village, Texas awarding and authorizing a contract with Pavecon Public Works, LP for the 2022 Street Improvements Project–Phase 2 (Second Phase of the 2022 Street Bond Program)**

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

**BACKGROUND:**

As a result of the City’s pavement evaluation program, certain streets have been identified that require pavement improvements. The streets will be improved as part of the 2022 Street Bond Program. These street improvements will be accomplished in several phases in an effort to more concentrate and limit the work to different areas of the City, one area at a time. The first phase has been completed. The second phase (identified as 2022 Street Improvements Project–Phase 2) will include improvements to Sandero Drive, Bexar Drive, Victoria Drive, Malibu Drive, Inca Place, Cuero Place, Perro Place, Medina Drive (150 feet north of Sandero Drive to Malibu Drive), Savanna Drive, and Edgewood Drive. Because of their current condition, these streets require restoration, and full depth reclamation needs to be done on these streets.

The City issued the project for bids for construction of the improvements to the streets identified above, and bids were received on Thursday, March 14, 2024 for construction of the project from nine general contractors, with one of the bids being non-responsive. The bid total for each responsive bidder is provided below:

<b>Bidder</b>	<b>Total bid</b>
Pavecon Public Works	\$923,165.48
Advanced Paving	\$926,740.00
Apple Paving	\$947,529.00
Reynolds Asphalt	\$956,551.35
Reliable	\$988,180.50
Texas Material	\$1,005,424.30
Sunmount Paving	\$1,096,187.00
Jagoe-Public	\$1,402,390.00

The lowest bidder is Pavecon Public Works, LP with a total bid in the amount of \$923,165.48. The low bid has been reviewed and evaluated and is considered the lowest responsive bid. This bid is considered a good bid. Pavecon Public Works has done several similar projects in the City, and they have sufficient resources to construct this project.

## **IDENTIFIED NEED/S:**

The City of Highland Village needs to make pavement improvements to Sandero Drive, Bexar Drive, Victoria Drive, Malibu Drive, Inca Place, Cuero Place, Perro Place, Medina Drive (150 feet north of Sandero Drive to Malibu Drive), Savanna Drive, and Edgewood Drive.

## **OPTIONS & RESULTS:**

The pavement improvements to these streets will provide additional longevity and ride quality to these pavement structures.

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

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

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

Funding through the 2022 Street Bond Program

## **RECOMMENDATION:**

To approve Resolution 2024-3119 awarding a contract with Pavecon Public Works, LP for the 2022 Street Improvements Project – Phase 2.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2024-3119**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDED AND AUTHORIZING A CONTRACT WITH PAVECON PUBLIC WORKS, LP FOR THE 2022 STREET IMPROVEMENTS PROJECT-PHASE 2 (SECOND PHASE OF THE 2022 STREET BOND PROGRAM); AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City administration, having solicited, received, and reviewed the bids for the 2022 Street Improvements Project-Phase 2 (the "Project") to improve Sandero Drive, Bexar Drive, Victoria Drive, Malibu Drive, Inca Place, Cuero Place, Perro Place, Medina Drive (150 feet north of Sandero Drive to Malibu Drive), Savanna Drive, and Edgewood Drive by making pavement improvements, has determined that Pavecon Public Works, LP has submitted the lowest responsive bid in an amount of \$923,165.48 and recommends award of a contract for the Project to said bidder; and

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

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

**SECTION 1.** The City Manager is hereby authorized to execute a contract with Pavecon Public Works, LP in the amount of \$923,165.48 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

**PASSED AND APPROVED THIS 26th DAY OF MARCH, 2024.**

**APPROVED:**

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**Daniel Jaworski, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Joe Gorfida, City Attorney**

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

**AGENDA# 21**

**MEETING DATE: 03/26/2024**

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

**PREPARED BY: Paul Stevens, City Manager**

**COMMENTS**

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



## **UPCOMING MEETINGS**

<b>March 26, 2024</b>	<b>Regular City Council Meeting – 7:00 pm</b>
<b>March 29, 2024</b>	<b>City Hall Closed for the Good Friday Holiday</b>
<b>April 4, 2024</b>	<b>Zoning Board of Adjustment Meeting – 7:00 pm</b>
<b>April 9, 2024</b>	<b>Regular City Council Meeting – 7:00 pm</b>
<b>April 15, 2024</b>	<b>Parks &amp; Recreation Advisory Board Meeting – 6:00 pm</b>
<b>April 16, 2024</b>	<b>Planning &amp; Zoning Commission Meeting – 7:00 pm</b>
<b>April 23, 2024</b>	<b>Regular City Council Meeting – 7:00 pm</b>
<b>May 2, 2024</b>	<b>Zoning Board of Adjustment Meeting – 7:00 pm</b>
<b>May 14, 2024</b>	<b>Regular City Council Meeting – 7:00 pm</b>
<b>May 20, 2024</b>	<b>Parks &amp; Recreation Advisory Board Meeting – 6:00 pm</b>
<b>May 21, 2024</b>	<b>Planning &amp; Zoning Commission Meeting – 7:00 pm</b>
<b>May 27, 2024</b>	<b>City Hall Closed for the Memorial Day Holiday</b>
<b>May 28, 2024</b>	<b>Regular City Council Meeting – 7:00 pm</b>
<b>June 6, 2024</b>	<b>Zoning Board of Adjustment Meeting – 7:00 pm</b>
<b>June 11, 2024</b>	<b>Regular City Council Meeting – 7:00 pm</b>

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