



## **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, DECEMBER 10, 2019, at 6:00 P.M.**

### **EARLY WORK SESSION**

**City Council Chambers – 6:00 P.M.**

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

- 1. Receive an Update from Information Services regarding Results of Recent Network Security Testing**
- 2. Receive an Update on the FM 407 Water Well Repairs**
- 3. Discuss Appointments to Fill Vacancies for Unexpired Terms on the Planning & Zoning Commission**
- 4. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda of December 10, 2019**

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

### **CLOSED SESSION**

**City Manager Conference Room**

- 5. Hold a closed meeting in accordance with the following sections of the Texas Government Code:**
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
  - (b) Section 551.074 – Deliberate the Appointment of Members to the Planning and Zoning Commission**
  - (c) Section 551.089 – Deliberation regarding Security Devices or Security Audits**

### **OPEN SESSION**

**City Council Chambers – 7:30 P.M.**

- 6. Call to Order**
- 7. Prayer to be led by Mayor Charlotte J. Wilcox**

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

*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.**

12. **Consider approval of Minutes of the Regular City Council Meeting held on November 12, 2019**
13. **Consider Ordinance 2019-1268 amending the Highland Village Code of Ordinances Chapter 26 "Subdivision and Site Development Regulations," Exhibit A "Subdivision Ordinance" by amending in their entirety "I. General Provisions - Section 1" and "II. Procedures – Section 2" relating to the procedures for making application for and obtaining approval of the subdivision of real property within the City (2<sup>nd</sup> and final read)**
14. **Consider Resolution 2019-2859 authorizing an Interlocal Cooperation Agreement with the City of Lewisville for the Operation and Maintenance of Traffic Signals at Highland Village Road and Brazos Boulevard**

15. Consider Resolution 2019-2860 awarding and authorizing a Contract with Reynolds Asphalt & Construction Company for the Street Improvements Project, Phase 2, of the 2018 Street Bond Program
16. Consider Resolution 2019-2864 authorizing the City Manager to Solicit and Accept Donations to the City for the Design and Construction of the Kids Kastle Reconstruction Project
17. Receive Budget Reports for Periods Ending September 30, 2019
18. Receive Budget Reports for Periods Ending October 31, 2019

#### **ACTION AGENDA**

19. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
  - (b) Section 551.074 – Deliberate the Appointment of Members to the Planning and Zoning Commission
  - (c) Section 551.089 – Deliberation regarding Security Devices or Security Audits
20. Conduct a Public Hearing and Consider Ordinance 2019-1269 granting a Conditional Use Permit (CUP) for an Amusement Arcade located at The Shops of Highland Village (*1<sup>st</sup> of two reads*)
21. Consider approval of Final Plat for 2.713 +/- acres in the E. Clary Survey, Abstract No. 248, for the Tequesta Subdivision
22. Consider Resolution 2019-2861 authorizing the City Manager to Purchase Playground Equipment from Play by Design, LLC, for the Kids Kastle Playground at Unity Park
23. Consider Resolution 2019-2862 authorizing the City Manager to Enter into an Agreement with Digital Resources, Inc. for the Purchase and Installation of Broadcast and Electronic Multimedia Systems at the Highland Village Municipal Complex
24. Consider Resolution 2019-2863 appointing Members to Fill Vacancies for Unexpired Terms on the Planning & Zoning Commission

#### **LATE WORK SESSION**

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

25. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
26. 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 6<sup>TH</sup> DAY OF DECEMBER, 2019 NOT LATER THAN 5:00 P.M.

A handwritten signature in dark ink, appearing to read "Angela Miller". The signature is fluid and cursive, with the first name "Angela" written in a larger, more prominent script than the last name "Miller".

Angela Miller, City Secretary

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

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 at  
\_\_\_\_\_ am / pm by \_\_\_\_\_.

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

**AGENDA# 1**

**MEETING DATE: 12/10/19**

**SUBJECT: Receive an Update from Information Services regarding  
Results of Recent Network Security Testing**

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

**COMMENTS**

City staff will update Council on results from two recent 3<sup>rd</sup> party scans of the City's network. The consulting group Gradient Solutions was hired to perform an internal scan of the network and all subnets. The City also contracted with the Department of Homeland Security's (DHS) Cybersecurity and Infrastructure Security Agency (CISA) to scan all external and public access ports.

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

**AGENDA# 2**

**MEETING DATE: 12/10/19**

**SUBJECT: Receive an Update on the FM407 Water Well**

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

**BACKGROUND:**

With previous Council action dated October 10, 2019, the City Council ratified \$65,000 expended and an emergency declaration for the FM407 water well.

On July 16, 2019, the City's FM407 well located in the 2000 block of Justin Road was taken out of service. After troubleshooting the problem, City staff discovered the well was producing brass shavings and gravel pack in the raw water flow.

**IDENTIFIED NEED/S:**

Receive a presentation and discuss.

**OPTIONS & RESULTS:**

NA

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

July 16, 2019 - Staff contacted Layne Christensen Company (Layne) to quote pulling the well.

July 24, 2019 - Layne pulled the well pump, took it back to their shop for inspection.

August 1, 2019 - Layne provided a repair quote and recommendation to resolve the well from producing gravel pack.

August 28, 2019 – Layne mobilized to televise and jet the well casing pipe. They discovered a hole in the casing pipe approximately 1,100 feet down.

September 16, 2019 – City staff and Layne agree on recommendation to repair the casing pipe. Staff received a quote from Layne in the amount of \$75,868 to install a sleeve over the hole in the well casing pipe to stop the gravel pack from penetrating the well casing pipe.

Pull and inspect	\$22,450.00
Jet well locate breach by televising	\$42,760.00
<b>Total cost expended to date</b>	<b>\$65,210.00</b>

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

NA

**RECOMMENDATION:**

This item is for informational purposes only; no action at this time.

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 3**                      **MEETING DATE: 12/10/19**

**SUBJECT:            Discuss Appointments to Fill Vacancies for Unexpired Terms  
                                 on the Planning & Zoning Commission**

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

### **COMMENTS**

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

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

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

The Planning and Zoning Commission is composed of seven (7) members, which includes five (5) regular members and two (2) alternate members. Two members of the Planning & Zoning Commission recently resigned, thereby leaving vacancies with unexpired terms as shown below:

- Place 3 – term expires September 30, 2020; and
- Alternate Place 1 – term expires September 30, 2021

If Council desires to make appointment(s) to fill the vacancies, there are several options:

- a) Consider the remaining Alternate (currently serving as Alternate Place 2) to serve in Place 3, then consider a person to fill the vacant alternate seats on the Planning and Zoning Commission
- b) Consider appointing a person from the remaining application currently on file - only one (1) application is on file at this time
- c) Delay filling the vacancies until additional applications are submitted.

An item has been placed on the regular council meeting agenda should Council wish to make appointment(s).



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

**AGENDA# 11**

**MEETING DATE: 12/10/19**

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

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

**COMMENTS**

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

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

**AGENDA# 12**

**MEETING DATE: 12/10/19**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on November 12, 2019**

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

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

**OPTIONS & RESULTS:**

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

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

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

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

N/A

**RECOMMENDATION:**

To approve the minutes of the Regular City Council meeting held on November 12, 2019.



**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, NOVEMBER 12, 2019**

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

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Travis Nokes	Assistant Fire Chief
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Jana Onstead	Human Resources Director
	Sunny Lindsey	Information Services Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist
	Karen McCoy	Administrative Assistant

**EARLY WORK SESSION**

**1. Discuss awarding of Grant Funds to Community Non-Profit Organizations for Fiscal Year 2019-2020**

City Secretary Angela Miller reported Council has historically allocated a percentage of the budget for non-profit organizations. Each year non-profit organizations desiring funding from the City submit applications to the City Secretary's Office, which are then reviewed to ensure required criteria is met, and provided to Council. Council also received

presentations from representatives of the non-profit organizations. The City received seventeen (17) applications this year, totaling \$68,725. Council members discussed funding for the non-profit organizations and came to a consensus for allocations. Formal action by Council was taken with Agenda Item #20.

**2. Receive an Update on Public Safety Response Times for Highland Village Fire/Emergency Medical Service (EMS) and for Highland Village Police Department**

Fire Chief Michael Thomson and Police Chief Doug Reim provided an overview of response time and service delivery for their respective departments:

**Fire Department**

Reporting standards were based on national and state requirements, as well as recognized best practices from other reporting agencies. Service delivery improvement options were discussed, which included the following:

- ❖ Optimize response times by maximizing technology and internal accountability
- ❖ Explore partnering with regional partners to design/build a Joint Fire Training Facility
- ❖ Explore how to maximize our current Fire Station, fleet and equipment to address the Department's capacity

**Police Department**

Reporting standards were based on national and state requirements, as well as recognized best practices from other reporting agencies. An overview was presented of police call types and priorities.

City Manager Michael Leavitt stated staff will continue to review data. He added that the redesign of Highland Shores Boulevard may also play a role in response time for the Fire Department.

**3. Receive an Update on the Kids Kastle Community Build Project**

Due to time constraints, Agenda Item #3 was presented during Late Work session.

**4. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda of November 12, 2019**

Relating to Agenda Item #14, Mr. Leavitt reported Council previously authorized this purchase, however City staff has since learned the vendor to whom the purchase was awarded is not authorized to sell the truck. Therefore the previous resolution is being repealed and approval is needed to purchase the truck through a different vendor.

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

**CLOSED SESSION**  
**City Manager Conference Room**

**5. Hold a closed meeting in accordance with the following sections of the Texas Government Code:**

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

Council did not meet in Closed Session.

**OPEN SESSION**

**6. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:37 p.m.

**Roll Call**

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

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

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

Councilmember Jaworski gave the invocation.

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

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

**9. Visitor Comments**

No one wished to speak.

**10. City Manager/Staff Reports**

- **HVTV Update**

The HVTV Update, which was filmed at the Olive Branch Tea Room located inside the Painted Tree Marketplace, informed residents of the upcoming holiday events including Our Village Glows on November 23 at The Shops at Highland Village, the public safety food and toy drive, Wine Down with the Grinch on December 13, and Christmas at the Ranch on December 14.

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

Mayor Wilcox thanked Chief Thomson for the annual Fire Department banquet and acknowledged City staff for their work in providing the annual Honor Our Veterans ceremony.

#### **CONSENT AGENDA**

12. **Consider approval of Minutes of the Regular City Council Meeting held on October 22, 2019**
13. **Consider Resolution 2019-2854 authorizing the City Manager to Enter into Interlocal Cooperation Agreements with Denton County for Ambulance and Fire Protection Services**
14. **Consider Resolution 2019-2857 authorizing the Purchase of a VAC-CON Flusher Truck from Houston Freightliner through the City's Cooperative Purchasing Agreement with the Houston-Galveston Area Council of Government Cooperative (HGAC); Declaring the Replaced Vacuum Truck as Surplus Property and authorizing its Sale; and repealing Resolution 2019-2852**
15. **Consider Resolution 2019-2858 declaring certain City Property as Surplus Property and authorizing the City Manager to Sell and/or Dispose of Such Property**
16. **Receive Investment Report for Quarter Ending September 30, 2019**

***Motion by Mayor Pro Tem Lombardo, seconded by Councilmember Kixmiller, to approve Consent Agenda Items #12 through #16. Motion carried 7-0.***

#### **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)**

**NO ACTION TAKEN**

Council did not meet in Closed Session.

18. **Conduct a Public Hearing and Consider Ordinance 2019-1268 amending the Highland Village Code of Ordinances Chapter 26 "Subdivision and Site Development Regulations," Exhibit A "Subdivision Ordinance" by amending in their entirety "I. General Provisions - Section 1" and "II. Procedures – Section 2" relating to the procedures for making application for and obtaining approval of the subdivision of real property within the City (1<sup>st</sup> of two reads)**

**PUBLIC HEARING CONDUCTED**  
**APPROVED 1<sup>ST</sup> READ (7 – 0)**

Public Works Director Scott Kriston reported the 86<sup>th</sup> Texas Legislature passed House Bill 3167, which became effective September 1, 2019, and made numerous changes to the subdivision platting/planning approval process, therefore, requiring the City to make amendments to its subdivision ordinance. The bill is meant to force cities to speed up the plat/plan approval process to no later than 30 days, and to provide more information to an applicant when a plan or plat is not approved.

As a result of the new time restrictions, review by the Parks and Recreation Advisory Board regarding tree removal/mitigation has been removed from the process. City Manager Michael Leavitt stated review by the Parks and Recreation Board is not legally required, however was imposed relative to the City's Open Space Master Plan and park dedication fees. This is not as relevant at this time since Highland Village is now nearing build out. Mr. Kriston stated at the Special Planning and Zoning Commission meeting held on November 5, 2019, the Planning & Zoning Commission recommended sending the proposed ordinance to Council for approval, as submitted with a vote of 5-0.

Mayor Wilcox opened the public hearing. With no one wishing to speak, the public hearing was closed.

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Heslep, to approve the first read of Ordinance 2019-1268. Motion carried 7-0.***

19. **Consider Resolution 2019-2855 casting the City of Highland Village Votes for Denton Central Appraisal District Board of Directors**

**VOTES CAST**  
**APPROVED (7 – 0)**

City Secretary Angela Miller reported staff was notified by the Chief Appraiser of the Denton Central Appraisal District (DCAD) of the list of nominees wishing to serve on their Board of Directors. Per the Texas Tax Code and by-laws of the DCAD, the City of Highland Village has a total of 31 votes to cast among one or more nominees to the Board of Directors.

***Motion by Councilmember Jaworski, seconded by Councilmember Heslep, to approve Resolution 2019-2855 casting the City's votes as follows:***

***David Johnson – 16 votes***

***Bryan Webb – 15 votes***

***Motion to approve carried 7-0.***

20. Consider Resolution 2019-2856 awarding Grant Funds to Community Non-Profit Organizations for Fiscal Year 2019-2020

**APPROVED (7 – 0)**

***Motion by Councilmember Fiester, seconded by Councilmember Jaworski, to approve Resolution 2019-2856 making the following allocations:***

***Family Service Organizations:***

- ***Denton County Friends of the Family, Inc. - \$3025***
- ***Denton County MHMR Center - \$2,500***
- ***Salvation Army Lewisville - \$2,500***
- ***SPAN, Inc./Meals on Wheels - \$1,500***
- ***Special Abilities of North Texas - \$4,000***
- ***Winning the Fight (WTF) - \$2,550***
- ***Youth and Family Counseling - \$3,025***

***Children's Service Organizations:***

- ***CASA of Denton County, Inc. - \$2,000***
- ***Communities in Schools of North Texas - \$2,500***
- ***Journey to Dream - \$2,500***
- ***PediPlace - \$2,500***
- ***Lewisville ISD Education Foundation (LEF) - \$5,000***

***Community Service Organizations:***

- ***Highland Village Lions Foundation - \$2,500***
- ***Friends of the Flower Mound Public Library - \$500***
- ***Lewisville Lake Symphony - \$4,000***
- ***Studio B Performing Arts Center - \$3,000***
- ***Chisholm Trail Retired Senior Volunteer Program (RSVP) - \$2,000***

***Motion carried 7-0.***

Mayor Wilcox thanked all of the organizations for the services they provide to the residents of Highland Village.

**LATE WORK SESSION**

Due to time constraints, Agenda Item #3 was presented during Late Work session.

**3. Receive an Update on the Kids Kastle Community Build Project**

Parks and Recreation Director Phil Lozano provided an update on the Kids Kastle Community Build Project. Mr. Lozano stated the City is requesting bids for each piece of equipment to be included in the re-designed play area, including the surfacing for the play area. Two options were presented for surfacing:

- Unitary surface paths mixed with engineered wood fiber
- Unitary surfacing of the entire play area

He added that the unitary surfacing of the entire area is the preferred surfacing as it would meet the intent to provide an all-inclusive play area with the re-design. Mr. Leavitt voiced the inability for strollers and some aging adults to easily access to the playground if wood



fiber is used. With the cost of unitary surfacing of the entire area being approximately \$288,155, City staff is seeking direction from Council on the preferred type of surfacing to bid. Council discussed various options and the consensus was to bid unitary surfacing of the entire play area.

**21. Receive an Update on Briarhill Sidewalk**

Mr. Kriston provided some background on the sidewalk. In 2018 a group of students from Marcus High School and Briarhill Middle School approached Council to request a sidewalk be installed on the west side of Briarhill Boulevard, adjacent to the middle school. The students were directed to speak with the property owners as the proposed sidewalk would encroach on existing fence lines and would require the removal of trees. In April 2019 City staff presented four (4) options to Council and staff was directed to verify a four (4) foot sidewalk project is constructible and that there is adequate public right-of-way and space behind the existing curb. Staff confirmed the project's feasibility.

Potential concerns relating to the project include property owner opposition, existing trees and fences, ADA mandates and funding. Mr. Kriston reported probable cost (including engineering and construction costs) for the project is \$80,000. Funding is included in the FY 2019-2020 budget, however City staff sought direction from Council regarding the project. Consensus of Council was to move forward with bids for the project.

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

Mr. Leavitt provided an update on the repairs being made to the rotunda at the Municipal Complex. Preliminary findings indicate the damage was not as bad as originally thought. Use of the entrance area is expected in approximately three (3) weeks.

**23. Adjournment**

Mayor Wilcox adjourned the meeting at 8:54 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

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

**AGENDA# 13**

**MEETING DATE: 12/10/19**

**SUBJECT: Consider Ordinance 2019-1268 proposing Amendments to the City of Highland Village Subdivision Ordinance, Chapter 26, relating to the Procedure for the Approval of Subdivision Plats and Plans (2<sup>nd</sup> and final read)**

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

**BACKGROUND:**

During the 2019, Texas 86<sup>th</sup> Legislative Session, House Bill 3167 was passed and became effective September 1, 2019.

The bill makes numerous changes to the subdivision platting approval process, therefore, requiring the City to make amendments to its subdivision ordinance. Technically, the bill is meant to force cities to speed up the plat/plan approval process, and to provide more information when a plan or plat isn't approved.

**IDENTIFIED NEED/S:**

Amend the City's subdivision regulations relating to the procedures for adoption of subdivision plats and plans to conform to changes in state law adopted pursuant to HB 3167.

**OPTIONS & RESULTS:**

Options are to (1) approve the request as submitted, (2) approve with modification, or (3) deny the request.

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

The City Attorney, working in conjunction with City Staff, has drafted the proposed ordinance amendments. The City Attorney also prepared a separate memo summarizing the requirements of HB 3167 and a summary of the proposed amendments that was provided to the Commission at the October 15<sup>th</sup> meeting and City Council at their October 18<sup>th</sup> meeting.

At the Special Planning and Zoning meeting held on November 5, 2019, the Commission recommended sending the proposed ordinance to City Council for approval as submitted with a vote of 5-0. Proposed Ordinance 2019-1268 was presented and approved unanimously on first read by the City Council at their November 12, 2019.

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

An Ordinance amendment is required.

**RECOMMENDATION:**

Staff recommends the City Council approve the 2<sup>nd</sup> and final read of Ordinance No. 2019-1268.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2019-1268**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 26 "SUBDIVISION AND SITE DEVELOPMENT REGULATIONS," EXHIBIT A "SUBDIVISION ORDINANCE," BY AMENDING IN THEIR ENTIRETY "I. GENERAL PROVISIONS - SECTION 1" AND "II. PROCEDURES - SECTION 2" RELATING TO THE PROCEDURES FOR MAKING APPLICATION FOR AND OBTAINING APPROVAL OF THE SUBDIVISION OF REAL PROPERTY WITHIN THE CITY; PROVIDING A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SEVERABILITY CLAUSE, PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2000.00); 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 persons interested and situated in the city, and in the exercise of its legislative discretion, the City Council has concluded that the Highland Village Subdivision Ordinance, as previously amended, should be further amended.

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

**SECTION 1.** The Highland Village Subdivision Ordinance, published as Exhibit A to Chapter 26 "Subdivision and Site Development Regulations," of the Code of Ordinances of the City of Highland Village is amended by amending in their entirety "I. General Provisions - Section 1" and "II. Procedures - Section 2" to read as follows:

**SUBDIVISION ORDINANCE  
I. GENERAL PROVISIONS - SECTION 1**

**Section 1.1. Authority.**

The following rules and regulations are hereby adopted as the subdivision regulations of the City of Highland Village, Texas, also known and cited as the "Highland Village Subdivision Ordinance," and shall be applicable to the filing of plats and the subdivision of land, as that term is defined herein and in V.T.C.A., Local Government Code ch. 212, within the corporate city limits of the City of Highland Village as they may be from time to time adjusted by annexation or disannexation and within all the areas of the extraterritorial jurisdiction of the City of Highland Village as that area may exist from time to time, as provided by V.T.C.A., Local Government Code ch. 42. The City shall have all remedies and rights provided by V.T.C.A., Local Government Code ch. 212 with regard to the control and approval of subdivisions and plats both within the City and within its extraterritorial jurisdiction.

## **Section 1.2. Interpretation and purpose.**

In the interpretation and application of the provisions of these regulations, it is the intention of the City Council that the principles, standards and requirements provided for herein shall be minimum requirements for the platting and developing of subdivisions in the City of Highland Village and its jurisdiction and superseding the previous subdivision ordinance.

Subdivision of land is the first step in the process of urban development. The distribution and relationship of residential, commercial, industrial, and agricultural uses throughout the community along with the system of improvements for thoroughfares, utilities, public facilities, and community amenities determine in large measure the quality of life enjoyed by the residents of the community. Health, safety, economy, amenities, environmental sensitivity, and convenience are all factors which influence and determine a community's quality of life character. A community's quality of life is of public interest. Consequently, the subdivision of land, as it affects a community's quality of life, is an activity where regulation is a valid function of municipal government. The regulations contained herein are designed and intended to encourage the development of a quality urban environment by establishing standards for the provision of adequate light, air, open space, stormwater drainage, transportation, public utilities and facilities, and other needs necessary for ensuring the creation and continuance of a healthy, attractive, safe, and efficient community that provides for the conservation, enhancement, and protection of its human and natural resources. Through the application of these regulations, the interests of the public, as well as those public and private parties, both present and future, having interest in property affected by these regulations are protected by the granting of certain rights and privileges. By establishing a fair and rational procedure for developing land, the requirements in this ordinance further the possibility that land will be developed for its most beneficial use in accordance with existing social, economic, and environmental conditions.

The procedure and standards for the development, layout and design of subdivisions of land within the corporate limits and extraterritorial jurisdiction of the City of Highland Village, Texas, are intended to:

- A. Promote and develop the utilization of land in a manner to ensure the best possible community environment in accordance with the comprehensive plan and the comprehensive zoning ordinance of the City of Highland Village;
- B. Guide and assist the developers in the correct procedures to be followed and to inform them of the standards which shall be required;
- C. Protect the public interest by supervising the location, design, class and type of streets, sidewalks, utilities and essential areas and services required;
- D. Assist orderly, efficient and coordinated development within the city limits and extraterritorial jurisdiction;

E. Provide neighborhood conservation and prevent the development of slums and blight;

F. Harmoniously relate the development of the various tracts of land to the existing community and facilitate the future development of adjoining tracts;

G. Provide that the cost of improvements to minimum standards which primarily benefit the tract of land being developed be borne by the owners or developers of the tract, and that cost of improvements to minimum standards which primarily benefit the whole community be borne by the whole community as contained in this ordinance;

H. Provide the best possible design for each tract being subdivided;

I. Provide the most attractive relationship between the uses of land and buildings and the circulation of traffic throughout the municipality, having particular regard to the avoidance of congestion in the streets and highways, and the pedestrian traffic movements appropriate to the various uses of land and buildings, and to provide the proper location and width of streets;

J. Prevent pollution of the air, streams, and ponds; to ensure the adequacy of drainage facilities; to safeguard both surface [water] and groundwater supplies; and to encourage the wise use and management of natural resources throughout the municipality in order to preserve the integrity, stability, and beauty of the community and the value of the land;

K. Preserve the natural beauty and topography of the municipality and to ensure appropriate development with regard to these natural features;

L. Establish adequate and accurate records of land subdivision;

M. Ensure that public or private facilities are available and will have a sufficient capacity to serve proposed subdivisions and developments within the territorial jurisdiction;

N. Protect and provide for the public health, safety, and general welfare of the community;

O. Provide for adequate light, air, and privacy; secure safety from fire, flood, and other danger; and prevent overcrowding of the land and undue congestion of population;

P. Protect the character and the social and economic stability of all parts of the community and encourage the orderly and beneficial development of all parts of the community;

Q. Protect and conserve the value of land throughout the community and the value of buildings and improvements upon the land; and minimize the conflicts among the uses of land and buildings;

R. Guide public and private policy and action in providing adequate and efficient transportation systems, public utilities, and other public amenities and facilities; and

S. Encourage the development of a stable, prospering economic environment.

Minimum standards for development are contained in the City's TCSS manuals, related technical standards, zoning ordinance, the building code and in this ordinance. However, the comprehensive plan and future land use plan express policies designed to achieve an optimum quality of development in the urban area. If only the minimum standards are followed, as expressed by the various ordinances regulating land development, a standardization of development will occur. This will produce a monotonous urban setting. Subdivision design should be of a quality to carry out the purpose and spirit of the policies expressed in the comprehensive plan and in this ordinance and is encouraged to exceed the minimum standards required herein.

### **Section 1.3. Issuance of Permits, etc.**

Except as authorized by Section 6.5.C, no permit authorized to be issued pursuant to Chapter 24 of the Code of Ordinances relating to the construction of buildings, structures, or other improvements to property within the City, certificate of occupancy, floodplain permit, or utility tap or certificate of acceptance for required public improvements shall be issued by the City for any parcel or plat of land until a final plat has been approved for the property in accordance with this ordinance and either:

A. All public improvements required to be constructed in accordance with this ordinance or the Comprehensive Zoning Ordinance, including the planting of any replacement trees as required by the approved tree mitigation plan, has been completed and approved by the Director of Public Works; or

B. The owner or developer of the property which is being subdivided has complied with Section 6.2 of this ordinance by delivering to the City the required financial assurance securing completion of construction or installation of all required improvements, including the planting of all required replacement trees.

### **Section 1.4. Jurisdiction.**

The provisions of these subdivision regulations, as authorized by V.T.C.A., Local Government Code §§212.001–212.050, including the technical construction standards and specifications, shall apply to the following forms of land subdivision and development activity within the city limits or its extraterritorial jurisdiction:

A. The division of land into two or more tracts, lots, sites or parcels; or

B. All subdivisions of land whether by metes and bounds division or by plat, which were outside the jurisdiction of the City's subdivision regulations in Denton County, Texas, and which subsequently came within the jurisdiction of the City's subdivision regulations through:

1. Annexation; or
2. Extension of the City's extraterritorial jurisdiction.

C. The division of land previously subdivided or platted into tracts, lots, sites or parcels subject to and not in accordance with adopted City subdivision regulations in effect at the time of such subdividing or platting and having occurred on or after June 2, 1977; or

D. The combining of two or more contiguous tracts, lots, sites or parcels for the purpose of creating one or more legal lots in order to achieve a more developable site except as otherwise provided herein; or

E. When a building permit is required for the following uses:

1. Residential single-family and duplex.
  - a. New construction;
  - b. Moving of a primary structure onto vacant property.
2. Nonresidential and multifamily.
  - a. New construction;
  - b. Additions (increase of square footage of existing building more than 20 percent of the gross floor area);
  - c. Moving of a primary structure onto vacant property.

F. For tracts where any public improvements are proposed.

G. Whenever a property owner proposes to divide land lying within the City or its extraterritorial jurisdiction into two or more tracts and claims exemption from V.T.C.A., Local Government Code §§ 212.001–212.018 for purposes of development, that results in parcels or lots all greater than five acres in size, or in the event that development of any such tract is intended, and where no public improvement is proposed to be dedicated, he shall first obtain approval of a development plat that meets the requirements of V.T.C.A., Local Government Code §§ 212.041–212.050. See Section 2.6 of this ordinance for requirements for development plats.

### **Section 1.5. Exemptions.**

The provisions of these subdivision regulations shall not apply to:



A. Development of land legally platted and approved prior to the effective date of these subdivision regulations except as otherwise provided for herein (construction of facilities shall conform to construction standards in effect at the time of construction) and for which no re-subdivision is sought; or

B. Development of land constituting a single tract, lot, site or parcel for which a legal deed of record describing the boundary of said tract, lot site or parcel was filed of record in the deed records of Denton County, Texas, on or before June 2, 1977; or

C. Sale, inheritance, or gift of land by metes and bounds of tracts on which no improvements, subdivision or alteration is occurring; or

D. Existing cemeteries complying with all state and local laws and regulations (does not apply to new cemeteries or expansion of existing cemeteries); or

E. Divisions of land created by order of a court of competent jurisdiction; or

F. When a building permit is requested for unplatted or already platted parcels for the following activities:

1. Replacement or reconstruction of an existing primary single-family or duplex structure but not to exceed the square footage of the original structure;

2. Additions (increase in square footage of structure) not over 50 percent of the existing structure's value and not over 20 percent of the gross floor area;

3. Accessory buildings;

4. Remodeling or repair (no expansion of square footage);

5. Moving a structure off a lot or parcel or for demolition permits.

#### **Section 1.6. Applicable law.**

All applications for plat approval, including final plats, pending on the effective date of these regulations and which have not lapsed shall be reviewed under regulations in effect immediately preceding the date of adoption of these regulations.

#### **Section 1.7. Interpretation, conflict and separability.**

A. Interpretation. In their interpretation and application, the provisions of these regulations shall be held to be the minimum requirements for the promotion of the public health, safety and general welfare. These

regulations shall be construed broadly to promote the purposes for which they are adopted.

B. Conflict with other laws. These regulations are not intended to interfere with, abrogate, or annul any other ordinance, rule or regulation, statute or other provision of law except as provided in these regulations. To the extent that these subdivision regulations promulgate standards or impose restrictions or duties which differ from those imposed by other City ordinances, rules or regulations, these regulations shall supersede such other provisions to the extent of any conflict or inconsistency.

C. Separability. If any part of provision of these regulations or the application of these regulations to any person or circumstances is adjudged invalid by any court of competent jurisdiction, the judgment shall be confined in its operation to the part, provision, or application directly involved in the controversy in which the judgment shall be rendered, and it shall not affect or impair the validity of the remainder of these regulations or the application of them to other persons or circumstances. The council hereby declares that it would have enacted the remainder of these regulations even without any such part, provision, or application which is judged to be invalid.

#### **Section 1.8. Saving provision.**

These regulations shall not be construed as abating any action now pending under, or by virtue of, prior existing subdivision regulations, or as discontinuing, abating, modifying, or altering any penalty accruing or about to accrue, or as affecting the liability of any person, firm, or corporation, or as waiving any right of the City under any section or provision existing at the time of adoption of these regulations, or as vacating or annulling any rights obtained by any person, firm, or corporation, by lawful action of the City except as shall be expressly provided in these regulations.

#### **Section 1.9. Superseding regulations.**

Upon the adoption of these regulations according to law, all subdivision regulations of the City previously in effect are hereby superseded, except as provided in Sections 1.6 and 1.7.

#### **Section 1.10 Amendments.**

For the purpose of protecting the public health, safety and general welfare, the Commission or council may from time to time propose amendments to these regulations which shall then be approved or disapproved by the council at a public meeting.

#### **Section 1.11. Special Exceptions.**

A. General. Where the City Council finds that unreasonable hardships or difficulties may result from strict compliance with these regulations and/or the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve special exceptions to these subdivision regulations so

that substantial justice may be done and the public interest secured; provided that the special exception shall not have the effect of nullifying the intent and purpose of these regulations; and further provided the City Council shall not approve special exceptions unless it shall make findings based upon the evidence presented to it in each specific case that:

1. The granting of the special exception will not be detrimental to the public safety, health, or welfare or injurious to other property;
2. The conditions upon which the request for a special exception is based are unique to the property for which the special exception is sought and are not applicable generally to other property;
3. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out;
4. The special exception will not in any manner vary the provisions of the zoning ordinance or comprehensive plan, future land use plan, thoroughfare plan, and other adopted plans, except that those documents may be amended in the manner prescribed by law;
5. An alternate design will achieve the same result or intent as the standards and regulations prescribed herein.

B. Criteria for special exceptions from development exactions. Where the City Council finds that the imposition of any development exaction pursuant to these regulations exceeds reasonable benefit to the property owner or is so excessive as to constitute confiscation of the tract to be platted, it may approve special exceptions to such requirements, so as to prevent such excess.

C. Conditions. In approving special exceptions pursuant to Section 1.2.B., the City Council may require such conditions as will, in its judgment, secure substantially the purposes described in Section 1.2.

D. Procedures.

1. A petition for a special exception shall be submitted in writing by the property owner at the time when the development plat, preliminary plat or final plat is filed for the consideration of the Commission. The petition shall state fully the grounds for the application and all of the facts relied upon by the petitioner.
2. Where a hardship is identified in a land study which will result in a request for a special exception, the Commission may recommend a conditional special exception. A conditional special exception shall receive final approval along with a preliminary plat (or final plat, if no preliminary plat is required), provided that the preliminary plat (or final plat) conforms to the land study and no new information or reasonable alternative plan exists which, at the determination of the council, voids the need for a

special exception. All special exceptions shall have final approval or disapproval by the City Council.

E. Criteria for special exceptions for street exactions. Where the City Council finds that the imposition of any dedication or construction requirement for streets pursuant to these regulations exceeds reasonable benefit to the property to be platted, it may approve special exceptions to such requirements, so as to prevent such excess. In order to qualify for a special exception under this Section, the property owner shall demonstrate that the costs of right-of-way dedication and/or construction for non-local streets imposed pursuant to these regulations substantially exceeds the incremental costs of providing land and transportation improvements necessary to offset the additional traffic impacts generated by or attributable to the development on the transportation network serving the property, including that which may be generated by or attributed to other phases to be platted.

#### **Section 1.12. Enforcement, violations, and penalties.**

A. Violations and penalties. Any person who violates any of these regulations for lands within the corporate boundaries of the City shall be subject to a fine of not more than \$2,000.00 per occurrence, per day, pursuant to the V.T.C.A., Local Government Code § 54.001 et seq., as amended.

B. Civil enforcement. Appropriate civil actions and proceedings may be maintained in law or in equity to prevent unlawful construction, to recover damages, to impose additional penalties, to restrain, correct, or abate a violation of these regulations, whether such violation occurs with respect to lands within the corporate boundaries of the City or within the City's extraterritorial jurisdiction, pursuant to the V.T.C.A., Local Government Code § 54.012 et seq., as amended. These remedies shall be in addition to the penalties described above.

C. Restitution. Any person found guilty of violating Section 4.3 of the regulations may be ordered to provide restitution of illegally removed protected trees and/or specimen trees. Such restitution for illegally removed protected trees shall be up to two times the caliper measured in inches at 4-1/2 feet above ground level. Such restitution of illegally removed specimen trees shall be up to ten times the caliper inch of the specimen tree removed. Such replacement trees shall have minimum caliper width of four inches, measured at six inches above ground level, and not more than six inches of caliper width measured at 12 inches above ground level. Replacement trees shall have a minimum height of 14 feet. Any ordered restitution shall be a credit against any ordered fine, and the aggregate value of ordered replacement trees and fines per occurrence, for illegally removed protected trees, shall not exceed \$2,000.00 and each tree shall constitute a separate offense. For illegally removed specimen trees, any ordered restitution shall be a credit against any ordered fine. A monetary penalty of \$500.00 per caliper inch of width of illegally removed specimen tree shall be imposed, and each tree shall constitute a separate offense.

#### **Section 1.13. Payment of all indebtedness attributable to a specific property.**

A. No person who owes delinquent taxes, delinquent paving assessments or any other delinquent debts or obligations to the City and which are directly attributable to a piece of property shall be allowed to record an approved plat or replat until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof shall have been first fully discharged by payment, or until an arrangement satisfactory to the City Manager has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that the taxes have been paid.

B. Impact fees shall be paid in accordance with Chapter 23 of the Code of Ordinances as amended.

#### **Section 1.14. Right to deny hearing.**

No application for a plan or plat shall be placed on the agenda of the Commission or City Council until after such application has been determined by the City Manager or the Community Development Coordinator to be administratively complete in accordance with this Ordinance.

#### **Section 1.15. Misrepresentation of facts unlawful.**

A. Misrepresentation or failure to include. It shall be unlawful for any person to knowingly or willfully misrepresent, or fail to include, any information required by this ordinance on any application for annexation, zoning, development, or subdivision of property.

B. Penalties and exceptions. If any applicant for such hearing, or any owner of property subject to such hearing, shall allow such hearing before the planning and zoning Commission and/or the City Council to be heard in violation of any of the provisions of the ordinance, such person shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be subject to a penalty in accordance with Section 1.12.

#### **Section 1.16. Definitions.**

For the purpose of this ordinance, the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number and words in the singular number include the plural number. Definitions not expressly prescribed herein are to be determined in accordance with customary usage in municipal planning and engineering practices. The word "shall" is always mandatory, while the word "may" is merely directory.

A. Addition. One lot, tract or parcel of land lying within the corporate boundaries of the City which is intended for the purpose of development.

B. Administrative officers. Any office referred to in this chapter, or ordinance, by title, i.e., City Manager, City Attorney, City Secretary, city planner, director of community development, City Engineer, director of public works, etc., shall be the

person so retained in this position by the City, or his duly authorized representative. This definition shall also include engineering, planning and other consultants retained by the City to supplement or support existing City staff as deemed appropriate by the City.

C. Administratively Complete Application. A plat application that has been determined by the City Manager or Community Development Coordinator to be accompanied by all documents and information required by and prepared in accordance with the requirements of this Subdivision Ordinance and all application, review, and impact fees as may be enacted from time to time by the City Council that must be paid at time of filing the plat application have been paid.

D. Alley. A minor public right-of-way not intended to provide the primary means of access to abutting lots, which is used primarily for vehicular service access to the back or sides of properties otherwise abutting on a street.

E. Amended plat. A revised plat correcting errors or making minor changes to the original recorded final plat; also termed amending plat.

F. Amenity. An improvement to be dedicated to the public or the common ownership of the lot owners of the subdivision and providing an aesthetic, recreational or other benefit, other than those prescribed by this ordinance.

G. Block length. For a residential subdivision, that distance of a block face measured along the centerline of a right-of-way from one street intersection to another or to the midpoint of a cul-de-sac or to a 90-degree turn.

H. Bond. Any form of a surety bond in an amount and form satisfactory to the City.

I. Building setback line. The line within a property defining the minimum horizontal distance between a building or other structure and the adjacent street line.

J. Capital improvements program. The official proposed schedule of all future public projects listed together with cost estimates and the anticipated means of financing each project, as adopted by City Council.

K. City. The City of Highland Village, Texas, together with all its governing and operating bodies.

L. City Engineer. City Engineer shall apply only to such registered professional engineer or firm of registered professional consulting engineers that has been specifically employed by the City.

M. City Manager. The person holding the position of City Manager as appointed by the City Council according to the City Charter.

N. Commission. The planning and zoning Commission of the City.

O. Comprehensive plan. The phrase “comprehensive plan” shall mean the comprehensive plan of the City and adjoining areas as adopted by the City Council and the Commission, including all its revisions. This plan indicates the general location recommended for various land uses, transportation routes, public and private buildings, streets, parks, water, sewer and other public and private developments and improvements.

P. Concept plan. A sketch drawing of initial development ideas superimposed on a topographic map to indicate generally the plan of development and to serve as a working base for noting and incorporating suggestions of the City Manager, Commission, engineer, or others who are consulted prior to the preparation of the preliminary plat.

Q. Construction plan or drawing. The maps or drawings accompanying a plat and showing the specific location and design of public improvements to be installed in the subdivision or addition in accordance with the requirements of the City as a condition of the approval of the plat.

R. Contiguous. Lots are contiguous when at least one boundary line of one lot touches a boundary line or lines of another lot.

S. Council or City Council. The duly elected governing body of the City.

T. Cul-de-sac. A street having but one outlet to another street and terminated on the opposite end by a vehicular turnaround.

U. Dead-end street. A street, other than a cul-de-sac, with only one outlet.

V. Easement. An area for restricted use on private property upon which a public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of these easements. The public utility shall at all times have the right of ingress and egress to and from and upon the said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.

W. Escrow. A deposit of cash with the City in accordance with City policies.

X. Final plat (also Record plat or File plat). The one official and authentic map of any given subdivision of land prepared from actual field measurement and staking of all identifiable points by a surveyor or engineer with the subdivision location referenced to a survey corner and all boundaries, corners, and curves of the land division sufficiently described so that they can be reproduced without additional references. The final plat of any lot, tract, or parcel of land shall be recorded in the records of Denton County, Texas. An amended plat is also a final plat.

Y. Improvement or developer agreement. A contract entered into by the developer and the City by which the developer promises to complete the required

public improvements within the subdivision or addition within a specified time period following final plat approval.

Z. Land study. A general plan for an area proposed for partial or complete subdivision. The land study shall show the proposed locations of land uses, streets, phasing of development, important physical features, and other applicable information for the entire area to be subdivided.

AA. Land planner. Persons including surveyors or engineers who possess and can demonstrate a valid proficiency in the planning of residential, commercial, industrial, and other related developments; such proficiency often having been acquired by education in the field of landscape architecture or other specialized planning curriculum and/or by actual experience and practice in the field of land planning, and may be a member of the American Institute of Certified Planners.

BB. Lot or lot of record. A divided or undivided tract or parcel of land having frontage on a public street and which is or in the future may be offered for sale, conveyance, transfer or improvement; which is designated as a distinct and separate tract; and which is identified by a tract or lot number or symbol in a duly approved subdivision plat which has been properly filed of record.

CC. On-site facilities or improvements. Those existing or proposed facilities or improvements constructed within the property boundaries of the plat. On-site shall also mean those existing or proposed facilities required to be constructed or improved immediately adjacent to the property which are required to serve the development. These include streets, water lines, sewer lines, storm drainage, curb and gutter, and any other construction or reconstruction to serve the property.

DD. Official Filing Date. The date a plat application has been determined to be administratively complete and accepted for filing.

EE. Off-site facilities or improvements. Those facilities or improvements required for service to the site but not located within the boundaries of the plat. These include all oversizing for streets, sewer lines, water lines, storm drainage, as well as the excess capacity of facilities such as water storage tanks and wastewater treatment plants available for new development.

FF. Pavement width. The portion of a street available for vehicular traffic. Where curbs are laid, it is the portion face to face.

GG. Perimeter street. Any existing or planned street which abuts the subdivision or addition to be platted.

HH. Person. Any individual, association, firm, corporation, governmental agency, or political subdivision.

II. Plan. A subdivision development plan, including a subdivision plan, subdivision construction plan, site plan, land development application, and site development plan required to be submitted and approved pursuant to these Subdivision Regulations.



JJ. Planning and zoning Commission. Same as Commission.

KK. Plat application. An application for any of the following submitted pursuant to this ordinance: preliminary plat, final plat, replat, minor plat, and amended plat.

LL. Preliminary plat. The graphic expression of the proposed overall plan for subdividing, improving, and developing a tract shown by superimposing a scale drawing of the proposed land division on a topographic map and showing in plan existing and proposed drainage features and facilities, street layout and direction of curb flow, and other pertinent features with notations sufficient to substantially identify the general scope and detail of proposed development.

MM. Protected tree. Any existing living tree of a species or type listed in "Appendix A, Recommended Tree List" and which has single or multiple trunks of six-inch caliper or greater, measured at 4-1/2 feet above natural grade level, and at least 12 feet high, located outside of the buildable area of a building lot or site as included on a final plat approved by the City Council and filed in the plat records of Denton County, Texas.

NN. Public improvements. The public improvements described in Section 5.1(C) hereinafter.

OO. Replatting. The resubdivision of any part or all of any block or blocks of a previously platted subdivision, additional lot or tract.

PP. Right-of-way. A parcel of land occupied or intended to be occupied by a street or alley. Where appropriate right-of-way may include other facilities and utilities, such as sidewalks, railroad crossings, electrical, communication, oil or gas, water or sanitary or storm sewer facilities, or for any other special use. The use of right-of-way shall also include parkways and medians outside of pavement. The usage of the term "right-of-way" for land platting purposes shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and not included within the dimensions or areas of such lots or parcels.

QQ. Specimen tree. A tree which has a circumference of 50 percent, measured in inches at 4-1/2 feet above ground level, of the same such tree as listed in the most current edition of the Big Tree Registry, as amended, published by the Texas Forest Service, shall be considered a specimen tree. A copy of said registry shall be available for review in the office of community services. In addition to the above, a specimen tree shall be any other tree that has been designated by the City Council, upon recommendation by the tree board, after public hearing and due notice to the owner of the tree, to be of high value because of its type, size, age, historical value or relevant criteria.

RR. Street. A public right-of-way, however designated, which provides vehicular access to adjacent land.

1. Major thoroughfares (also arterial streets, primary thorough. fares, etc.) provide vehicular movement from one neighborhood to another, to

distant points within the urban area or to freeways or highways leading to other communities.

2. Collector streets (also feeder streets, secondary thoroughfares, etc.) provide vehicular circulation within neighborhoods and from minor streets to major thoroughfares.

3. Local residential streets (also minor thoroughfares or streets, etc.) are primarily for providing direct vehicular access to abutting residential property.

SS. Street improvement. Any street or thoroughfare, together with all appurtenances required by City regulations to be provided with such street or thoroughfare, including but not limited to, sidewalks, drainage facilities to be situated in the right-of-way for such street or thoroughfare, traffic-control devices, streetlights, and street signs, for which facilities the City will ultimately assume the responsibility for maintenance and operation.

TT. Street right-of-way. The shortest distance between the lines which delineate the rights-of-way of a street.

UU. Subdivider. Any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the term "subdivider" shall be restricted to include only the owner, equitable owner, or authorized agent of such owner or equitable owner, such as a developer, or land sought to be subdivided.

VV. Subdivision (also Addition). A division or redivision of any tract of land situated within the corporate limits, or within the extraterritorial jurisdiction of such limits, for the purpose of transfer of ownership, layout of any subdivision of any tract of land or any addition, or for the layout out of building lots, or streets, alleys or parts of other portions for public use or the use of purchasers or owners of lots fronting thereon or adjacent thereto.

WW. Substandard street. An existing street or road that does not meet the minimum specifications in the thoroughfare master plan and City construction standards and specifications and is not constructed to the ultimate extent for the type of roadway it is designated for in the major thoroughfare plan. A standard street is a street or road that meets or exceeds said standard specifications and major thoroughfare plan.

XX. Surveyor. A licensed state land surveyor or a registered public surveyor, as authorized by the state statutes to practice the profession of surveying.

YY. Technical construction standards and specifications (TCSS). Those standards and specifications approved from time to time by the City Council to ensure proper installation of the improvement required by this ordinance. The TCSS manuals shall be collectively the most recent edition of following documents and shall be available for review or purchase at City's offices during normal business hours. The TCSS manuals will supersede the City of Dallas Public Works Paving Design Manual, or as recommended by the City Engineer.

1. City of Highland Village Drainage Criteria Manual.
2. Stormwater Quality Best Management Practices for Construction Activities North Central Texas.
3. City of Dallas Department of Public Works Paving Design Manual as may be amended by the City of Highland Village.
4. Standard Specifications for Public Works Construction, published by the North Central Texas Council of Governments, as may be so amended.
5. Sections 22.04.001–22.04.007 of the Code of Ordinances.
6. City of Highland Village TCSS Manuals: Utility/Drainage/Miscellaneous Specifications.

## **II. PROCEDURES - SECTION 2**

### **Section 2.1 Application Processing**

- A. Complete Application Determination. Every plat application shall be subject to a determination of administrative completeness by the City Manager or Community Development Coordinator. No plat application shall be accepted for processing unless it is determined to be an administratively complete application.
- B. Development Review Committee. For the purposes of assisting the Community Development Coordinator in the review of a plat application, there is hereby established a Development Review Committee, chaired by the Director of Public Works and composed of those City employees, county employees and utility company representatives selected by the City Manager to serve because of their specialized or technical knowledge of urban development issues.
- C. Incompleteness as Grounds for Conditional Approval or Denial. The processing of a plat application by any City official or employee prior to the time the application is determined to be administratively complete shall not be binding on the City as the official acceptance of the application for filing, and the incompleteness of the plat application shall be grounds for conditional approval, denial or revocation of the application. A determination of administrative completeness shall not constitute a determination of compliance with the substantive requirements of these Subdivision Regulations.
- D. Pre-application Conference. A property owner may request a pre-application conference with the Community Development Coordinator for purposes of identifying requirements that apply to a proposed plat application. The request shall be made in writing on a form prepared by the Community Development Coordinator and shall state that any proposed development concept discussed at the pre-application conference is not intended as a plan of development or plat application.

E. Time for Making Determination. Following submission of a plan of development or plat application, the City Manager or Community Development Coordinator shall make a determination in writing whether the plan or plat application is administratively complete not later than the tenth business day after the date the application is submitted. The determination shall specify the documents or other information needed to complete the plat application and shall state the date the application will expire if the documents or other information is not provided.

F. Deemed Complete. A plat application shall be deemed complete on the expiration of the 10<sup>th</sup> business day after the application has been received if the applicant has not otherwise been notified that the application is not administratively complete.

G. Time for Completing Application. If a plat application is not determined to be administratively complete on or before the 45th calendar day after the application is initially submitted to the City for processing the application in accordance with his or her written notification, the plat application will be deemed to have expired and it will be returned to the applicant together with any accompanying documents. Thereafter, a new plat application must be submitted. The City may retain any fee paid for reviewing the application for completeness.

H. Vested Rights. No vested rights accrue solely from the filing of a plat application that has expired pursuant to this Section, or from the filing of an administratively complete plat application that is subsequently denied.

I. Official Filing Date. The time period established by state law or these subdivision regulations for processing or deciding a plat application shall commence on the official filing date.

J. Action by Commission. The City Manager or Community Development Coordinator shall place a plat application on a scheduled meeting of the Commission prior to the expiration of 30 days following the official filing date of the application. The Commission shall recommend the City Council approve, approve with conditions, or disapprove the final plat application. If the Commission recommends the plat application be approved with conditions or disapproved, the Commission shall identify requirements set forth in these Subdivision Regulations which must be satisfied to obtain unconditional approval of such application. The Commission may not table the consideration of any plat application. The applicant may elect to withdraw the application at any time prior to the action of the Commission and may resubmit the project with no additional fees if the plat application is resubmitted within 60 days. Any resubmission will be treated as an original application. Failure of the Commission to take action on a plat application within 30 days of the official filing date, the Commission shall be deemed to have recommended approval of the application to the City Council.

K. Action by City Council. The City Council shall act to approve, approve with conditions, or deny a plat application not later than 30 days after the date the Commission votes to make its recommendation on the action the City Council should take on the plat application.

## **Section 2.2. Procedure for land study approval.**

A. Applicability. A land study shall be submitted to the planning and zoning Commission and the City Council for review, evaluation and approval in the following circumstances:

1. In conjunction with an application for preliminary plat approval for any tract of land over 25 acres in size, or for a smaller tract, where the land is part of a larger parcel over 25 acres in size which is ultimately to be developed under the City's subdivision regulations.
2. In conjunction with a development plat.
3. In any case where a road is to be realigned.

B. Purpose. The purpose of the land study is to allow the planning and zoning Commission and City Council to review the proposed major thoroughfare and collector street patterns, land use, environmental issues, conformance to the comprehensive plan, zoning ordinance, future land use plan, master thoroughfare plan and other applicable plans, and the property's relationship to adjoining subdivisions or properties (also see Section 3.1.E) and assist in evaluating the impacts of developing the land to be platted on provision of supporting public facilities and services, the environment, provision of open space and recreational opportunities and the general health, safety and general welfare of the community.

C. Phase development. When the preliminary plat or development plat designates the land to be developed in phases, the land study area shall include the entire property from which the phase is being subdivided and an approximate development schedule. Where the applicant can demonstrate that natural or man-made features, such as thoroughfares and creeks, make inclusion in the land study of the entire property unnecessary to adequately review the items listed in the preceding paragraph, he may request approval from the City Manager or City administrative official for a smaller land study area. Boundaries such as thoroughfares (existing or proposed), creeks, political subdivisions, or other such natural or man-made features may be used to delineate the smaller study area.

D. Land study; scale; inclusions. The land study shall be prepared at a scale no smaller than of one inch = 200 feet and showing:

1. A title block within the lower right-hand corner of the land study with the proposed name of the addition, the name and address of the developer and the land planner, engineer, or surveyor responsible for the design or survey, the scale of the drawing, the date the drawing was prepared, and the location of the tract according to the abstract and survey records of Denton County, Texas.
2. The limits of the tract and scale distances with north clearly indicated to the top or left of the study.
3. The names of adjacent additions or subdivisions or the name of the owners of record of adjoining parcels on unplatted land. The land study

shall include a depiction of all contiguous holdings of the property owners, the uses of adjacent property, a general arrangement of future land uses, including the approximate number of lots and any nonresidential uses anticipated, and a generalized circulation plan.

4. The existing zoning and proposes [proposed] uses on adjoining land, the location, width, and names of all existing or platted streets or other public ways within or adjacent to the tract, existing permanent buildings, railroad rights-of-way, and topography with existing drainage channels or creeks, and other important natural features, all substantial natural vegetation and trees, adjacent political subdivisions or corporate limits, and school district boundaries.

5. The layout and width of proposed thoroughfares, collector streets, and intersections, and a general configuration of proposed nonresidential and residential streets.

6. A general arrangement of land uses including, but not limited to, park and school sites, public facilities, private open space, floodplains and drainageways, phasing plan, and proposed nonresidential and residential densities and building heights.

7. The phasing of development or the order of platting.

E. Procedures and conditions. The Commission and the City Council shall review and evaluate the land study to determine whether the proposed preliminary plat or development plat conforms to the comprehensive plan and applicable development regulations of the City Code. The council or the Commission may require additional information to be submitted to supplement the initial study. Based upon the land study, the Commission may recommend, and the City Council may require as a condition of preliminary plat or development plat approval, that the land to be platted be developed in phases, that proposed phases be developed in a different sequence or include more or less land, or that all phases designated be accompanied by a schedule of public improvements to adequately serve the development under the City's subdivision standards. A land study may be submitted for review concurrently with an application for preliminary plat.

F. Effect of review. The land study shall be used only as an aid to determine the sufficiency of the preliminary plat or development plat proposed. Any proposed use or development depicted in the land study shall not be deemed authorized or approved unless the development is part of the approved preliminary plat or development plat. If the applicant chooses to plat only the initial phase or phases of a multiphase project designated in the land study, a new land study may be required for plat approval of subsequent phases, if proposed development or conditions affecting the development have substantially changed. The land study shall be valid for two years unless specifically extended by the City Council.

### **Section 2.3. Procedure for approval of a preliminary plat and submission requirements.**

A. On reaching conclusions at the pre-application conference (informally as recommended in Section 2.1.D above) regarding a general development program and objectives, the subdivider shall prepare a preliminary plat, together with general utility plans, a tree mitigation plan in compliance with Section 4.3, and other required supplementary materials. The preliminary plat shall be in accordance with the policy master plan including all adopted water, sewer, future land uses, parks and thoroughfare plans. The preliminary plat may be prepared by an engineer, land planner, surveyor, or other qualified individual.

B. Copies of prints of the proposed subdivision drawn on sheets at a size of 18 inches by 24 inches or 24 inches by 36 inches and drawn to a scale of 100 feet or 50 feet to the inch shall be submitted in the number of copies specified by the City. The required number of copies and any reductions shall be specified by the City staff on an application form. In cases of large developments which would exceed the dimensions of the sheet of 100 feet scale, preliminary plats may be 200 feet to the inch or a scale approved by the City administrative official. Preliminary plats which do not include the required data, number of copies and information will be considered incomplete and not accepted for submission by the City and shall not be scheduled until the proper information is provided to the City staff. Additional copies of the preliminary plat may be required if revisions or corrections are necessary. A preliminary plat, if not preceded by a land study, shall include all contiguous property under the ownership or control of the applicant. It may contain more than one phase which, if so, shall be clearly identified.

C. Following review of the preliminary plat and other material submitted for conformity thereof to these regulations, and discussions with the subdivider on changes deemed advisable and the kind and extent of improvements to be installed, the Commission shall act thereon as submitted, or modified. If approved, the Commission shall recommend its approval or state the conditions of such approval, if any, or if disapproved, its disapproval and reasons therefor.

D. Approval of a preliminary plat by the City Council following a recommendation by the Commission shall be deemed approval of the layouts submitted on the preliminary plat as a guide for the future installation of streets, water, sewer, and other required improvements and utilities subject to satisfaction of any conditions set forth by the City Council at the time of approval of the preliminary plat. Except as provided herein, approval of the preliminary plat shall constitute conditional approval of the final plat when all conditions of approval noted as provided in this Section and any additional requirements relating to approval of a final plat have been satisfied. Any developer or subdivision agreements must be approved prior to approval of the final plat.

E. No preliminary plat shall be recommended for approval by the Commission or approved by the Council unless the following conditions have been satisfied or information provided:

1. The preliminary plat substantially conforms with the approved land study and/or other studies as applicable.
2. The preliminary utility layouts have been approved by the City Engineer.

3. A tree mitigation plan that complies with Section 4.3 has been delivered to the City.

4. The preliminary plat conforms to applicable zoning and other regulations.

F. For subdivisions less than five acres which contain only one lot, the requirement for a preliminary plat may be waived by the director of public works or designated administrative official if no public improvements are being proposed. See Section 4.2 for additional requirements for plats where the requirement for dedication of land for parks or cash in lieu thereof is applicable.

G. No construction work shall begin on the public improvements in the proposed subdivision prior to approval of the final plat by the City Council. The applicant shall also provide copies of letters from applicable local utility companies stating that the utility company has reviewed the plat and stated any requirements. This requirement may be deferred until the final plat is submitted if approved by the director of public works. No excavation, except preliminary grading and clearing for streets, shall occur prior to approval of the final plat.

H. An application for preliminary plat may not be deemed administratively complete until the proposed preliminary plat drawings include all of the following information and are accompanied by the identified supporting information:

1. A vicinity or location map that delineates the location of the proposed preliminary plat in the City indicating scale or not to scale (NTS) and provide north arrow.

2. Boundary lines, abstract lines, corporate boundaries, existing or proposed highways and streets, bearings, and distances sufficient to locate the exact area proposed for the subdivision. Abstract and survey lines may be noted in the metes and bounds description in lieu of pictorial description.

3. The name and location of all adjoining subdivisions or property owners of unplatted property shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing street and alleys and other features that may influence the layout of development of the proposed subdivision adjacent unplatted land shall show property lines and owners of record.

4. The location and widths of all streets, alleys and easements existing or proposed within the subdivision limits. A list of proposed street names shall be required to be submitted for all new streets. Approved street names are required at the time the final plat is approved.

5. The location of all existing property lines, existing lot and block numbers and date recorded, buildings, existing sewer or water mains, gas mains or other underground structures, easements of record or other existing features within the area proposed for subdivision.



6. Proposed arrangement and square footage of lots (including lot and block numbers) and proposed use of same. For nonresidential uses, the location and size of buildings (this information may be provided on separate sheets).

7. The title under which the proposed subdivision is to be recorded, the name and address of the owner with the name of the planner, engineer, or registered public surveyor preparing the drawing. The subdivision name shall not be duplicated, but phasing identification is allowed. The City shall determine if the proposed subdivision identification will be in conflict with existing plats.

8. Sites, if any, to be reserved or dedicated for parks, playgrounds or other public uses.

9. Contours with intervals of two feet or less shown for the area with all elevations on the contour map referenced to the latest U.S.C. and G.S. data.

10. Areas contributing drainage to the proposed subdivision shall be shown on the preliminary plat or separate map, if necessary. The information may be shown on a smaller scale supplemental drawing. Locations proposed for drainage discharge from the site shall be shown by directional arrows.

11. All physical features of the property to be subdivided including location and size of all watercourses, 100-year floodplain according to Federal Emergency Management Agency (FEMA) information, Corps of Engineers flowage easement requirements, ravines, bridges, culverts, existing structures, drainage area in acres or area draining into subdivisions and other features pertinent to subdivision.

12. A proposed general plan of water and sewer lines and infrastructure (including sizes) to be constructed in the subdivision shall be shown on a separate map. The proposed connections to distribution mains shall be indicated.

13. Where a subdivision is proposed to occur in phases, the subdivider, in conjunction with submission of the preliminary plat, shall provide a schedule of development. The dedication of rights-of-way for streets and street improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision. The City Council shall determine whether the proposed streets and street improvements are adequate pursuant to standards herein established and may require that a traffic impact analysis be submitted for the entire project or such phases as the council determines to be necessary to adjudge whether the subdivision will be served by adequate streets and thoroughfares.

14. All preliminary plats shall be submitted in a legible format on a good grade blue-line or black-line paper.

15. Proposed or existing zoning.
16. The following notice shall be placed in the lower right-hand corner of the page of each preliminary plat by the developer:

“Preliminary Plat”

“Approved by the planning and zoning Commission”  
Date \_\_\_\_\_

“Approved by the City Council”  
Date \_\_\_\_\_
17. A title block with the following:
  - a. “Preliminary Plat”
  - b. Proposed subdivision name, lot, block
  - c. Acreage
  - d. Number of lots (if residential project, residential and HOA lots)
  - e. Survey name and abstract
  - f. City of Highland Village, Denton County
  - g. Submission date
18. Drawn to a scale of one-inch equals one hundred feet or larger.
19. Boundaries must be surveyed and tied to four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
20. For all recorded instruments referenced on the preliminary plat drawing, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Denton County, Texas (DRCCT), Plat Records, Denton County, Texas (PRCCT), Map Records, Denton County, Texas (MRCCT), or Official Public Records, Denton County, Texas (OPRCCT).
21. All shown streets to be labeled and include an abbreviated suffix and no directional prefix.
22. Trails and trail crossings of creeks, tributaries and ravines.
23. The location of the nearest existing sewers, water and gas mains, and other public utilities, if any.

I. Extension and reinstatement procedure.

1. A preliminary plat shall be effective for two years after the date of approval unless reviewed by the Commission and City Council in the light of new or significant information which would necessitate the revision of the preliminary plat. If no development or change in requirements has occurred which would affect the proposed plat at the end of the two-year period after approval, the City Council may, at the request of the applicant, extend its approval another year without the submission of a new preliminary plat by reapproving the original preliminary plat. No filing fee is required for such reapproval.

2. Sixty days prior to or following the lapse of approval for a land study or preliminary plat, as provided in these regulations, the property owner may petition the City to extend or reinstate the approval. Such petition shall be considered at a public meeting at the Commission and City Council.

3. In determining whether to grant such request, the City Council shall take into account the reasons for lapse, the ability of the property owner to comply with any conditions attached to the original approval and the extent to which newly adopted subdivision regulations shall apply to the plat or study. The Commission and City Council shall extend or reinstate the plat or study, or deny the request, in which instance the property owner must submit a new application for approval.

4. The Commission and City Council may extend or reinstate the approval subject to additional conditions based upon newly enacted regulations or such as are necessary to ensure compliance with the original conditions of approval. The Commission and City Council may also specify a shorter time for lapse of the extended or reinstated plat or study than is applicable to original approvals.

**Section 2.4 Procedure for approval of final plat.**

A. *Final plat application.* An application for final plat shall be filed with the community development department in accordance with the published schedule of submittal dates. The final plat submittal shall include:

1. Application form signed by the existing owner or his authorized representative of the property to be platted.

2. Documents establishing the mandatory homeowners' association, and any proposed declarations, covenants, conditions or restrictions.

3. Final plat copies that shall be clearly legible.

4. The original plat shall be drawn to a scale of one inch equals 100 feet or larger in ink on blueines or other acceptable permanent material on paper sheets no larger than 18 inches by 24 inches with all figures and letters legible with four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.

Where more than one sheet is required to encompass the subdivision, an index sheet, 18 inches by 24 inches shall be filed showing the entire subdivision together with the complete dedication, attests, dates, titles and seals, on one sheet.

5. Payment of fees.

B. *Required information.* An application for final plat shall not be deemed administratively complete, and shall not be deemed to be filed, unless and until the applicable application fee has been paid and the application, inclusive of the proposed final plat drawing and required supporting documents, includes all of the following information in addition to the information required on the related preliminary plat:

1. A title block in the lower right corner of the page with the following:
  - a. "Final Plat/Replat"
  - b. Subdivision name, lot, block
  - c. Acreage
  - d. Number of lots (if residential project, residential and HOA lots)
  - e. Right-of-Dedication (square feet and acreage)
  - f. Survey name and abstract
  - g. City of Highland Village, Denton County
  - h. Submission Date
2. North arrow, written and bar graph scale, less than or equal to 1" = 100' are shown.
3. North arrow shall be oriented to the top or right side of the sheet.
4. Submittal Log including dates of submittals/revisions.
5. Four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
6. The name or names, address, and phone number of the owner, developer, and surveyor.
7. Location/vicinity map indicating scale or not to scale (NTS) and provide north arrow.

8. Property boundary is indicated by a heavy solid line, intermittent with two dashed lines; dimensioned with bearing and distance and corner markers by individual symbols.

9. The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information:

- a. Curve number
- b. Delta
- c. Radius
- d. Tangent length
- e. Tangent offset
- f. Arc length
- g. Chord
- h. Chord direction

10. An accurate outline description, and area to the nearest hundredth of an acre, of all parcels of land which is offered for dedication or reserved for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any.

11. All survey monuments.

12. Standard Plat Language, including Owner's Certificate, Surveyor's Certificate and signature blocks for appropriate approval authority.

13. Location of property lines, owner or subdivision name(s) and recording information of abutting properties within 200-feet.

14. For all recorded instruments referenced on the General Development Plan, the recording information (e.g. Volume/Page; Book/Page; Cabinet/Slide; Instrument No.); identified as being filed in the Deed Records, Denton County, Texas (DRCCT), Plat Records, Denton County, Texas (PRCCT), Map Records, Denton County, Texas (MRCCT), or Official Public Records, Denton County, Texas (OPRCCT).

15. All shown streets to be labeled and include an abbreviated suffix and no directional prefix.

16. Existing right-of-way dimensioned from property line to property line and property line to centerline of adjacent right-of-way.
17. A table of lot sizes for all single-family residential plats on a separate document.
18. The systematic assignment of numbers to lots and letters to blocks. All open space and common area lots should be identified as Block "X".
19. The location of floodplain boundaries and state or federally protected areas, such as wetlands are indicated.
20. Finished floor elevations of building foundations shall be shown for lots adjacent to a floodway or area susceptible to flooding.
21. Any reservation for future public school sites or rights-of-way dedication shall be platted in accordance with the approved preliminary plat.
22. Copy of documents approved by the City Attorney that establish the Mandatory Homeowner's Association, and any proposed declarations, covenants, conditions or restrictions.
23. Original tax certificates from each taxing entity, signed by the City tax assessor, stating that all taxes and assessments then due and payable on the land described in the final plat application have been paid.
24. The following information shall be required only for application for replats:
  - a. All requirements for the Final Plat, above.
  - b. A statement of the proposed revisions in numerical format on 8 1/2" x 11" sheet of letterhead. Statement shall include verification that proposed revisions are limited to those identified and that no other modifications to the plat are taking place.
  - c. A separate redline drawing of the proposed changes on an 11" x 17" page(s).
  - d. A purpose statement, on the plat, that summarizes the proposed revisions.
  - e. Proposed revisions shall be shown on the replat with the final plat configuration ghosted in.
25. Final engineering drawings for all public improvements and all utility and access easements and all fire lanes have been approved by the City Engineer;

C. *Standards for approval.* No completed application for final plat shall be approved unless the application complies with the following:

1. The final plat substantially conforms with the approved preliminary plat;
2. All fire lanes have been approved by the fire marshal;
3. Adequate provision has been made for adequate public improvements;
4. The plat conforms to applicable zoning and other regulations; and
5. The plat meets all other requirements of this Ordinance.

D. *Expiration of approval.* Not later than 90 days after approval of an application for final plat by the City Council, the Community Development Department shall record the final plat with Denton County Clerk. Should the developer fail to pay all applicable development and/or construction fees within said 90-day period, then the final plat shall be rendered void. The City Council may approve an extension of time, not to exceed 60 days, for the recording of a final plat, provided a request for extension of time is made not less than 15 days prior to the expiration of the final plat.

E In addition to the requirements of Subsections A through E of this Section, an application for final plat shall not be administratively complete until detailed engineering and construction plans and the detailed estimate for the costs of such public improvements have been submitted to and approved by the City Engineer for all public improvements to be constructed in association with the development of the land to which the final plat application applies. Except when approval of a preliminary plat is not required by this subdivision ordinance, an application final plat may not be submitted prior to approval of the preliminary plat for the same property.

F. The final plat (and any replats) shall be prepared by a registered public surveyor or state-licensed land surveyor. Construction plans shall be prepared by or under the supervision of a professional engineer or architect registered in the State of Texas as required by state law governing such professions in accordance with this ordinance and the Technical Construction Standards and Specifications. Construction plans submitted for review by the City shall be dated and bear the responsible engineer's registration number, and the designation of "professional engineer," or "P.E." and an appropriate stamp or statement near the engineer's identification, stating that the documents are for preliminary review and are not intended for construction. Construction plans shall be approved by the City Engineer when such plans meet all of the requirements of this ordinance and the TCSS manuals.

G. Before approval of any final plat by the City Council, the developer shall prepare, or have prepared, and submit the required copies of the complete engineering construction plans of streets, alleys, storm sewers and drainage structures, and water and sanitary sewer improvements for the area covered by

the final plat. Prior to approval of the final plat, a set of construction plans marked "approved" must be on file at the City. A drainage plan showing how the drainage of each lot relates to the overall drainage plan for the plat under consideration shall be submitted with the construction plan. The drainage plan shall be made available to each builder within the proposed subdivision, and all builders shall comply with the drainage plan. The developer shall have these plans prepared by his own professional engineer subject to approval of the plans by the City. The city administrative official shall review, or cause to be reviewed, the plans and specification[s] and, if approved, shall mark them approved and return one set to the developer. If not approved, one set shall be marked with the objections noted and returned to the applicant or developer for correction. The subdivider shall provide additional sets of corrected engineering plans as specified by the city administrative official for use during construction. After approval of the plat, plans, and specifications by the City, the developer shall cause a contractor to install the facilities in accordance with the approved plans and standard specifications of the City, including the preservation, replacement, or removal of any tree identified on the approved final tree mitigation plan, and at the developer's expense (also see Section 6). The developer shall employ engineers, surveyors, and other professionals as necessary to design, stake and supervise the construction of such improvements and shall cause his contractor to construct the said improvements in accordance with the regulations. The City shall inspect the installation of the improvements. When all of the improvements are found to be installed in accordance with the approved plans and specifications, and after the improvements have been completed, including the preservation, replacement, or removal of any tree identified on the approved final tree mitigation plan, and upon receipt by the City of a maintenance bond or certificate of deposit in accordance with Section 6 of this ordinance from each contractor, three sets of as-built (or record drawing) plans and one set of as-built or record drawing sepia's shall be submitted with a letter stating the contractor's compliance with these regulations. After such letter is received, the City Manager or his designee shall receive and accept for the City the title, use, and maintenance of the improvements according to Section 6.6.

H. Engineering and construction plans shall also be submitted according to the Technical Construction Standards and Specifications (TCSS) and the requirements set forth herein. Engineering construction plans showing paving and design details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers, perimeter sidewalks, landscape plans, and other engineering details of the proposed subdivision at a scale of one inch equals 40 or 50 feet horizontally and one inch equals four feet, five feet, or ten feet vertically shall be submitted to the city administrative official along with the final plat of the subdivision. The number of copies as specified on the application form shall be submitted with the final plat submittal. Such plans shall be prepared by a registered professional engineer and shall conform to the Technical Construction Standards and Specifications.

I. The engineering construction plans shall be valid for a period of 18 months after approval by the city's engineer. The city's engineer may grant a one-year extension after which they are subject to reapproval by the City if no construction has occurred.



J. Timing of public improvements.

1. The Commission and City Council may require that all public improvements be installed, offered for dedication and accepted by the City prior to the approval of the final plat by the City. Also see Section 6. The City Council may permit or require the deferral of the construction of public improvements if, in its judgment, deferring the construction would not result in any harm to the public, or offer significant advantage in coordinating the site's development with adjacent properties and off-site public improvements. Any required public improvement(s) approved for deferred construction must be provided for as required in Section 6.2(D) prior to the approval of the final plat.

2. If the City Council does not require that all public improvements be installed, offered for dedication and accepted by the City prior to signing of the final plat, the applicant shall execute an agreement and provide security for the agreement as provided in Sections 6.2 and 6.3.

K. Certificates shall be attached to and be a part of the final subdivision plat and shall contain a minimum of the following information:

1. A statement that the subdivided area is legally owned by the applicant.

2. An accurate legal description by the line deflection, necessary curve data, and line distance of all lines bounding the property with descriptions correlated to a permanent survey monument.

3. A statement signed by the owner and acknowledged before a notary public as to the authenticity of the signatures, saying that the owner adopts the plat as shown, described and named and they do dedicate to the public forever the streets and alleys shown on the plat. The owner further reserves any easement areas shown for mutual use of all public utilities desiring to use the same. Any public utility shall have the right to remove and keep removed all or any part of any vegetative growth for construction or maintenance, or efficiency of its respective system in these easements and all or any part of, any growth or construction which in any way hinders or interferes with the right of ingress and egress to these easements for any necessary use without asking anyone's permission.

4. A registered public surveyor's certificate, with a place for signatures.

5. A place for plat approval signature of the mayor or mayor pro tem of the City Council and a place for the secretary to attest such signature and the approval date by planning and zoning Commission and City Council.

6. Following are examples of the information required on the final plat which meet the above requirements:

a. Owner's certificate (example).

STATE OF TEXAS                   §

COUNTY OF DENTON           §

WHEREAS, John Doe and Jane Doe are the Owners of a tract of land situated in the XYZ Survey, Abstract No. 999, Denton County, Texas and being out of a [\_\_\_\_\_] acre tract conveyed to them by Joe Smith and Tom Smith and a \_\_\_\_\_ acre tract conveyed to them by John Smith and being more particularly described as follows:

(Enter accurate metes and bounds property description here)

NOW, THEREFORE, KNOWN ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_ acting herein by and through its duly authorized officers, does hereby adopt this plat designating the hereinabove described property as \_\_\_\_\_, an addition to the City of Highland Village, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets and alleys shown thereon. The streets and alleys are dedicated for street purposes. The easements and public use areas, as shown, are dedicated, for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements, if approved by the City of Highland Village. In addition, utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the public's and City of Highland Village's use thereof. The City of Highland Village and public utility entities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in said easements. The City of Highland Village and public utility entities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time procuring permission from anyone.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Highland Village, Texas

WITNESS, my hand, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

BY: \_\_\_\_\_  
Authorized Signature or Owner

\_\_\_\_\_  
Printed Name and Title

STATE OF TEXAS                    §

COUNTY OF DENTON            §

Before me, the undersigned authority, a notary public in and for said county and state, on this day personally appeared John Doe and Jane Doe, owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_.

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

b. Surveyor's certificate (example).

KNOW ALL MEN BY THESE PRESENTS:

That I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as set were properly placed under my personal supervision in accordance with the subdivision regulations of the City of Highland Village.

\_\_\_\_\_  
Registered Public Surveyor

RECOMMENDED      Planning and Zoning Commission  
FOR APPROVAL  
BY:

City of Highland Village

By: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

APPROVED BY: City Council, City of Highland Village

By: \_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Date

c. Visibility, access and maintenance easements (example).

The area or areas shown on the plat as "VAM" (visibility, access, and maintenance) easement(s) are hereby given and granted to the City, its successors and assigns, as an easement to provide visibility, right of access for maintenance upon and across said VAM easement. The City shall have the right but not the obligation to maintain any and all landscaping within the VAM easement. Should the City exercise this maintenance right, it shall be permitted to remove and dispose of any and all landscaping improvements including, without limitation, any trees, shrubs, flowers, ground cover and fixtures. The City may withdraw maintenance of the VAM easement at any time. The ultimate maintenance responsibility for the VAM easement shall rest with the owners. No building, fence, shrub, tree or other improvements or growths, which in any way may endanger or interfere with the visibility, shall be constructed in, on, over or across the VAM easement. The City shall also have the right but not the obligation to add any landscape improvements to the VAM easement, to erect any traffic-control devices or signs on the VAM easement and to remove any obstruction thereon. The City, its successors, assigns, or agents shall have the right and privilege at all times to enter upon the VAM easement or any part thereof for the purposes and with all rights and privileges set forth herein.

d. Fire lanes (example).

That the undersigned does hereby covenant and agree that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a hard surface and that he (they) shall maintain the same in a state of good repair at all

times and keep the same free and clear of any structures, fences, trees, shrubs, or other improvements or obstruction including, but not limited to, the parking of motor vehicles, trailers, boats or other impediments to the access of fire apparatus. The maintenance of paving on the fire lane easements is the responsibility of the owner, and the owner shall post and maintain appropriate signs in conspicuous places along such fire lanes stating, "Fire Lane, No Parking." The police or his [their] duly authorized representative is hereby authorized to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for fire department and emergency use.

e. Access easements (example).

The undersigned does covenant and agree that the access easement may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of general public vehicular and pedestrian use and access, and for fire department and emergency use in, along, upon and across said premises, with the right and privilege at all times of the City of Highland Village, its agents, employees, workers and representatives having ingress, egress, and regress in, along, upon and across said premises.

**Section 2.5 - Administrative approval of certain amending plats, minor plats and replats.**

- A. The City Manager is authorized to approve the following:
  - 1. Amending plats described Section 2.8
  - 2. Minor plats described in Section 2.9; and
  - 3. Replats that are also Minor Plats.
- B. The City Manager may for any reason elect to present the minor plat, replat or amending plat to the Commission and City Council for action.
- C. Any minor plat, replat, or amending plat which the City Manager fails or refuses to approve shall be submitted to the Commission and City Council for action.

**Section 2.6 - Development plats.**

- A. Authority. This Section is adopted pursuant to V.T.C.A., Local Government Code §§ 212.041–212.050.

B. Applicability. For purposes of this Section, the term “development” means the new construction of any building, structure or improvement of any nature (residential or nonresidential), or the enlargement of any external dimension thereof. This Section shall apply to any land lying within the City or within its extraterritorial jurisdiction in the following circumstances:

1. The development of any tract of land which has not been platted or replatted under this ordinance, unless expressly exempted herein.
2. The development of any tract of land for which the property owner claims an exemption from the City's subdivision regulations, including requirements to replat, which exemption is not expressly provided for in such regulations.
3. The development of any tract of land for which the only access is a private easement or street.
4. The division of any tract of land resulting in parcels or lots each of which is greater than five acres in size, and where no public improvement is proposed to be dedicated.

C. Exceptions. No development plat shall be required, where the land to be developed has received final plat or replat approval prior to the effective date of this ordinance. The City Council may, from time to time, exempt other development or land divisions from the requirements of this Section.

D. Prohibition on development. No development shall commence, nor shall any building permit, utility connection permit, electrical connection permit or similar permit be issued, for any development or land division subject to this Section, until a development plat has been approved by the planning and zoning Commission and City Council and filed with the City Secretary.

E. Standards of approval. The development plat shall not be approved until the following standards have been satisfied:

1. The proposed development conforms to all City plans including, but not limited to, the comprehensive plan, thoroughfare plan, land use plan, parks and open space master plan, utility plans and applicable capital improvements plans;
2. The proposed development conforms to the requirements of the zoning ordinance;
3. The proposed development is adequately served by public facilities and services, parks and open space in conformance with City regulations;
4. Appropriate agreements for acceptance and use of public dedications to serve the development have been tendered;

5. The proposed development conforms to the design and improvement standards contained in the ordinance and in the TCSS manuals.

F. Conditions. The City may impose such conditions on the approval of the development plat as are necessary to ensure compliance with the standards in Subsection (E) above.

G. Land study requirements. Whenever a property owner proposes to divide land into tracts or lots each of which is greater than five acres, and for which no public improvements are proposed, he shall submit a land study, together with his application for approval of a development plat. in accordance with Section 2.2 of this ordinance.

H. Approval procedure. The application for a development plat shall be approved, conditionally approved, or denied by the City Council following review and recommendation by the planning and zoning Commission. Upon approval, the development plat shall be filed with the City by the City Secretary.

I. Submittal requirements. Each development plat shall:

1. Be prepared by a registered professional land surveyor.
2. Clearly show the boundary of the development plat.
3. Show each existing or proposed building, structure or improvement or proposed modification of the external configuration of the building, structure or improvement involving a change therein.
4. Show all easements and rights-of-way within or adjacent to the development plat.

## **Section 2.7 Replatting.**

A. Replat required. Unless otherwise expressly provided for herein, a property owner who proposes to replat any portion of an already approved final plat, other than to amend or vacate the plat, must first obtain approval for the replat under the same standards and by the same procedures prescribed for the final platting of land by this ordinance. The City Manager may waive or modify requirements for a land study and preliminary plat under circumstances where the previously approved land study or preliminary plat is sufficient to achieve the purposes set forth in this ordinance.

B. Replatting without vacating preceding plat. A replat of a final plat or portion of a final plat may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:

1. Is signed and acknowledged by only the owners of the property being replatted;

2. Does not attempt to amend or remove any covenants or restrictions previously incorporated in the recorded final plat.

C. In addition to compliance with Subsection B, above, a replat without vacation of the preceding plat must conform to the requirements of this Section if:

1. During the preceding five years, any of the area to be replatted was limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot; or
2. Any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot.

D. If a proposed replat described by Subsection C, above, requires a variance or exception, a public hearing must be held by the City Council prior to approval of the replat application.

E. If the conditions described in Subsection D. of this Section exist, then the following is required:

1. Notice of the hearing shall be given 15 days before the day of the hearing by:

- a. Publication in the City's officially designated newspaper; and

- b. By written notice, with a copy of the specific language contained in the following Subsection (b) attached thereto, forwarded by the Commission to the owners of property in the original subdivision located within 200 feet of the property upon which the replat is requested, as such owners are indicated on the most recently approved City tax roll or, in the case of a subdivision within the extraterritorial jurisdiction of the City, the most recently approved county tax roll. The written notice may be delivered by depositing the notice, properly addressed with the postage prepaid, in a post office or postal depository within the municipal boundaries of the City.

2. If the proposed replat requires a variance and is protested in accordance with this Subsection, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the members of the Commission present and voting. For a legal protest, written instruments signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending 200 feet from that area, but within the original subdivision, must be filed with the Commission prior to the close of the public hearing.

3. In computing the percentage of land area under Subsection 4.b. of this Section, the area of streets and alleys shall be included.



4. Compliance with Subsections 5.b. and 5.c. of this Section is not required for approval of a replat of part of a preceding plat if the area to be replatted was designated or reserved for other than single or duplex family residential use by notation on the last legally recorded plat or in the legally recorded restrictions applicable to the plat.

F. If a proposed replat described by Subsection 2. above does not require a variance or exception, not later than the 15th day after the date the replat is approved, written notice by mail of the approval of the replat will be provided to each owner of a lot in the original subdivision that is within 200 feet of the lots to be replatted according to the most recent City or county tax roll. This Subsection does not apply to a proposed replat if the Commission or City Council holds a public hearing and gives notice of the hearing in the manner provided by Subsection 5.

G. The notice of replat approval required by Subsection F. above must include:

1. The zoning designation of the property after the replat; and
2. A telephone number and e-mail address that an owner of a lot may use to contact the City about the replat.

## **Section 2.8 Amended plat.**

A. Amended plat procedure shall be as follows:

1. An amended plat shall meet all of the informational and procedural requirements set forth for a final plat.

2. The City Manager may approve and issue an amending plat, which may be recorded and is controlling over the preceding plat, without vacation of that plat, if the amending plat is signed by the applicants only and is solely for one or more of the following purposes:

a. To correct an error in a course or distance shown on the preceding plat;

b. To add a course or distance that was omitted on the preceding plat;

c. To correct an error in a real property description shown on the preceding plat;

d. To indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;

e. To show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;

f. To correct any other type of scrivener or clerical error or omission previously approved by the planning and zoning Commission and City Council, including lot numbers, acreage, street names, and identification of adjacent recorded plats;

g. To correct an error in courses and distances of lot lines between two adjacent lots if:

(1) Both lot owners join in the application for amending the plat;

(2) Neither lot is abolished;

(3) The amendment does not attempt to remove recorded covenants or restrictions; and

(4) The amendment does not have a material adverse effect on the property rights of the owners in the plat;

h. To relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement; or

i. Relocate one or more lot lines between one or more adjacent lots if:

- (1) The owners of all those lots join in the application for amending the plat;
- (2) The amendment does not attempt to remove recorded covenants or restrictions; and
- (3) The amendment does not increase the number of lots;

j. To make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:

- (1) The changes do not affect applicable zoning and other regulations of the City;
- (2) The changes do not attempt to amend or remove any covenants or restrictions; and
- (3) The area covered by the changes is located in an area that the planning and zoning Commission or other appropriate governing body, after a public hearing, [has designated] as a residential improvement area; or

k. To replat one or more lots fronting on an existing street if:

- (1) The owners of all those lots join in the application for amending the plat;
- (2) The amendment does not attempt to remove recorded covenants or restrictions;
- (3) The amendment does not increase the number of lots; and
- (4) The amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities.

C. Notice, a hearing, and the approval of other lot owners are not required for the approval and issuance of an amending plat.

D. The amended plat shall be entitled and clearly state that it is an amended plat. It shall also state the specific lots affected or changed as a result of the amended plat and include the original subdivision plat boundary. All references to “final plat” or “replat” shall be removed.

E. Unless otherwise specified, application and all related procedures, including recording of an amended plat shall be the same as specified for a final plat. Review and approval shall be in accordance with Section 2.5 and other applicable provisions of this Ordinance.

#### **Sec. 2.9 - Minor plats.**

A. The purpose of a minor plat is to simplify divisions of land under certain circumstances outlined in state law. An application for approval of a minor plat may be filed only in accordance with state law, when all of the following circumstances apply:

1. The proposed division results in four or fewer lots;
2. All lots in the proposed subdivision front onto an existing public street and the construction or extension of a street or alley is not required to meet the requirements of this Code; and
3. Except for right-of-way widening and easements, the plat does not require the extension of any municipal facilities to serve any lot within the subdivision.

B. Unless otherwise specified, application and all related procedures, including recordation, shall be the same as specified for a final plat. Review and approval shall be in accordance with Section 2.5 and other applicable provisions of this Ordinance.

#### **Section 2.10 Plat vacation.**

A. By property owner. The property owner of the tract covered by a plat may vacate, upon the approval of the Commission and City Council, the plat at any time before any lot in the plat is sold. The plat is vacated when a signed, acknowledged instrument declaring the plat vacated is approved and recorded in the manner prescribed for the original plat.

B. By all lot owners. If lots in the plat have been sold, the plat, or any part of the plat, may be vacated on the application of all the owners of lots in the plat with approval obtained in the manner prescribed for the original plat.

C. Criteria. The Commission and City Council shall approve the petition for vacation on such terms and conditions as are in accordance with V.T.C.A., Local Government Code § 212.013, and reasonable to protect public health, safety and welfare. As a condition of vacation of the plat, the City Council may direct the petitioners to prepare a revised final plat in accordance with these regulations.

D. Effect of action. On the execution and recording of the vacating instrument, the vacated plat shall have no effect. Regardless of the Commission's and City Council's action on the petition, the property owner or developer will have no right to a refund of any monies, fees or charges paid to the City nor to the return of any property or consideration dedicated or delivered to the City except as may have previously been agreed to by the Commission and City Council.

E. City-initiated plat vacation.

1. General conditions. The Commission and City Council, on its motion, may vacate the plat of an approved subdivision or addition when:

a. No lots within the approved plat have been sold within five years from the date that the plat was signed by the City.

b. The property owner has breached an improvement agreement and the City is unable to obtain funds with which to complete construction of public improvements, except that the vacation shall apply only to lots owned by property owner or its successor.

c. The plat has been of record for more than five years and the City determines that the further sale of lots within the subdivision or addition presents a threat to public health, safety and welfare, except that the vacation shall apply only to lots owned by the property owner or its successors.

2. Procedure. Upon any motion of the Commission or City Council to vacate the plat of any previously approved subdivision or addition, in whole or in part, the Commission shall publish notice in a newspaper of general circulation in the county and provide personal notice to all property owners within the subdivision or addition and shall also provide notice to the City Council. The notice shall state the time and place for a public hearing on the motion to vacate the subdivision or addition plat. The Commission shall recommend approval and the City Council shall approve the vacation only if the criteria in C. above are satisfied.

3. Record of notice. If the Commission and City Council approve vacating a plat, the City Secretary shall record a copy of the resolution or ordinance in the county clerk's office with a copy of the area or plat vacated. If the Commission and City Council adopt a resolution or ordinance vacating a plat in part, it shall cause a revised final plat to be recorded which shows that portion of the original plat that has been vacated and that portion that has not been vacated.

**SECTION 2.** All provisions of the ordinances of the City of Highland Village in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Highland Village not in conflict with the provisions of this Ordinance shall remain in full force and effect.

**SECTION 3.** Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinances as a whole.

**SECTION 4.** An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Code of Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 5.** 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 the Code of Ordinances of the City of Highland Village as heretofore amended and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2000.00) for each offense, and each and every day such violation shall continue shall be deemed and constitute a separate offense.

**SECTION 6.** This ordinance shall become effective immediately upon final approval of this Ordinance and publication as required by charter and state law but shall be applicable only to applications for a plat or plan received on or after the effective date of this Ordinance.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 12<sup>th</sup> DAY OF NOVEMBER 2019.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 10<sup>th</sup> DAY OF DECEMBER 2019.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:11/5/19:111981)

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 14**

**MEETING DATE: 12/10/19**

**SUBJECT: Consider Resolution 2019-2859 authorizing an Interlocal Cooperation Agreement with the City of Lewisville for the Operation and Maintenance of Traffic Signals at Highland Village Road and Brazos Boulevard**

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

### **BACKGROUND:**

The City of Highland Village has for many years been a party to an interlocal agreement with the City of Lewisville to operate and maintain the traffic signal located at Highland Village Road and Brazos Boulevard. The agreement calls for Lewisville Traffic Department to maintain the operation of the traffic devices. The City of Lewisville utilizes cooperative agreements with local governments where the signals are located to provide the necessary field services to operate and maintain signals to State standards. The City of Lewisville's Traffic Department is the closest largest municipal entity with the means to perform such operation to operate and maintain the signal. The City of Lewisville has terminated the existing Agreement effective December 31, 2019 and has submitted a new Agreement for consideration.

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

Accept the agreement for maintenance of the signal in order for the City of Lewisville to be able to perform maintenance on traffic signal located within the corporate limits of the City of Highland Village.

### **OPTIONS & RESULTS:**

Approving the agreement allows the City of Lewisville to operate and maintain the identified traffic signal within the City of Highland Village. Failing to approve the agreement will result in the City of Highland Village being required to hire a third party contractor to perform the maintenance of the identified traffic signal since the City presently does not employ a traffic signal technician.

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

Lewisville has processed the Agreement through their Council and has submitted to Highland Village for execution.

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

Budgeted from the General Fund for signal maintenance.

**RECOMMENDATION:**

To approve Resolution No. 2019-2859.



**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2859**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING AN INTERLOCAL COOPERATION AGREEMENT FOR TRAFFIC SIGNAL MAINTENANCE WITH THE CITY OF LEWISVILLE TO OPERATION AND MAINTENANCE OF THE TRAFFIC SIGNAL AT HIGHLAND VILLAGE ROAD AND BRAZOS BOULEVARD; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City has for many years been party to an interlocal agreement with the City of Lewisville ("Lewisville") wherein Lewisville has agreed to operate and maintain the City's traffic signal at the intersection of Highland Village Road and Brazos Boulevard ("the Signal"); and

**WHEREAS**, Lewisville has terminated the above described agreement effective December 31, 2019; and

**WHEREAS**, City Administration has negotiated a new interlocal cooperation agreement with Lewisville to operate and maintain the Signal commencing January 1, 2020, and has requested authority to sign said agreement on behalf of the City; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to enter into the above described agreement;

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

**SECTION 1.** The City Manager is authorized to execute a contract with the City of Lewisville to provide for the operation and maintenance of the traffic signal at Highland Village Road and Brazos Boulevard.

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

**PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF DECEMBER 2019.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:11/18/19:112239)

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

<b>AGENDA#</b>	<b>15</b>	<b>MEETING DATE:</b>	<b>12/10/19</b>
<b>SUBJECT:</b>	<b>Consider Resolution 2019-2860 of the City Council of the City of Highland Village, Texas awarding and authorizing a contract with Reynolds Asphalt &amp; Construction Company for the Street Improvements Project – Phase 2 (Second Phase of the 2018 Street Bond Program)</b>		
<b>PREPARED BY:</b>	<b>Scott Kriston, Director of Public Works</b>		

**BACKGROUND:**

As a result of the City's pavement evaluation program, certain streets have been identified that require pavement improvements. The streets will be improved as part of the 2018 Street Bond Program. These street improvements will be accomplished in several phases in an effort to more concentrate and limit the work to different areas of the City one area at a time. The second phase (identified as Street Improvements Project – Phase 2) will include improvements to Oak Forest Drive, Winding Creek Drive, Canyon Creek Drive, Dickinson Drive, E. Whittier Street, Baird Circle, and Donna Circle. Because of their condition, some of the streets require restoration, and full depth reclamation will be done on these streets. Other streets in this area are in better condition, and an asphalt overlay will be sufficient.

The City issued the project for bid with a Base Bid including improvements to the streets identified above. Bids were received on Tuesday, November 26, 2019 for the project from five general contractors. The bid total for each responsive bidder is provided below:

Reynolds Asphalt	HD Cook's Rock Solid	Anderson Asphalt	Pavecon Public Works	Peachtree Construction
\$584,266.83	\$849,047.00	\$868,191.75	\$969,625.80	\$983,370.00

The lowest bidder is Reynolds Asphalt & Construction Company with a total bid in the amount of \$584,266.83. The low bid has been reviewed and evaluated and is considered the lowest responsive bid. This bid is considered a very good bid. Reynolds Asphalt & Construction Company has completed several projects in the City, and they have sufficient resources to construct this project.

**IDENTIFIED NEED/S:**

The pavement improvements to Oak Forest Drive, Winding Creek Drive, Canyon Creek Drive, Dickinson Drive, E. Whittier Street, Baird Circle, and Donna Circle 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 2018 Street Bond Program

**RECOMMENDATION:**

To approve Resolution 2019-2860.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2860**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDED AND AUTHORIZING A CONTRACT WITH REYNOLDS ASPHALT & CONSTRUCTION COMPANY FOR THE STREET IMPROVEMENTS PROJECT – PHASE 2 (SECOND PHASE OF THE 2018 STREET BOND PROGRAM); AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, City administration, having solicited, received, and reviewed the bids for the Street Improvements Project – Phase 2 (the “Project”) to improve Oak Forest Drive, Winding Creek Drive, Canyon Creek Drive, Dickinson Drive, E. Whittier Street, Baird Circle, and Donna Circle by making pavement improvements, has determined that Reynolds Asphalt & Construction Company has submitted the lowest responsive bid in an amount of \$584,266.83 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 Reynolds Asphalt & Construction Company in the amount of \$584,266.83 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 10<sup>TH</sup> DAY OF DECEMBER 2019.**

**APPROVED:**

---

**Charlotte J. Wilcox, Mayor**

**ATTEST:**

---

**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:12/4/19:112534)

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

**AGENDA# 16**

**MEETING DATE: 12/10/19**

**SUBJECT: Consider Resolution 2019-2864 authorizing the City Manager to Receive and Accept Donations on Behalf of the Kids Kastle Playground Project at Unity Park**

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

**BACKGROUND:**

In the 2018 bond election, voters authorized issuance of \$7.2M for parks and streets projects. Of this amount \$4.2M was identified parks projects. In particular, the rebuild of Kids Kastle is to be accomplished as a community build. And in this process, an enhanced scope was identified to proceed as an all-inclusive playground. However, this enhanced scope also entails cost exceeding the original estimate, thus necessitating consideration of accepting contributions to assist with funding of the full project.

**IDENTIFIED NEED/S:**

This resolution allows the City to earmark contributions on behalf of the Kids Kastle rebuild to be specifically designated for this project.

**BUDGETARY IMPACT/ORDINANCE CHANGE:**

Resolution following.

**RECOMMENDATION:**

Council to approve Resolution 2019–2864 as submitted.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2864**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO SOLICIT AND ACCEPT DONATIONS TO THE CITY FOR THE DESIGN AND CONSTRUCTION OF THE KIDS KASTLE RECONSTRUCTION PROJECT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City Council has previously authorized the design and reconstruction of the Kids Kastle Playground at Unity Park ("the Project"); and

**WHEREAS**, the City Council has further discussed seeking donations of in-kind and cash contributions to the City to offset the cost of Project as well as to provide funds for construction or installation of optional enhancements to the basic plans for the Project; and

**WHEREAS**, based on the short construction timeline for the Project, the desire to obtain as many donations as possible prior to commencement of construction of the Project, and the period of time between council meetings in December 2019 and January 2020, the City Council finds it to be unreasonable and contrary to the public interest to delay acceptance of donations for the Project until the City Council can meet to take formal action to accept such donations;

**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 solicit and accept on behalf of the City in-kind and cash donations to be used for and benefit the Project, which authority shall include the authority to negotiate and sign such gift agreements, sponsor agreement, and other instruments.as may be reasonable and necessary to memorialize the terms and conditions related to acceptance of such donations, if any.

**SECTION 2.** The authority granted to the City Manager in Section 1, above, includes the authority to reject any proposed donation that is subject to terms and conditions the City Manager does not consider to be in the best interest of the City or which may result in a budgetary impact to the City beyond the anticipated costs for operating and maintaining the Project.

**SECTION 3.** This Resolution shall be effective immediately upon approval.

**PASSED AND APPROVED THIS THE 10<sup>TH</sup> DAY OF DECEMBER 2019.**

**APPROVED:**

---

**Charlotte J. Wilcox, Mayor**

**ATTEST:**

---

**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

---

**Kevin B. Laughlin, City Attorney**

(kbl:12/4/19:112535)



## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 17**

**MEETING DATE: 12/10/19**

**SUBJECT: Receive Budget Reports for Period Ending September 30, 2019**

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

### **BACKGROUND:**

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

The budget report submitted for September represents the final report of the Fiscal Year.

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

N/A

### **OPTIONS & RESULTS:**

Please note that this report is un-audited. We are still in the process of closing the books for Fiscal Year 2019-2020 – not all invoices / payments have been received that pertain to this year. Thus, there will likely be further adjustments until final numbers are obtained. However, in total, the budget reports do fairly represent the financial position of the City.

The totals for year-end reflect a favorable position for the City. In general, the actual ending fund balance totals for FY 2018-2019 exceed the projections provided in the budget process. Actual revenues slightly exceeded the original budget amount and were right in line with the year-end projections in the FY 2020 budget process. Expenditures in total are below both the original budget, as well as the year-end budget projections.

Following is actual expenditures (unaudited) compared to the year-end estimated identified in the budget process.

Significant variances from Year-end estimate:

Revenues (\$-8,282)

- Sales Tax (\$134,103)
- Miscellaneous (\$-196,120)
  - Projected additional supplemental pmt. from TML regarding rotunda and remaining roofs not received prior to year-end.

Expenditures (\$-582,028)

- Maintenance (\$-417,027) Buildings and Grounds Maintenance account which include remaining roof repairs which will carry over to FY 2020.
- Parks (\$-122,861)
  - Capital – reallocated economic development incentive monies (\$275K) for shade covers, playground, and swings FY 2019 expenditures - 70K remaining.
  - Truck replacement received after year-end (40K)

# General Fund Summary

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,858,485	\$ 10,858,485	\$ 10,811,608	\$ (46,877)	100%
Sales Tax	2,787,241	2,787,241	2,863,354	76,113	103%
Franchise Fees	1,685,326	1,685,326	1,590,057	(95,269)	94%
Licensing & Permits	519,407	519,407	405,907	(113,500)	78%
Park/Recreation Fees	264,595	264,595	282,401	17,806	107%
Public Safety Fees	40,000	40,000	31,073	(8,927)	78%
Rents	131,408	131,408	172,636	41,228	131%
Municipal Court	97,920	97,920	109,169	11,249	111%
Public Safety Charges for Svc	473,237	473,237	530,174	56,937	112%
Interest Income	184,000	184,000	207,677	23,677	113%
Miscellaneous	140,550	140,550	195,831	55,281	139%
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,182,169</b>	<b>\$ 17,199,885</b>	<b>\$ 17,716</b>	<b>100%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ 534,200	\$ 200	100%
<b>Total Available Resources</b>	<b>\$ 17,716,169</b>	<b>\$ 17,716,169</b>	<b>\$ 17,734,085</b>	<b>\$ 17,916</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 707,882	\$ 697,882	\$ 661,784	\$ 36,099	95%
Finance (includes Mun. Court)	1,614,695	1,649,695	1,590,595	59,100	96%
Human Resources	520,658	458,658	400,695	57,964	87%
City Secretary Office	360,526	368,526	311,728	56,798	85%
Information Services	1,114,746	1,157,746	1,144,095	13,651	99%
Police	5,047,139	4,982,139	4,885,525	96,614	98%
Fire	4,022,597	4,042,597	4,039,785	2,812	100%
Community Services	471,448	471,448	435,065	36,382	92%
Streets/Drainage	1,490,696	1,641,696	1,448,155	193,542	88%
Maintenance	925,288	1,475,288	1,037,690	437,598	70%
Parks	2,011,787	2,392,787	2,193,238	199,549	92%
Recreation	532,620	532,620	514,790	17,830	97%
<b>Total Expenditures</b>	<b>\$ 18,820,082</b>	<b>\$ 19,871,082</b>	<b>\$ 18,663,144</b>	<b>\$ 1,207,938</b>	<b>94%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 1,584,000	\$ 2,003,000	\$ 1,914,053	\$ 88,947	96%

Other Uses					
Transfers Out	\$ 66,000	\$ 66,000	\$ 66,000	-	100%
<b>Total Expenditures</b>	<b>\$ 18,886,082</b>	<b>\$ 19,937,082</b>	<b>\$ 18,729,144</b>	<b>\$ 1,207,938</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date	Audited FY18
Beginning Fund Balance	6,735,401	7,550,925	7,550,925	
+ Net Increase (Decrease)	(1,169,913)	(2,220,913)	(995,059)	
Ending Fund Balance	\$ 5,565,488	\$ 5,330,012	\$ 6,555,866	

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,823,012	\$ 2,980,662	\$ 2,799,472
Restricted	11,500	11,500	11,500
Unassigned	2,730,976	2,337,850	3,744,895
<b>Total Fund Balance</b>	<b>\$ 5,565,488</b>	<b>\$ 5,330,012</b>	<b>\$ 6,555,866</b>

# General Fund Expenditure Summary

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

<b>--- Summary ---</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 12,497,378	\$ 12,560,378	\$ 12,394,252	\$ 166,126	99%
Services / Supplies	4,738,704	5,307,704	4,354,839	952,866	82%
Capital	1,584,000	2,003,000	1,914,053	88,947	96%
	<u>\$ 18,820,082</u>	<u>\$ 19,871,082</u>	<u>\$ 18,663,144</u>	<u>\$ 1,207,938</u>	<u>94%</u>

<b>--- Detail ---</b>					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,024,474	\$ 9,087,474	\$ 8,964,863	\$ 122,611	99%
<i>Employee Benefits</i>	3,472,904	3,472,904	3,429,389	43,514	99%
<i>Total Personnel</i>	<u>\$ 12,497,378</u>	<u>\$ 12,560,378</u>	<u>\$ 12,394,252</u>	<u>\$ 166,126</u>	<u>99%</u>

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,477,011	\$ 1,462,011	\$ 1,249,676	\$ 212,335	85%
<i>Employee Development</i>	356,261	344,261	268,282	75,979	78%
<i>Office Supplies / Equipment</i>	1,130,352	1,680,352	1,173,041	507,311	70%
<i>Utilities</i>	334,408	334,408	273,005	61,403	82%
<i>Other</i>	1,440,672	1,486,672	1,390,833	95,839	94%
<i>Total Services / Supplies</i>	<u>\$ 4,738,704</u>	<u>\$ 5,307,704</u>	<u>\$ 4,354,839</u>	<u>\$ 952,866</u>	<u>82%</u>

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 1,584,000	\$ 2,003,000	\$ 1,914,053	\$ 88,947	96%
<i>Total Capital</i>	<u>\$ 1,584,000</u>	<u>\$ 2,003,000</u>	<u>\$ 1,914,053</u>	<u>\$ 88,947</u>	<u>96%</u>

<i>Total General Fund Expenditure Summary</i>	\$ 18,820,082	\$ 19,871,082	\$ 18,663,144	\$ 1,207,938	94%
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# General Fund Revenue

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,858,485	\$ 10,858,485	\$ 10,811,608	\$ (46,877)	100%
Sales Tax	2,787,241	2,787,241	2,863,354	76,113	103%
Franchise Fees	1,685,326	1,685,326	1,590,057	(95,269)	94%
Licensing & Permits	519,407	519,407	405,907	(113,500)	78%
Park/Recreation Fees	264,595	264,595	282,401	17,806	107%
Public Safety Fees	40,000	40,000	31,073	(8,927)	78%
Rents	131,408	131,408	172,636	41,228	131%
Municipal Court	97,920	97,920	109,169	11,249	111%
Public Safety Charges for Svc	473,237	473,237	530,174	56,937	112%
Interest Income	184,000	184,000	207,677	23,677	113%
Miscellaneous	140,550	140,550	195,831	55,281	139%
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,182,169</b>	<b>\$ 17,199,885</b>	<b>\$ 17,716</b>	<b>100%</b>

# City Manager Office

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 413,579	\$ 448,579	\$ 441,768	\$ 6,811	98%
Services / Supplies	294,303	249,303	188,263	61,040	76%
Capital	-	-	31,753	(31,753)	0%
	\$ 707,882	\$ 697,882	\$ 661,784	\$ 36,099	95%

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

<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 327,604	\$ 362,604	\$ 343,306	\$ 19,298	95%
<i>Employee Benefits</i>	85,975	85,975	98,462	(12,487)	115%
<b>Total Personnel</b>	\$ 413,579	\$ 448,579	\$ 441,768	\$ 6,811	98%

<b>Services / Supplies</b>					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 165,760	\$ 165,760	\$ 130,133	\$ 35,627	79%
<i>Employee Development</i>	14,045	14,045	12,096	1,949	86%
<i>Supplies / Equipment</i>	4,210	4,210	3,482	728	83%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	65,288	42,551	22,737	65%
<b>Total Services / Supplies</b>	\$ 294,303	\$ 249,303	\$ 188,263	\$ 61,040	76%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	31,753	(31,753)	0%
<b>Total Capital</b>	\$ -	\$ -	\$ 31,753	\$ (31,753)	0%

<b>Total City Manager</b>	\$ 707,882	\$ 697,882	\$ 661,784	\$ 36,099	95%
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# Finance Department

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 999,683	\$ 1,034,683	\$ 1,010,990	\$ 23,692	98%
Services / Supplies	615,012	615,012	579,605	35,407	94%
Capital	-	-	-	-	0%
	\$ 1,614,695	\$ 1,649,695	\$ 1,590,595	\$ 59,100	96%

  

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<b>Salaries / Wages</b>	\$ 722,935	\$ 757,935	\$ 734,788	\$ 23,148	97%
<b>Employee Benefits</b>	276,748	276,748	276,203	545	100%
<b>Total Personnel</b>	\$ 999,683	\$ 1,034,683	\$ 1,010,990	\$ 23,692	98%
<b>Services / Supplies</b>					
<b>Professional Services</b> (City-wide liability insurance - \$126,376 / DCAD - \$79,636)	\$ 531,737	\$ 531,737	\$ 512,254	\$ 19,483	96%
<b>Employee Development</b>	21,708	21,708	17,733	3,975	82%
<b>Supplies / Equipment</b>	10,667	10,667	6,029	4,638	57%
<b>Utilities</b>	-	-	-	-	0%
<b>Other</b> [Special Events (\$21,900, Data Processing \$29,000)]	50,900	50,900	43,589	7,311	86%
<b>Total Services / Supplies</b>	\$ 615,012	\$ 615,012	\$ 579,605	\$ 35,407	94%
<b>Capital</b>					
<b>Equipment / Vehicles</b>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,614,695	\$ 1,649,695	\$ 1,590,595	\$ 59,100	96%

# Human Resources

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 387,236	\$ 337,236	\$ 310,837	\$ 26,400	92%
Services / Supplies	133,422	121,422	89,858	31,564	74%
Capital	-	-	-	-	0%
	\$ 520,658	\$ 458,658	\$ 400,695	\$ 57,964	87%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 287,718	\$ 237,718	\$ 224,579	\$ 13,139	94%
<i>Employee Benefits</i>	99,518	99,518	86,258	13,260	87%
<b>Total Personnel</b>	\$ 387,236	\$ 337,236	\$ 310,837	\$ 26,400	92%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 51,050	\$ 51,050	\$ 45,296	\$ 5,754	89%
<i>Employee Development</i>	73,972	61,972	37,633	24,339	61%
<i>Supplies / Equipment</i>	1,575	1,575	723	852	46%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	6,206	619	91%
<b>Total Services / Supplies</b>	\$ 133,422	\$ 121,422	\$ 89,858	\$ 31,564	74%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 520,658	\$ 458,658	\$ 400,695	\$ 57,964	87%



# City Secretary Office

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 211,309	\$ 219,309	\$ 208,054	\$ 11,256	95%
Services / Supplies	149,217	149,217	103,674	45,543	69%
Capital	-	-	-	-	-
	\$ 360,526	\$ 368,526	\$ 311,728	\$ 56,798	85%

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 162,369	\$ 170,369	\$ 159,977	\$ 10,391	94%
<b>Employee Benefits</b>	48,941	48,941	48,076	864	98%
<b>Total Personnel</b>	\$ 211,309	\$ 219,309	\$ 208,054	\$ 11,256	95%

#### Services / Supplies

<b>Professional Services</b>	\$ 41,900	\$ 41,900	\$ 13,291	\$ 28,609	32%
<b>Employee Development</b> <i>(City Council related \$36,142)</i>	50,262	50,262	36,327	13,935	72%
<b>Supplies / Equipment</b>	16,055	16,055	13,556	2,499	84%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Outside Services)</b>	41,000	41,000	40,500	500	99%
<b>Total Services / Supplies</b>	\$ 149,217	\$ 149,217	\$ 103,674	\$ 45,543	69%

#### Capital

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

<b>Total City Secretary Office</b>	\$ 360,526	\$ 368,526	\$ 311,728	\$ 56,798	85%
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# Information Services

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 677,843	\$ 677,843	\$ 669,048	\$ 8,795	99%
Services / Supplies	436,903	436,903	432,237	4,666	99%
Capital	-	43,000	42,810	190	0%
	\$ 1,114,746	\$ 1,157,746	\$ 1,144,095	\$ 13,651	99%

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 511,425	\$ 511,425	\$ 509,253	\$ 2,172	100%
<b>Employee Benefits</b>	166,417	166,417	159,795	6,623	96%
<b>Total Personnel</b>	\$ 677,843	\$ 677,843	\$ 669,048	\$ 8,795	99%

#### Services / Supplies

<b>Professional Services</b> (Maintenance Contracts \$137,440)	\$ 190,440	\$ 190,440	\$ 121,373	\$ 69,067	64%
<b>Employee Development</b>	28,755	28,755	17,012	11,743	59%
<b>Supplies / Equipment</b>	2,300	2,300	4,274	(1,974)	186%
<b>Utilities</b>	24,308	24,308	15,051	9,257	62%
<b>Other (Data Processing)</b>	191,100	191,100	274,527	(83,427)	144%
<b>Total Services / Supplies</b>	\$ 436,903	\$ 436,903	\$ 432,237	\$ 4,666	99%

#### Capital

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

<b>Total City Secretary Office</b>	\$ 1,114,746	\$ 1,157,746	\$ 1,144,095	\$ 13,651	99%
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# Police Department

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,492,789	<b>\$ 4,442,789</b>	<b>\$ 4,402,139</b>	\$ 40,650	99%
Services / Supplies	389,350	<b>374,350</b>	<b>310,859</b>	63,491	83%
Capital	<u>165,000</u>	<u><b>165,000</b></u>	<u><b>172,527</b></u>	<u>(7,527)</u>	<u>105%</u>
	<b>\$ 5,047,139</b>	<b>\$ 4,982,139</b>	<b>\$ 4,885,525</b>	<b>\$ 96,614</b>	<b>98%</b>

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 3,309,810	<b>\$ 3,259,810</b>	<b>\$ 3,259,980</b>	\$ (170)	100%
<b>Employee Benefits</b>	<u>1,182,979</u>	<u><b>1,182,979</b></u>	<u><b>1,142,159</b></u>	<u>40,821</u>	<u>97%</u>
<b>Total Personnel</b>	<b>\$ 4,492,789</b>	<b>\$ 4,442,789</b>	<b>\$ 4,402,139</b>	<b>\$ 40,650</b>	<b>99%</b>

#### Services / Supplies

<b>Professional Services</b>	\$ 139,838	<b>\$ 124,838</b>	<b>\$ 115,658</b>	\$ 9,180	93%
<b>Employee Development</b>	45,309	<b>45,309</b>	<b>44,607</b>	702	98%
<b>Supplies / Equipment</b>	140,915	<b>140,915</b>	<b>91,562</b>	49,353	65%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Animal Care - \$52,028)</b>	<u>63,288</u>	<u><b>63,288</b></u>	<u><b>59,032</b></u>	<u>\$ 4,256</u>	<u>93%</u>
<b>Total Services / Supplies</b>	<b>\$ 389,350</b>	<b>\$ 374,350</b>	<b>\$ 310,859</b>	<b>\$ 63,491</b>	<b>83%</b>

#### Capital

<b>Equipment / Vehicles</b>	165,000	<b>165,000</b>	<b>172,527</b>	(7,527)	105%
<b>Total Capital</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ 172,527</b>	<b>\$ (7,527)</b>	<b>105%</b>

<b>Total Police Department</b>	<b>\$ 5,047,139</b>	<b>\$ 4,982,139</b>	<b>\$ 4,885,525</b>	<b>\$ 96,614</b>	<b>98%</b>
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# Fire Department FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

## --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,443,276	\$ 2,463,276	\$ 2,481,592	\$ (18,316)	101%
Services / Supplies	475,321	475,321	469,014	6,307	99%
Capital	1,104,000	1,104,000	1,089,180	14,820	99%
	\$ 4,022,597	\$ 4,042,597	\$ 4,039,785	\$ 2,812	100%

## --- Detail ---

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

<b>Salaries / Wages</b>	\$ 1,709,983	\$ 1,729,983	\$ 1,739,617	\$ (9,634)	101%
<b>Employee Benefits</b>	733,293	733,293	741,975	(8,682)	101%
<b>Total Personnel</b>	\$ 2,443,276	\$ 2,463,276	\$ 2,481,592	\$ (18,316)	101%

### Services / Supplies

<b>Professional Services</b>	\$ 71,025	\$ 71,025	\$ 75,278	\$ (4,253)	106%
<b>Employee Development</b> (Training - \$50,450)	65,495	65,495	60,243	5,252	92%
<b>Supplies / Equipment</b>	159,751	159,751	153,941	5,810	96%
<b>Utilities</b>	1,800	1,800	1,502	298	83%
<b>Other</b> (Capital Lease Pmt - \$134,000)	177,250	177,250	178,051	(801)	100%
<b>Total Services / Supplies</b>	\$ 475,321	\$ 475,321	\$ 469,014	\$ 6,307	99%

### Capital

<b>Equipment / Vehicles</b>	1,104,000	1,104,000	1,089,180	14,820	99%
<b>Total Capital</b>	\$ 1,104,000	\$ 1,104,000	\$ 1,089,180	\$ 14,820	99%

<b>Total Fire Department</b>	\$ 4,022,597	\$ 4,042,597	\$ 4,039,785	\$ 2,812	100%
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# Community Services

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 447,995	\$ 447,995	\$ 421,605	\$ 26,390	94%
Services / Supplies	23,453	23,453	13,461	9,992	57%
Capital	-	-	-	-	0%
	\$ 471,448	\$ 471,448	\$ 435,065	\$ 36,382	92%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 316,041	\$ 316,041	\$ 312,950	\$ 3,091	99%
<i>Employee Benefits</i>	131,954	131,954	108,655	23,299	82%
<b>Total Personnel</b>	\$ 447,995	\$ 447,995	\$ 421,605	\$ 26,390	94%

#### Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 4,110	5,090	45%
<i>Employee Development</i>	5,795	5,795	3,511	2,284	61%
<i>Supplies / Equipment</i>	8,458	8,458	5,839	2,619	69%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<b>Total Services / Supplies</b>	\$ 23,453	\$ 23,453	\$ 13,461	\$ 9,992	57%

#### Capital

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

<b>Total Building Operations</b>	\$ 471,448	\$ 471,448	\$ 435,065	\$ 36,382	92%
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# Streets Division

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

<i>Percent of Budget Year Transpired</i>	<b>100.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 697,195	\$ 747,195	\$ 709,219	\$ 37,976	95%
Services / Supplies	718,501	809,501	627,421	182,080	78%
Capital	<u>75,000</u>	<u>85,000</u>	<u>111,514</u>	<u>(26,514)</u>	<u>131%</u>
	\$ 1,490,696	\$ 1,641,696	\$ 1,448,155	\$ 193,542	88%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 484,653	\$ 534,653	\$ 498,172	\$ 36,480	93%
<i>Employee Benefits</i>	<u>212,543</u>	<u>212,543</u>	<u>211,047</u>	<u>1,496</u>	<u>99%</u>
<b>Total Personnel</b>	\$ 697,195	\$ 747,195	\$ 709,219	\$ 37,976	95%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 78,771	\$ 78,771	\$ 47,312	\$ 31,459	60%
<i>Employee Development</i>	10,825	10,825	6,130	4,695	57%
<i>Supplies / Equipment</i>	48,355	48,355	41,121	7,234	85%
<i>Utilities (Streetlights)</i>	90,000	90,000	85,358	4,642	95%
<i>Other (Street Maintenance)</i>	<u>490,550</u>	<u>581,550</u>	<u>447,501</u>	<u>134,049</u>	<u>77%</u>
<b>Total Services / Supplies</b>	\$ 718,501	\$ 809,501	\$ 627,421	\$ 182,080	78%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	75,000	85,000	111,514	(26,514)	131%
<b>Total Capital</b>	\$ 75,000	\$ 85,000	\$ 111,514	\$ (26,514)	131%

<b>Total Streets</b>	\$ 1,490,696	\$ 1,641,696	\$ 1,448,155	\$ 193,542	88%
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# Maintenance Division

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 345,803	\$ 345,803	\$ 340,864	\$ 4,939	99%
Services / Supplies	579,485	1,129,485	696,825	432,660	62%
Capital	-	-	-	-	0%
	\$ 925,288	\$ 1,475,288	\$ 1,037,690	\$ 437,598	70%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 244,696	\$ 244,696	\$ 241,343	\$ 3,353	99%
<i>Employee Benefits</i>	101,107	101,107	99,521	1,586	98%
<b>Total Personnel</b>	\$ 345,803	\$ 345,803	\$ 340,864	\$ 4,939	99%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 63,978	\$ 63,978	\$ 54,367	\$ 9,611	85%
<i>Employee Development</i>	4,495	4,495	2,254	2,241	50%
<i>Supplies / Equipment</i> (Fuel & Oils - \$159,777, Repair Parts / Contract Repairs - \$195,610)	425,912	975,912	573,414	402,498	59%
<i>Utilities</i>	85,000	85,000	66,791	18,209	79%
<i>Other</i>	100	100	-	100	0%
<b>Total Services / Supplies</b>	\$ 579,485	\$ 1,129,485	\$ 696,825	\$ 432,660	62%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Maintenance</b>	\$ 925,288	\$ 1,475,288	\$ 1,037,690	\$ 437,598	70%

# Parks Division

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,168,532	<b>\$ 1,183,532</b>	<b>\$ 1,190,980</b>	\$ (7,449)	101%
Services / Supplies	603,255	<b>603,255</b>	<b>535,988</b>	67,267	89%
Capital	<u>240,000</u>	<b><u>606,000</u></b>	<b><u>466,270</u></b>	<u>139,730</u>	<u>77%</u>
	<b>\$ 2,011,787</b>	<b>\$ 2,392,787</b>	<b>\$ 2,193,238</b>	<b>\$ 199,549</b>	<b>92%</b>

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 777,453	<b>\$ 792,453</b>	<b>\$ 775,388</b>	\$ 17,065	98%
<b>Employee Benefits</b>	<u>391,078</u>	<b><u>391,078</u></b>	<b><u>415,592</u></b>	<u>(24,514)</u>	<u>106%</u>
<b>Total Personnel</b>	<b>\$ 1,168,532</b>	<b>\$ 1,183,532</b>	<b>\$ 1,190,980</b>	<b>\$ (7,449)</b>	<b>101%</b>

#### Services / Supplies

<b>Professional Services</b> (ROW Contract Mowing - \$108,000)	\$ 133,312	<b>\$ 133,312</b>	<b>\$ 130,604</b>	\$ 2,708	98%
<b>Employee Development</b>	25,045	<b>25,045</b>	<b>21,525</b>	3,520	86%
<b>Supplies / Equipment</b>	310,648	<b>310,648</b>	<b>278,794</b>	31,854	90%
<b>Utilities</b>	133,300	<b>133,300</b>	<b>104,304</b>	28,996	78%
<b>Other</b>	<u>950</u>	<b><u>950</u></b>	<b><u>761</u></b>	<u>189</u>	<u>80%</u>
<b>Total Services / Supplies</b>	<b>\$ 603,255</b>	<b>\$ 603,255</b>	<b>\$ 535,988</b>	<b>\$ 67,267</b>	<b>89%</b>

#### Capital

<b>Equipment / Vehicles - Budget</b> Amend added \$91K for eng. for Chapel Hill Trail and \$275K for DTR shade covers and playground equip.	240,000	<b>606,000</b>	<b>466,270</b>	139,730	77%
<b>Total Capital</b>	<u>240,000</u>	<b><u>606,000</u></b>	<b><u>466,270</u></b>	<u>139,730</u>	<u>77%</u>

<b>Total Parks</b>	<b>\$ 2,011,787</b>	<b>\$ 2,392,787</b>	<b>\$ 2,193,238</b>	<b>\$ 199,549</b>	<b>92%</b>
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# Recreation Division FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

<i>Percent of Budget Year Transpired</i>	<b>100.0%</b>
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## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 212,138	\$ 212,138	\$ 207,157	\$ 4,982	98%
Services / Supplies	320,482	320,482	307,633	12,849	96%
Capital	-	-	-	-	0%
	\$ 532,620	\$ 532,620	\$ 514,790	\$ 17,830	97%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 169,788	\$ 169,788	\$ 165,509	\$ 4,278	97%
<i>Employee Benefits</i>	42,351	42,351	41,648	703	98%
<b>Total Personnel</b>	\$ 212,138	\$ 212,138	\$ 207,157	\$ 4,982	98%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,555	10,555	9,211	1,344	87%
<i>Supplies / Equipment</i>	1,506	1,506	306	1,200	20%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	308,421	308,421	298,116	10,305	97%
<b>Total Services / Supplies</b>	\$ 320,482	\$ 320,482	\$ 307,633	\$ 12,849	96%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 532,620	\$ 532,620	\$ 514,790	\$ 17,830	97%

# Equipment Replacement / Capital Schedule

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
City Manager Office Capital Outlay	-	-	31,753	(31,753)	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	43,000	42,810	-	100%
Police Dept Capital Outlay	165,000	165,000	172,527	(7,527)	105%
Fire Dept Capital Outlay	1,104,000	1,104,000	1,089,180	14,820	99%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	75,000	85,000	111,514	(26,514)	131%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	240,000	606,000	466,270	139,730	77%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 1,584,000</b>	<b>\$ 2,003,000</b>	<b>\$ 1,914,053</b>	<b>\$ 88,947</b>	<b>96%</b>

# Utility Fund Revenues

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

<b>Percent of Budget Year Transpired</b>	<b>100.0%</b>
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<b>Fees</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Electronic Payment</i>	\$ (175,000)	\$ (175,000)	\$ (172,045)	\$ (2,955)	98%
<i>Charges / Penalties</i>	86,750	86,750	100,088	(13,338)	115%
<b>Total Fees</b>	\$ (88,250)	\$ (88,250)	\$ (71,957)	\$ (16,293)	82%

### Licenses & Permits

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

### Charges for Services

<i>Water Sales</i>	\$ 5,618,870	\$ 5,618,870	\$ 4,512,352	\$ 1,106,518	80%
<i>Sewer Sales</i>	4,435,083	4,435,083	4,091,984	343,099	92%
<i>Inspection Fees</i>	3,000	3,000	4,650	(1,650)	155%
<b>Total Charges for Service</b>	\$ 10,056,953	\$ 10,056,953	\$ 8,608,986	\$ 1,447,967	86%

### Interest

<i>Interest (Operations)</i>	\$ 35,000	\$ 35,000	\$ 59,691	\$ (24,691)	171%
<i>Interest (Capital Projects)</i>	26,000	26,000	83,927	(57,927)	323%
<b>Total Interest</b>	\$ 61,000	\$ 61,000	\$ 143,618	\$ (82,618)	235%

### Impact Fees

<i>Impact Fees</i>	\$ 265,000	\$ 265,000	\$ 273,105	\$ (8,105)	103%
<b>Total Impact Fees</b>	\$ 265,000	\$ 265,000	\$ 273,105	\$ (8,105)	103%

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 39,819	\$ (34,819)	796%
<b>Total Miscellaneous Income</b>	\$ 5,000	\$ 5,000	\$ 39,819	\$ (34,819)	796%

<b>Total Utility Fund Revenues</b>	\$ 10,309,703	\$ 10,309,703	\$ 8,993,571	\$ 1,316,132	87%
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# Utility Division

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired 100.0%**

--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,767,684	\$ 1,767,684	\$ 1,736,845	\$ 30,839	98%
Services / Supplies	6,222,872	6,272,872	5,815,266	457,606	93%
Capital	40,000	40,000	124,875	(84,875)	312%
Total Utility Division	\$ 8,030,555	\$ 8,080,555	\$ 7,676,986	\$ 403,569	95%

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

<b>Personnel</b>					
Salaries / Wages	\$ 1,181,869	\$ 1,181,869	\$ 1,186,754	\$ (4,885)	100%
Employee Benefits	585,815	585,815	550,091	35,724	94%
Total Personnel	\$ 1,767,684	\$ 1,767,684	\$ 1,736,845	\$ 30,839	98%

<b>Services / Supplies</b>					
Professional Services	\$ 342,644	\$ 342,644	\$ 181,864	\$ 160,780	53%
Employee Development	57,141	57,141	31,801	25,340	56%
Supplies / Equipment	86,959	86,959	64,769	22,190	74%
Utilities	404,380	404,380	370,158	34,222	92%
Other (Well Lot Maintenance)	975,416	975,416	792,861	182,555	81%
Sub-Total - Operations Services / Supplies	\$ 1,866,541	\$ 1,866,541	\$ 1,441,453	\$ 425,088	77%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
UTRWD - Administration Fees	\$ 5,105	\$ 5,105	\$ 5,103	\$ 2	100%
UTRWD - Water Volume Cost	915,070	915,070	788,011	127,059	86%
UTRWD - Water Demand Charges	1,318,950	1,318,950	1,318,950	-	100%
UTRWD - Sewer Effluent Volume Rate	526,776	576,776	672,459	(95,683)	117%
UTRWD - Capital Charge Joint Facilities	1,355,495	1,355,495	1,355,495	(0)	100%
UTRWD - HV Sewer Line to UTRWD	234,935	234,935	233,795	1,140	100%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,356,331	\$ 4,406,331	\$ 4,373,813	\$ 32,518	99%

Total Services / Supplies	\$ 6,222,872	\$ 6,272,872	\$ 5,815,266	\$ 457,606	93%
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<b>Capital</b>					
Equipment / Vehicles	40,000	40,000	124,875	(84,875)	312%
Total Capital	\$ 40,000	\$ 40,000	\$ 124,875	\$ (84,875)	312%

Total Utility Division - Operations	\$ 8,030,555	\$ 8,080,555	\$ 7,676,986	\$ 403,569	95%
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# Utility Fund Working Capital FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,618,870	\$ 5,618,870	\$ 4,512,352	\$ 1,106,518	80%
<i>Sewer Sales</i>	4,435,083	4,435,083	4,091,984	343,099	92%
<i>Other Fees / Charges</i>	104,750	104,750	144,557	(39,807)	138%
<i>Electronic Payment Credit</i>	(175,000)	(175,000)	(172,045)	(2,955)	98%
<i>Interest</i>	35,000	35,000	59,691	(24,691)	171%
<b>Total Revenues</b>	<b>\$ 10,018,703</b>	<b>\$ 10,018,703</b>	<b>\$ 8,636,539</b>	<b>\$ 1,382,164</b>	<b>86%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$363,072	\$373,072	\$ 365,066	\$ 8,006	98%
<i>Operations</i>	3,271,152	3,271,152	2,813,232	457,920	86%
<i>UTRWD</i>	4,356,331	4,406,331	4,373,813	32,518	99%
<i>Debt Service</i>	1,216,814	1,216,814	1,218,782	(1,968)	100%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	40,000	40,000	124,875	(84,875)	312%
<b>Total Expenditures</b>	<b>\$ 9,247,369</b>	<b>\$ 9,307,369</b>	<b>\$ 8,895,768</b>	<b>\$ 411,601</b>	<b>96%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In (Applied Impact Fees)</i>	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	100%
<i>Operating Transfers Out / Utility Capital Projects</i>	(300,000)	(300,000)	-	(300,000)	0%
<i>Operating Transfers Out / General Fund</i>	(470,000)	(470,000)	(470,000)	-	100%
<b>Total Other Sources (Uses)</b>	<b>\$ (620,000)</b>	<b>\$ (620,000)</b>	<b>\$ (320,000)</b>	<b>\$ (300,000)</b>	<b>52%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	151,334	91,334	(579,229)
<b>Beginning Working Capital</b>			
<i>Operations</i>	2,404,004	2,404,004	2,404,004
<i>Available Impact Fees</i>	906,474	906,474	906,474
<b>Total Available Working Capital</b>	<b>\$ 3,310,478</b>	<b>\$ 3,310,478</b>	<b>\$ 3,310,478</b>
<b>Ending Working Capital</b>			
<i>Operations</i>	2,555,338	2,495,338	1,824,775
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,021,474	1,021,474	1,029,579
<b>Total Available Working Capital</b>	<b>\$ 3,576,812</b>	<b>\$ 3,516,812</b>	<b>\$ 2,854,354</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	906,474	906,474	906,474
+ <i>Collections</i>	265,000	265,000	273,105
- <i>Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<i>Ending Balance</i>	1,021,474	1,021,474	1,029,579

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

# Corps Leased Parks Fund

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 433,725	\$ 433,725	\$ 450,545	\$ (16,820)	104%
<i>Annual Park Passes</i>	37,000	37,000	25,290	11,710	68%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	300	300	25	275	8%
<b>Total Revenues</b>	<b>\$ 471,025</b>	<b>\$ 471,025</b>	<b>\$ 475,860</b>	<b>\$ (4,835)</b>	<b>101%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 179,892	\$ 199,892	\$ 197,459	\$ 2,433	99%
<i>Services / Supplies</i>	209,235	214,235	216,771	(2,536)	101%
<i>Capital</i>	-	25,000	20,306	4,694	0%
<b>Total Expenditures</b>	<b>\$ 389,126</b>	<b>\$ 439,126</b>	<b>\$ 434,536</b>	<b>\$ 4,591</b>	<b>99%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 149,028	\$ 194,032	\$ 194,032
<i>+ Net Increase (Decrease)</i>	81,899	31,899	41,324
<b>Ending Fund Balance</b>	<b>\$ 230,927</b>	<b>\$ 225,931</b>	<b>\$ 235,356</b>

**Audited FY18**

# Debt Service Fund

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

<b>Percent of Budget Year Transpired</b>	<b>100.0%</b>
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<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Property Tax Revenues</i>	\$1,884,171	\$ 1,884,171	\$ 1,875,256	\$ 8,915	100%
<i>Interest Income</i>	1,400	1,400	10,276	(8,876)	734%
<i>Total Revenues</i>	\$ 1,885,571	\$ 1,885,571	\$ 1,885,532	\$ 39	100%

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
<i>Principal Payments</i>	\$ 1,930,000	\$ 1,930,000	\$ 1,930,000	\$ -	100%
<i>Interest Payments</i>	800,999	800,999	800,950	49	100%
<i>Paying Agent Fees</i>	3,000	3,000	2,631	369	88%
<i>Total Expenditures</i>	\$ 2,733,999	\$ 2,733,999	\$ 2,733,582	\$ 417	100%

<b>Other Sources (Uses)</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Transfers In (Out) [To 4B]</i>	856,827	856,827	856,827	\$ 0	100%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<i>Total Financing Sources</i>	\$ 856,827	\$ 856,827	\$ 856,827	\$ 0	100%

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<i>Beginning Fund Balance</i>	\$ 151,980	\$ 159,489	\$ 159,489
<i>+ Net Increase (Decrease)</i>	8,399	8,399	8,777
<i>Ending Fund Balance</i>	\$ 160,379	\$ 167,888	\$ 168,266

**Audited FY18**

# Capital Projects Fund

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	50,000	50,000	288,580	(238,580)	577%
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 288,580</b>	<b>\$ (238,580)</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2018 Proposed Bond</b> (Parks/Streets/Drainage)	5,375,281	5,375,281	1,799,119	3,576,162	33%
2018 Bond Issue (Streets)		2,500,000	540,264	1,959,736	22%
2018 Bond Issue (Parks)		2,875,281	1,258,855	1,616,426	44%
<b>Total Expenditures</b>	<b>\$ 5,375,281</b>	<b>\$ 5,375,281</b>	<b>\$ 1,799,119</b>	<b>\$ 3,576,162</b>	<b>33%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ 6,119,643	\$ 6,865,552	\$ 6,865,552
+Net Increase (Decrease)	(5,325,281)	(5,325,281)	(1,510,538)
Ending Fund Balance	\$ 794,362	\$ 1,540,271	\$ 5,355,014

**Audited FY18**



# Drainage Utilities

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 4,536	\$ (4,536)	0%
<i>Drainage Fee Receipts</i>	490,000	490,000	476,279	13,721	97%
<i>Miscellaneous</i>	-	-	120	(120)	0%
<i>Interest</i>	4,000	4,000	6,417	(2,417)	160%
<b>Total Revenues</b>	<b>\$ 494,000</b>	<b>\$ 494,000</b>	<b>\$ 487,352</b>	<b>\$ 6,648</b>	<b>99%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 381,972	\$ 381,972	\$ 377,887	\$ 4,085	99%
<i>Services / Supplies</i>	150,665	165,665	163,509	2,156	99%
<i>Capital</i>	50,000	50,000	67,396	(17,396)	135%
<b>Total Expenditures</b>	<b>\$ 582,637</b>	<b>\$ 597,637</b>	<b>\$ 608,793</b>	<b>\$ (11,156)</b>	<b>102%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 66,000	\$ 66,000	\$ 66,000	\$ 66	100%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	(16,000)	(16,000)	100%
<b>Total Other Sources (Uses)</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ (15,934)</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 288,759	\$ 340,814	\$ 340,814
<i>+ Net Increase (Decrease)</i>	(38,637)	(53,637)	(71,441)
<b>Ending Fund Balance</b>	<b>\$ 250,122</b>	<b>\$ 287,177</b>	<b>\$ 269,373</b>

**Audited FY18**

# Park Development Fee Fund

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 400	\$ 400	\$ 1,624	\$ (1,224)	406%
<i>Community Park Fees</i>	-	-	-	-	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	\$ 400	\$ 400	\$ 1,624	\$ (1,224)	0%

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

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 69,586	\$ 69,437	\$ 69,437
<i>+ Net Increase (Decrease)</i>	(23,600)	(23,600)	1,624
<b>Ending Fund Balance</b>	\$ 45,986	\$ 45,837	\$ 71,061

**Audited FY18**

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 45,986	71,061
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ 45,986	\$ 71,061

# Public Safety Special Revenue Fund

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 45,600	\$ 58,904	\$ (13,304)	129%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	23,600	25,559	(1,959)	108%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 23,600	\$ 25,559	\$ (1,959)	108%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	(22,000)	(22,000)	(20,200)	(1,800)	92%
Total Other Sources (Uses)	\$ (22,000)	\$ (22,000)	\$ (20,200)	\$ (1,800)	92%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 36,980	\$ 6,277	\$ 6,277
+ Net Increase (Decrease)	-	-	13,145
Ending Fund Balance	\$ 36,980	\$ 6,277	\$ 19,422

**Audited FY18**

# Municipal Court Technology Fee Fund

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
Revenues	\$ 3,500	\$ 3,500	\$ 3,667	(167)	105%

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
Services / Supplies	\$ 5,700	\$ 9,700	\$ 6,331	\$ 3,369	65%
<b>Total Expenditures</b>	\$ 5,700	\$ 9,700	\$ 6,331	\$ 3,369	65%

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

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
Beginning Fund Balance	\$ 31,939	\$ 32,003	\$ 32,003
+ Net Increase (Decrease)	(2,200)	(6,200)	(2,663)
Ending Fund Balance	\$ 29,739	\$ 25,803	\$ 29,340

**Audited FY18**

# Municipal Court Building Security Fund

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

**Percent of Budget Year Transpired**

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 2,750	\$ (50)	102%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 32,719	\$ 32,722	\$ 32,722
+ Net Increase (Decrease)	2,700	2,700	2,750
Ending Fund Balance	\$ 35,419	\$ 35,422	\$ 35,472

**Audited FY18**

# Highland Village Community Development Corporation

## Working Capital Analysis (FY 2019)

	<i>Actual 2016-2017</i>	<i>Actual 2017-2018</i>	<i>Budget 2018-2019</i>	<i>YTD 2018-2019</i>
<b>Beginning Fund Balance</b>	\$ 373,513	\$ 106,954	\$ 95,532	\$ 30,523
<b>Revenues</b>				
4B Sales Tax	1,242,599	1,268,252	1,334,766	1,384,757
Park Fees (Rental)	24,384	47,597	79,500	65,798
Linear Park Fees	575	-	574	-
Miscellaneous Income	590		600	-
Interest Income	508	492	800	734
<b>Total</b>	<b>\$ 1,268,656</b>	<b>\$ 1,316,341</b>	<b>\$ 1,416,240</b>	<b>\$ 1,451,289</b>
<b>Expenditures</b>				
Personnel	205,020	263,795	318,470	311,613
Services / Supplies	145,584	230,292	225,630	182,697
Reimburse GF (Support Functions)	28,000		28,000	28,000
Reimburse GF (Debt Service)	870,124	898,685	806,827	806,827
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,248,728</b>	<b>\$ 1,392,772</b>	<b>\$ 1,378,927</b>	<b>\$ 1,329,137</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
<b>Transfer to 4B Capital Projects</b>	<b>\$ 281,152</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Equipment</b>	<b>5,335</b>	<b>-</b>	<b>-</b>	<b>49,280</b>
<b>Net Increase / (Decrease)</b>	<b>(266,559)</b>	<b>(76,431)</b>	<b>37,313</b>	<b>72,872</b>
<b>Working Capital Balance</b>	<b>\$ 106,954</b>	<b>\$ 30,523</b>	<b>\$ 132,845</b>	<b>\$ 103,395</b>

## Capital Projects

	<i>Actual 2016-2017</i>	<i>Actual 2017-2018</i>
<b>Beginning Fund Balance</b>	\$ -	\$ -
<b>Funding</b>		
Debt Issuance	-	-
Bond Discount	-	-
Debt Issuance Cost	-	-
Funding from Operations	281,152	-
Capital Projects (HV RR Crossing)	-	-
Denton County	-	-
I-35 Mitigation		-
Interest Earnings	-	-
<b>Total Available Project Funding</b>	<b>\$ 281,152</b>	<b>\$ -</b>

Budget 2018-2019		YTD 2018-2019	
\$	-	\$	-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
\$	-	\$	-

Expenditures		
<b>Castlewood Trail</b>		
Engineering - \$131,200	-	-
Project Cost - \$1.312M (Estimated)	-	-
<b>Copperas Trail</b>		
Engineering - \$112,380	-	-
Project Cost - \$1.5M (Estimated)	-	-
<b>HV Rd Trail</b> (Phase IIa - CH to Svc Cntr)		
Engineering - \$25,000	-	-
Project Cost - \$250,982 (Estimated)	-	-
<b>HV Rd Trail</b> (Phase IIb - Lions Club Park to Doubletree Ranch Park)		
Engineering (Mostly included in Copperas Trail Eng.) - \$25,714 (Remain)	-	-
Project Cost - \$250,000 (Estimated)	-	-
<b>FM 2499 Sidewalk</b>		
Engineering - \$12,500	-	-
Project Cost - \$117,678 (Estimated)	-	-
<b>Pedestrian Crosswalk Enhancement</b>		
Engineering	-	-
Project Cost - \$26,000/Crossing	-	-
<b>Marauder Park Lake Access</b>		
Engineering - \$31,000 (Estimated)	-	-
Project Cost - \$58,178 (Estimated)	-	-
<b>HV Rd RR Crossing</b>		
Engineering - \$7,200 (Estimated)	-	-
Project Cost - \$48,000 (Estimated)	-	-
<b>Lakeside Community Park</b> (707 HV Rd Trailhead)		
Engineering - \$40,000	-	-
Project Cost - \$420,000	-	-
<b>Misc. Small, Fill-In/Connector Sections</b>		
Project Cost - \$20,000 (Per Year)	-	-
<b>Doubletree Ranch Park</b>		
Engineering - \$779,300	-	-
Project Cost - \$8,500,000 (Estimated)	659,483	-
<b>Total Capital Projects</b>	<b>\$ 659,483</b>	<b>\$ -</b>
<b>Remaining Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>

-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
\$	\$
\$	\$

# PEG Fee Fund

## FY 2018/2019 Budget

**YEAR TO DATE SEPTEMBER**

*Percent of Budget Year Transpired*

**100.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 55,000	\$ 55,000	\$ 34,353	\$ 20,647	62%
<i>Total Revenues</i>	\$ 55,000	\$ 55,000	\$ 34,353	\$ 20,647	62%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	19,400	19,400	7,108	12,292	37%
<i>Capital</i>	-	-	3,416	(3,416)	0%
<i>Total Expenditures</i>	\$ 19,400	\$ 19,400	\$ 10,524	\$ 8,876	54%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 111,866	\$ 113,692	\$ 113,692
<i>+Net Increase (Decrease)</i>	35,600	35,600	23,829
<i>Ending Fund Balance</i>	\$ 147,466	\$ 149,292	\$ 137,521

**Audited FY18**



Summary Descriptions	2018-19 Budget Adopted	2018-19 Year-End Estimate	2018-19 Actual
<b>Revenues:</b>			
Property Tax	10,858,485	10,765,000	10,811,608
Sales Tax	2,787,241	2,729,251	2,863,354
Franchise Fees	1,685,326	1,653,307	1,590,057
Licenses and Permits	519,407	421,274	405,907
Public Safety Fees	513,237	558,578	561,246
Park/Recreation Fees	264,595	237,170	282,401
Municipal Court	97,920	109,000	109,169
Interest Income	184,000	170,000	207,677
Miscellaneous	271,958	564,587	368,467
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,208,167</b>	<b>\$ 17,199,885</b>
<b>Other Sources:</b>			
Capital Lease Proceeds	-	-	-
Operating Transfers In	534,000	534,000	534,200
<b>Total Other Sources</b>	<b>\$ 534,000</b>	<b>\$ 534,000</b>	<b>\$ 534,200</b>
<b>Expenditures:</b>			
City Manager Office	707,882	686,470	661,784
Finance	1,614,695	1,618,218	1,590,595
Human Resources	520,658	414,932	400,695
City Secretary Office	360,526	338,189	311,728
Information Services	1,114,746	1,068,381	1,144,095
Police	5,047,139	4,945,367	4,885,525
Fire	4,022,597	3,947,712	4,039,785
Community Services	471,448	426,701	435,065
Streets	1,490,696	1,529,829	1,448,155
Building/Fleet Maintenance	925,288	1,454,717	1,037,690
Parks	2,011,787	2,316,099	2,193,238
Recreation	532,620	498,558	514,790
<b>Total Operating Expenditures</b>	<b>\$ 18,820,082</b>	<b>\$ 19,245,172</b>	<b>\$ 18,663,144</b>
<b>Other Uses:</b>			
Operating Transfers Out	66,000	66,000	66,000
<b>Net Increase (Decrease)</b>	<b>\$ (1,169,913)</b>	<b>\$ (1,569,005)</b>	<b>\$ (995,059)</b>
<b>Fund Balance</b>			
Beginning Fund Balance	6,735,401	7,550,925	7,550,925
+ Net Increase (Decrease)	(1,169,913)	(1,569,005)	(995,059)
Ending Fund Balance	<b>5,565,488</b>	<b>5,981,920</b>	<b>6,555,866</b>
<b>Fund Balance Analysis</b>			
General Fund Balance (20% of Expenditures)	2,823,012	2,886,776	2,799,472
Designated	11,500	11,500	11,500
Undesignated (residual)	2,730,976	3,083,644	3,744,895
<b>Total Fund Balance</b>	<b>5,565,488</b>	<b>5,981,920</b>	<b>6,555,866</b>

30%

31%

35%

**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 September 30, 2019.

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

**AGENDA# 18**

**MEETING DATE: 12/10/19**

**SUBJECT: Receive Budget Reports for Period Ending October 31, 2019**

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

**BACKGROUND:**

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

The budget report submitted for October represents the first 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 October 31, 2019.

# General Fund Summary

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 149,577	\$ (11,128,129)	1%
Sales Tax	2,818,962	2,818,962	248,606	(2,570,356)	9%
Franchise Fees	1,662,980	1,662,980	363,153	(1,299,827)	22%
Licensing & Permits	410,474	410,474	20,266	(390,208)	5%
Park/Recreation Fees	248,144	248,144	21,569	(226,575)	9%
Public Safety Fees	39,100	39,100	3,837	(35,263)	10%
Rents	140,369	140,369	2,281	(138,088)	2%
Municipal Court	111,180	111,180	10,256	(100,924)	9%
Public Safety Charges for Svc	525,545	525,545	74,550	(450,995)	14%
Interest Income	160,000	160,000	10,632	(149,368)	7%
Miscellaneous	140,550	140,550	1,217	(139,333)	1%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 905,945</b>	<b>\$ (16,629,065)</b>	<b>5%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 18,069,010</b>	<b>\$ 18,069,010</b>	<b>\$ 905,945</b>	<b>\$ (17,163,065)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 720,422	\$ 720,422	\$ 43,398	\$ 677,024	6%
Finance (includes Mun. Court)	1,720,240	1,720,240	273,239	1,447,001	16%
Human Resources	567,051	567,051	27,979	539,072	5%
City Secretary Office	405,932	405,932	13,076	392,856	3%
Information Services	1,166,155	1,166,155	47,504	1,118,651	4%
Police	5,125,210	5,125,210	303,691	4,821,519	6%
Fire	3,109,185	3,109,185	184,462	2,924,723	6%
Community Services	393,139	393,139	34,342	358,797	9%
Streets/Drainage	1,775,758	1,775,758	59,309	1,716,450	3%
Maintenance	1,071,928	1,071,928	32,239	1,039,690	3%
Parks	2,079,297	2,079,297	113,750	1,965,547	5%
Recreation	581,297	581,297	23,469	557,828	4%
<b>Total Expenditures</b>	<b>\$ 18,715,616</b>	<b>\$ 18,715,616</b>	<b>\$ 1,156,458</b>	<b>\$ 17,559,158</b>	<b>6%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 447,686	\$ 447,686	\$ -	\$ 447,686	0%

Other Uses					
Transfers Out	\$ 136,000	\$ 136,000	\$ -	\$ 136,000	0%
<b>Total Expenditures</b>	<b>\$ 18,851,616</b>	<b>\$ 18,851,616</b>	<b>\$ 1,156,458</b>	<b>\$ 17,695,158</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	5,981,920	5,981,920	5,981,920
+ Net Increase (Decrease)	(782,606)	(782,606)	(250,514)
Ending Fund Balance	\$ 5,199,314	\$ 5,199,314	\$ 5,731,406

Unaudited.  
Update after  
audit.

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,807,342	\$ 2,807,342	\$ 173,469
Restricted	11,500	11,500	11,500
Unassigned	2,380,472	2,380,472	5,546,438
<b>Total Fund Balance</b>	<b>\$ 5,199,314</b>	<b>\$ 5,199,314</b>	<b>\$ 5,731,406</b>

# General Fund Expenditure Summary

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

*Percent of Budget Year Transpired*

**8.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,153,231	\$ 13,153,231	\$ 825,977	\$ 12,327,254	6%
Services / Supplies	5,114,699	5,114,699	330,481	4,784,217	6%
Capital	447,686	447,686	-	447,686	0%
	<u>\$ 18,715,616</u>	<u>\$ 18,715,616</u>	<u>\$ 1,156,458</u>	<u>\$ 17,559,158</u>	<u>6%</u>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,337,750	\$ 9,337,750	\$ 510,459	\$ 8,827,291	5%
<i>Employee Benefits</i>	3,815,482	3,815,482	315,518	3,499,963	8%
<i>Total Personnel</i>	<u>\$ 13,153,231</u>	<u>\$ 13,153,231</u>	<u>\$ 825,977</u>	<u>\$ 12,327,254</u>	<u>6%</u>

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,720,354	\$ 1,720,354	\$ 261,831	\$ 1,458,523	15%
<i>Employee Development</i>	380,171	380,171	8,437	371,734	2%
<i>Office Supplies / Equipment</i>	1,281,155	1,281,155	18,295	1,262,860	1%
<i>Utilities</i>	315,408	315,408	26,556	288,852	8%
<i>Other</i>	1,417,611	1,417,611	15,363	1,402,248	1%
<i>Total Services / Supplies</i>	<u>\$ 5,114,699</u>	<u>\$ 5,114,699</u>	<u>\$ 330,481</u>	<u>\$ 4,784,217</u>	<u>6%</u>

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 447,686	\$ 447,686	\$ -	\$ 447,686	0%
<i>Total Capital</i>	<u>\$ 447,686</u>	<u>\$ 447,686</u>	<u>\$ -</u>	<u>\$ 447,686</u>	<u>0%</u>

<i>Total General Fund Expenditure Summary</i>	\$ 18,715,616	\$ 18,715,616	\$ 1,156,458	\$ 17,559,158	6%
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# General Fund Revenue

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

*Percent of Budget Year Transpired*

**8.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 149,577	\$ (11,128,129)	1%
Sales Tax	2,818,962	2,818,962	248,606	(2,570,356)	9%
Franchise Fees	1,662,980	1,662,980	363,153	(1,299,827)	22%
Licensing & Permits	410,474	410,474	20,266	(390,208)	5%
Park/Recreation Fees	248,144	248,144	21,569	(226,575)	9%
Public Safety Fees	39,100	39,100	3,837	(35,263)	10%
Rents	140,369	140,369	2,281	(138,088)	2%
Municipal Court	111,180	111,180	10,256	(100,924)	9%
Public Safety Charges for Svc	525,545	525,545	74,550	(450,995)	14%
Interest Income	160,000	160,000	10,632	(149,368)	7%
Miscellaneous	140,550	140,550	1,217	(139,333)	1%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 905,945</b>	<b>\$ (16,629,065)</b>	<b>5%</b>

# City Manager Office

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 442,431	\$ 442,431	\$ 23,842	\$ 418,589	5%
Services / Supplies	277,991	277,991	19,556	258,435	7%
Capital	-	-	-	-	0%
	\$ 720,422	\$ 720,422	\$ 43,398	\$ 677,024	6%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 337,151	\$ 337,151	\$ 16,115	\$ 321,037	5%
<i>Employee Benefits</i>	105,280	105,280	7,727	97,553	7%
<b>Total Personnel</b>	\$ 442,431	\$ 442,431	\$ 23,842	\$ 418,589	5%

<b>Services / Supplies</b>					
<i>Professional Services</i> <i>(City-wide legal - \$130,260)</i>	\$ 140,260	\$ 140,260	\$ 17,764	\$ 122,496	13%
<i>Employee Development</i>	17,390	17,390	1,791	15,599	10%
<i>Supplies / Equipment</i>	10,053	10,053	1	10,052	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	-	110,288	0%
<b>Total Services / Supplies</b>	\$ 277,991	\$ 277,991	\$ 19,556	\$ 258,435	7%

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

<b>Total City Manager</b>	\$ 720,422	\$ 720,422	\$ 43,398	\$ 677,024	6%
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# Finance Department FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,049,709	\$ 1,049,709	\$ 66,986	\$ 982,723	6%
Services / Supplies	670,532	670,532	206,253	464,278	31%
Capital	-	-	-	-	0%
	\$ 1,720,240	\$ 1,720,240	\$ 273,239	\$ 1,447,001	16%

  

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<b>Salaries / Wages</b>	\$ 746,624	\$ 746,624	\$ 41,747	\$ 704,878	6%
<b>Employee Benefits</b>	303,085	303,085	25,239	277,845	8%
<b>Total Personnel</b>	\$ 1,049,709	\$ 1,049,709	\$ 66,986	\$ 982,723	6%
<b>Services / Supplies</b>					
<b>Professional Services</b> (City-wide liability insurance - \$126,376 / DCAD - \$82,508)	\$ 605,590	\$ 605,590	\$ 205,912	\$ 399,678	34%
<b>Employee Development</b>	24,316	24,316	120	24,196	0%
<b>Supplies / Equipment</b>	8,726	8,726	221	8,505	3%
<b>Utilities</b>	-	-	-	-	0%
<b>Other</b> [Special Events (\$21,900, Data Processing \$10,000)]	31,900	31,900	-	31,900	0%
<b>Total Services / Supplies</b>	\$ 670,532	\$ 670,532	\$ 206,253	\$ 464,278	31%
<b>Capital</b>					
<b>Equipment / Vehicles</b>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,720,240	\$ 1,720,240	\$ 273,239	\$ 1,447,001	16%



# Human Resources

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 438,209	\$ 438,209	\$ 27,126	\$ 411,083	6%
Services / Supplies	128,842	128,842	853	127,989	1%
Capital	-	-	-	-	0%
	\$ 567,051	\$ 567,051	\$ 27,979	\$ 539,072	5%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 313,783	\$ 313,783	\$ 12,833	\$ 300,950	4%
<i>Employee Benefits</i>	124,426	124,426	14,293	110,132	11%
<b>Total Personnel</b>	\$ 438,209	\$ 438,209	\$ 27,126	\$ 411,083	6%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 49,110	\$ 49,110	\$ 688	\$ 48,423	1%
<i>Employee Development</i>	71,932	71,932	125	71,808	0%
<i>Supplies / Equipment</i>	975	975	3	972	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	38	6,787	1%
<b>Total Services / Supplies</b>	\$ 128,842	\$ 128,842	\$ 853	\$ 127,989	1%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 567,051	\$ 567,051	\$ 27,979	\$ 539,072	5%

# City Secretary Office

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

*Percent of Budget Year Transpired*

**8.3%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 225,749	\$ 225,749	\$ 12,269	\$ 213,480	5%
Services / Supplies	180,183	180,183	807	179,376	0%
Capital	-	-	-	-	-
	\$ 405,932	\$ 405,932	\$ 13,076	\$ 392,856	3%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 172,931	\$ 172,931	\$ 9,363	\$ 163,568	5%
<i>Employee Benefits</i>	52,818	52,818	2,906	49,912	6%
<b>Total Personnel</b>	\$ 225,749	\$ 225,749	\$ 12,269	\$ 213,480	5%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 52,575	\$ 52,575	\$ 454	\$ 52,121	1%
<i>Employee Development</i> <i>(City Council related \$49,441)</i>	65,978	65,978	-	65,978	0%
<i>Supplies / Equipment</i>	16,030	16,030	353	15,677	2%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	45,600	45,600	-	45,600	0%
<b>Total Services / Supplies</b>	\$ 180,183	\$ 180,183	\$ 807	\$ 179,376	0%

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

<b>Total City Secretary Office</b>	\$ 405,932	\$ 405,932	\$ 13,076	\$ 392,856	3%
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# Information Services

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

*Percent of Budget Year Transpired*

**8.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 700,542	\$ 700,542	\$ 41,993	\$ 658,549	6%
Services / Supplies	465,613	465,613	5,511	460,102	1%
Capital	-	-	-	-	0%
	\$ 1,166,155	\$ 1,166,155	\$ 47,504	\$ 1,118,651	4%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 531,053	\$ 531,053	\$ 28,457	\$ 502,596	5%
<i>Employee Benefits</i>	169,489	169,489	13,536	155,952	8%
<b>Total Personnel</b>	\$ 700,542	\$ 700,542	\$ 41,993	\$ 658,549	6%

### Services / Supplies

<i>Professional Services</i> (Maintenance Contracts \$198,840)	\$ 249,040	\$ 249,040	\$ 2,745	\$ 246,295	1%
<i>Employee Development</i>	31,705	31,705	900	30,805	3%
<i>Supplies / Equipment</i>	2,560	2,560	-	2,560	0%
<i>Utilities</i>	20,308	20,308	1,307	19,001	6%
<i>Other (Data Processing)</i>	162,000	162,000	558	161,442	0%
<b>Total Services / Supplies</b>	\$ 465,613	\$ 465,613	\$ 5,511	\$ 460,102	1%

### Capital

<i>Equipment / Vehicles - Network Storage Device (Added via Budget Amendment)</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%

<b>Total City Secretary Office</b>	\$ 1,166,155	\$ 1,166,155	\$ 47,504	\$ 1,118,651	4%
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# Police Department FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,649,528	<b>\$ 4,649,528</b>	<b>\$ 282,324</b>	\$ 4,367,204	6%
Services / Supplies	405,082	<b>405,082</b>	<b>21,367</b>	383,715	5%
Capital	70,600	<b>70,600</b>	-	70,600	0%
	<b>\$ 5,125,210</b>	<b>\$ 5,125,210</b>	<b>\$ 303,691</b>	\$ 4,821,519	6%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 3,402,589	<b>\$ 3,402,589</b>	<b>\$ 184,845</b>	\$ 3,217,744	5%
<i>Employee Benefits</i>	1,246,939	<b>1,246,939</b>	<b>97,479</b>	1,149,460	8%
<b>Total Personnel</b>	<b>\$ 4,649,528</b>	<b>\$ 4,649,528</b>	<b>\$ 282,324</b>	\$ 4,367,204	6%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 143,212	<b>\$ 143,212</b>	<b>\$ 19,303</b>	\$ 123,909	13%
<i>Employee Development</i>	45,339	<b>45,339</b>	<b>1,308</b>	44,031	3%
<i>Supplies / Equipment</i>	148,243	<b>148,243</b>	<b>593</b>	147,650	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	68,288	<b>68,288</b>	<b>163</b>	\$ 68,125	0%
<b>Total Services / Supplies</b>	<b>\$ 405,082</b>	<b>\$ 405,082</b>	<b>\$ 21,367</b>	\$ 383,715	5%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	70,600	<b>70,600</b>	-	70,600	0%
<b>Total Capital</b>	<b>\$ 70,600</b>	<b>\$ 70,600</b>	<b>\$ -</b>	\$ 70,600	0%
<b>Total Police Department</b>	<b>\$ 5,125,210</b>	<b>\$ 5,125,210</b>	<b>\$ 303,691</b>	\$ 4,821,519	6%

# Fire Department FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

*Percent of Budget Year Transpired*

**8.3%**

## --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,592,217	\$ 2,592,217	\$ 170,759	\$ 2,421,459	7%
Services / Supplies	352,882	352,882	13,703	339,179	4%
Capital	164,086	164,086	-	164,086	0%
	<u>\$ 3,109,185</u>	<u>\$ 3,109,185</u>	<u>\$ 184,462</u>	<u>\$ 2,924,723</u>	<u>6%</u>

## --- Detail ---

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

<b>Salaries / Wages</b>	\$ 1,765,490	\$ 1,765,490	\$ 101,040	\$ 1,664,450	6%
<b>Employee Benefits</b>	826,728	826,728	69,719	757,009	8%
<b>Total Personnel</b>	<u>\$ 2,592,217</u>	<u>\$ 2,592,217</u>	<u>\$ 170,759</u>	<u>\$ 2,421,459</u>	<u>7%</u>

### Services / Supplies

<b>Professional Services</b>	\$ 83,890	\$ 83,890	\$ 5,314	\$ 78,576	6%
<b>Employee Development</b> (Training - \$50,450)	66,097	66,097	3,358	62,739	5%
<b>Supplies / Equipment</b>	157,845	157,845	5,032	152,813	3%
<b>Utilities</b>	1,800	1,800	-	1,800	0%
<b>Other</b> (Safety Programs)	43,250	43,250	-	43,250	0%
<b>Total Services / Supplies</b>	<u>\$ 352,882</u>	<u>\$ 352,882</u>	<u>\$ 13,703</u>	<u>\$ 339,179</u>	<u>4%</u>

### Capital

<b>Equipment / Vehicles</b>	164,086	164,086	-	164,086	0%
<b>Total Capital</b>	<u>\$ 164,086</u>	<u>\$ 164,086</u>	<u>\$ -</u>	<u>\$ 164,086</u>	<u>0%</u>

<b>Total Fire Department</b>	<u>\$ 3,109,185</u>	<u>\$ 3,109,185</u>	<u>\$ 184,462</u>	<u>\$ 2,924,723</u>	<u>6%</u>
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# Community Services

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 373,051	\$ 373,051	\$ 34,054	\$ 338,997	9%
Services / Supplies	20,088	20,088	288	19,800	1%
Capital	-	-	-	-	0%
	\$ 393,139	\$ 393,139	\$ 34,342	\$ 358,797	9%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 272,956	\$ 272,956	\$ 17,646	\$ 255,310	6%
<i>Employee Benefits</i>	100,096	100,096	16,408	83,687	16%
<b>Total Personnel</b>	\$ 373,051	\$ 373,051	\$ 34,054	\$ 338,997	9%

#### Services / Supplies

<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 105	7,095	1%
<i>Employee Development</i>	6,270	6,270	-	6,270	0%
<i>Supplies / Equipment</i>	6,618	6,618	183	6,435	3%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<b>Total Services / Supplies</b>	\$ 20,088	\$ 20,088	\$ 288	\$ 19,800	1%

#### Capital

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

<b>Total Building Operations</b>	\$ 393,139	\$ 393,139	\$ 34,342	\$ 358,797	9%
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# Streets Division

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

*Percent of Budget Year Transpired*

**8.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 838,743	\$ 838,743	\$ 48,357	\$ 790,386	6%
Services / Supplies	842,015	842,015	10,952	831,064	1%
Capital	95,000	95,000	-	95,000	0%
	\$ 1,775,758	\$ 1,775,758	\$ 59,309	\$ 1,716,450	3%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 555,221	\$ 555,221	\$ 30,781	\$ 524,441	6%
<i>Employee Benefits</i>	283,522	283,522	17,576	265,946	6%
<b>Total Personnel</b>	\$ 838,743	\$ 838,743	\$ 48,357	\$ 790,386	6%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 93,771	\$ 93,771	\$ -	\$ 93,771	0%
<i>Employee Development</i>	10,719	10,719	-	10,719	0%
<i>Supplies / Equipment</i>	46,975	46,975	1,394	45,581	3%
<i>Utilities (Streetlights)</i>	90,000	90,000	7,222	82,778	8%
<i>Other (Street Maintenance)</i>	600,550	600,550	2,335	598,215	0%
<b>Total Services / Supplies</b>	\$ 842,015	\$ 842,015	\$ 10,952	\$ 831,064	1%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	95,000	95,000	-	95,000	0%
<b>Total Capital</b>	\$ 95,000	\$ 95,000	\$ -	\$ 95,000	0%
<b>Total Streets</b>	\$ 1,775,758	\$ 1,775,758	\$ 59,309	\$ 1,716,450	3%

# Maintenance Division

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

*Percent of Budget Year Transpired*

**8.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 363,488	\$ 363,488	\$ 23,012	\$ 340,476	6%
Services / Supplies	678,440	678,440	9,227	669,214	1%
Capital	30,000	30,000	-	30,000	0%
	<u>\$ 1,071,928</u>	<u>\$ 1,071,928</u>	<u>\$ 32,239</u>	<u>\$ 1,039,690</u>	<u>3%</u>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 252,775	\$ 252,775	\$ 13,983	\$ 238,792	6%
<i>Employee Benefits</i>	110,713	110,713	9,029	101,684	8%
<b>Total Personnel</b>	<u>\$ 363,488</u>	<u>\$ 363,488</u>	<u>\$ 23,012</u>	<u>\$ 340,476</u>	<u>6%</u>

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 250	\$ 68,898	0%
<i>Employee Development</i>	4,480	4,480	-	4,480	0%
<i>Supplies / Equipment</i> (Fuel - \$174,577, Parts / Repairs - \$120,500, Building - \$189,100)	534,712	534,712	2,546	532,166	0%
<i>Utilities</i>	70,000	70,000	6,430	63,570	9%
<i>Other</i>	100	100	-	100	0%
<b>Total Services / Supplies</b>	<u>\$ 678,440</u>	<u>\$ 678,440</u>	<u>\$ 9,227</u>	<u>\$ 669,214</u>	<u>1%</u>

<b>Capital</b>					
<i>Equipment / Vehicles</i>	30,000	30,000	-	30,000	0%
<b>Total Capital</b>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>0%</u>
<b>Total Maintenance</b>	<u>\$ 1,071,928</u>	<u>\$ 1,071,928</u>	<u>\$ 32,239</u>	<u>\$ 1,039,690</u>	<u>3%</u>



# Parks Division FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

*Percent of Budget Year Transpired*

**8.3%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,257,424	<b>\$ 1,257,424</b>	<b>\$ 84,294</b>	\$ 1,173,131	7%
Services / Supplies	733,873	<b>733,873</b>	<b>29,456</b>	704,417	4%
Capital	<u>88,000</u>	<b><u>88,000</u></b>	<u>-</u>	<u>88,000</u>	<u>0%</u>
	<b>\$ 2,079,297</b>	<b>\$ 2,079,297</b>	<b>\$ 113,750</b>	\$ 1,965,547	5%

## - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 810,830	<b>\$ 810,830</b>	<b>\$ 45,719</b>	\$ 765,111	6%
<b>Employee Benefits</b>	<u>446,594</u>	<b><u>446,594</u></b>	<u>38,575</u>	<u>408,020</u>	<u>9%</u>
<b>Total Personnel</b>	<b>\$ 1,257,424</b>	<b>\$ 1,257,424</b>	<b>\$ 84,294</b>	<b>\$ 1,173,131</b>	<b>7%</b>

### Services / Supplies

<b>Professional Services</b> (ROW Contract Mowing - \$108,000)	\$ 226,558	<b>\$ 226,558</b>	<b>\$ 9,296</b>	\$ 217,262	4%
<b>Employee Development</b>	25,420	<b>25,420</b>	<b>595</b>	24,825	2%
<b>Supplies / Equipment</b>	347,645	<b>347,645</b>	<b>7,969</b>	339,676	2%
<b>Utilities</b>	133,300	<b>133,300</b>	<b>11,596</b>	121,704	9%
<b>Other</b>	<u>950</u>	<b><u>950</u></b>	<u>-</u>	<u>950</u>	<u>0%</u>
<b>Total Services / Supplies</b>	<b>\$ 733,873</b>	<b>\$ 733,873</b>	<b>\$ 29,456</b>	<b>\$ 704,417</b>	<b>4%</b>

### Capital

<b>Equipment / Vehicles</b>	88,000	<b>88,000</b>	-	88,000	0%
<b>Total Capital</b>	<u>88,000</u>	<b><u>88,000</u></b>	<u>-</u>	<u>88,000</u>	<u>0%</u>

<b>Total Parks</b>	<b>\$ 2,079,297</b>	<b>\$ 2,079,297</b>	<b>\$ 113,750</b>	<b>\$ 1,965,547</b>	<b>5%</b>
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# Recreation Division

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

*Percent of Budget Year Transpired*

**8.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 222,139	\$ 222,139	\$ 10,961	\$ 211,178	5%
Services / Supplies	359,158	359,158	12,509	346,649	3%
Capital	-	-	-	-	0%
	\$ 581,297	\$ 581,297	\$ 23,469	\$ 557,828	4%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 176,346	\$ 176,346	\$ 7,931	\$ 168,415	4%
<i>Employee Benefits</i>	45,793	45,793	3,030	42,763	7%
<b>Total Personnel</b>	\$ 222,139	\$ 222,139	\$ 10,961	\$ 211,178	5%
<b>Services / Supplies</b>					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	240	10,285	2%
<i>Supplies / Equipment</i>	773	773	-	773	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	347,860	347,860	12,269	335,591	4%
<b>Total Services / Supplies</b>	\$ 359,158	\$ 359,158	\$ 12,509	\$ 346,649	3%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 581,297	\$ 581,297	\$ 23,469	\$ 557,828	4%

# Equipment Replacement / Capital Schedule

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	70,600	<b>70,600</b>	-	70,600	0%
Fire Dept Capital Outlay	164,086	<b>164,086</b>	-	164,086	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	95,000	<b>95,000</b>	-	95,000	0%
Maintenance Capital Outlay	30,000	<b>30,000</b>	-	30,000	0%
City Parks Capital Outlay	88,000	<b>88,000</b>	-	88,000	0%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 447,686	<b>\$ 447,686</b>	\$ -	\$ 447,686	0%

# Utility Fund Revenues

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

<b>Percent of Budget Year Transpired</b>	<b>8.3%</b>
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<b>Fees</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (14,930)	\$ (167,070)	8%
<i>Charges / Penalties</i>	102,000	102,000	10,254	91,746	10%
<b>Total Fees</b>	\$ (80,000)	\$ (80,000)	\$ (4,676)	\$ (75,324)	6%

### Licenses & Permits

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

### Charges for Services

<i>Water Sales</i>	\$ 5,673,527	\$ 5,673,527	\$ 657,017	\$ 5,016,510	12%
<i>Sewer Sales</i>	4,467,014	4,467,014	370,269	4,096,745	8%
<i>Inspection Fees</i>	4,500	4,500	-	4,500	0%
<b>Total Charges for Service</b>	\$ 10,145,041	\$ 10,145,041	\$ 1,027,286	\$ 9,117,755	10%

### Interest

<i>Interest (Operations)</i>	\$ 48,000	\$ 48,000	\$ 4,612	\$ 43,388	10%
<i>Interest (Capital Projects)</i>	55,224	55,224	5,431	49,793	10%
<b>Total Interest</b>	\$ 103,224	\$ 103,224	\$ 10,043	\$ 93,181	10%

### Impact Fees

<i>Impact Fees</i>	\$ 229,816	\$ 229,816	\$ -	\$ 229,816	0%
<b>Total Impact Fees</b>	\$ 229,816	\$ 229,816	\$ -	\$ 229,816	0%

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 31	\$ 4,969	1%
<b>Total Miscellaneous Income</b>	\$ 5,000	\$ 5,000	\$ 31	\$ 4,969	1%

<b>Total Utility Fund Revenues</b>	\$ 10,403,081	\$ 10,403,081	\$ 1,032,685	\$ 9,370,396	10%
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# Utility Division

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

### --- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,807,915	<b>\$ 1,807,915</b>	<b>\$ 118,992</b>	\$ 1,688,923	7%
Services / Supplies	6,525,798	<b>6,525,798</b>	<b>438,583</b>	6,087,216	7%
Capital	335,000	<b>335,000</b>	-	335,000	0%
Total Utility Division	\$ 8,668,713	<b>\$ 8,668,713</b>	<b>\$ 557,574</b>	\$ 8,111,139	6%

### --- Detail - Operations ---

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

<b>Salaries / Wages</b>	\$ 1,197,744	<b>\$ 1,197,744</b>	<b>\$ 68,661</b>	\$ 1,129,084	6%
<b>Employee Benefits</b>	610,171	<b>610,171</b>	<b>50,331</b>	559,840	8%
<b>Total Personnel</b>	<b>\$ 1,807,915</b>	<b>\$ 1,807,915</b>	<b>\$ 118,992</b>	\$ 1,688,923	7%

#### Services / Supplies

<b>Professional Services</b>	\$ 256,173	<b>\$ 256,173</b>	<b>\$ 13,402</b>	\$ 242,771	5%
<b>Employee Development</b>	58,957	<b>58,957</b>	<b>50</b>	58,907	0%
<b>Supplies / Equipment</b>	77,359	<b>77,359</b>	<b>2,917</b>	74,442	4%
<b>Utilities</b>	404,380	<b>404,380</b>	<b>46,957</b>	357,423	12%
<b>Other (Well Lot Maintenance)</b>	1,251,719	<b>1,251,719</b>	<b>1,872</b>	1,249,847	0%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 2,048,588</b>	<b>\$ 2,048,588</b>	<b>\$ 65,198</b>	\$ 1,983,390	3%

#### Wholesale Water / Wastewater

Note: UTRWD billing reflects a one month delay

<b>UTRWD - Administration Fees</b>	\$ 5,105	<b>\$ 5,105</b>	<b>\$ 5,103</b>	\$ 2	100%
<b>UTRWD - Water Volume Cost</b>	918,655	<b>918,655</b>	<b>85,895</b>	832,760	9%
<b>UTRWD - Water Demand Charges</b>	1,359,750	<b>1,359,750</b>	<b>112,186</b>	1,247,564	8%
<b>UTRWD - Sewer Effluent Volume Rate</b>	622,715	<b>622,715</b>	<b>39,379</b>	583,336	6%
<b>UTRWD - Capital Charge Joint Facilities</b>	1,337,315	<b>1,337,315</b>	<b>111,443</b>	1,225,872	8%
<b>UTRWD - HV Sewer Line to UTRWD</b>	233,670	<b>233,670</b>	<b>19,378</b>	214,292	8%
<b>UTRWD - Wtr Transmission - Opus Develop</b>	-	<b>-</b>	<b>-</b>	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,477,210</b>	<b>\$ 4,477,210</b>	<b>\$ 373,384</b>	\$ 4,103,826	8%

#### Total Services / Supplies

	\$ 6,525,798	<b>\$ 6,525,798</b>	<b>\$ 438,583</b>	\$ 6,087,216	7%
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#### Capital

<b>Equipment / Vehicles</b>	335,000	<b>335,000</b>	-	335,000	0%
<b>Total Capital</b>	<b>\$ 335,000</b>	<b>\$ 335,000</b>	<b>\$ -</b>	\$ 335,000	0%

<b>Total Utility Division - Operations</b>	<b>\$ 8,668,713</b>	<b>\$ 8,668,713</b>	<b>\$ 557,574</b>	\$ 8,111,139	6%
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# Utility Fund Working Capital

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	\$ 5,673,527	\$ 5,673,527	\$ 657,017	\$ 5,016,510	12%
Sewer Sales	4,467,014	4,467,014	370,269	4,096,745	8%
Other Fees / Charges	111,500	111,500	10,286	101,214	9%
Electronic Payment Credit	(182,000)	(182,000)	(14,930)	(167,070)	8%
Interest	48,000	48,000	4,612	43,388	10%
<b>Total Revenues</b>	<b>\$ 10,118,041</b>	<b>\$ 10,118,041</b>	<b>\$ 1,027,254</b>	<b>\$ 9,090,787</b>	<b>10%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	\$357,211	\$357,211	\$ 30,890	\$ 326,321	9%
Operations	3,499,293	3,499,293	153,300	3,345,992	4%
UTRWD	4,477,210	4,477,210	373,384	4,103,826	8%
Debt Service	1,226,414	1,226,414	-	1,226,414	0%
Capital Projects	-	-	-	-	0%
Equipment Replace / Capital	335,000	335,000	-	335,000	0%
<b>Total Expenditures</b>	<b>\$ 9,895,127</b>	<b>\$ 9,895,127</b>	<b>\$ 557,574</b>	<b>\$ 9,337,553</b>	<b>6%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	(397,086)	(397,086)	469,680
<b>Beginning Working Capital</b>			
Operations	2,428,607	2,428,607	2,428,607
Available Impact Fees	1,017,490	1,017,490	1,017,490
<b>Total Available Working Capital</b>	<b>\$ 3,446,097</b>	<b>\$ 3,446,097</b>	<b>\$ 3,446,097</b>
<b>Ending Working Capital</b>			
Operations	2,031,521	2,031,521	2,898,287
Designated Capital Project	-	-	-
Available Impact Fees	1,097,306	1,097,306	1,017,490
<b>Total Available Working Capital</b>	<b>\$ 3,128,827</b>	<b>\$ 3,128,827</b>	<b>\$ 3,915,777</b>

<u>Impact Fees</u>			
Beginning Balance	1,017,490	1,017,490	1,017,490
+ Collections	229,816	229,816	-
- Applied to offset Debt Service	(150,000)	(150,000)	-
Ending Balance	1,097,306	1,097,306	1,017,490

\*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 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 408,975	\$ 408,975	\$ 30,399	\$ 378,576	7%
<i>Annual Park Passes</i>	24,500	24,500	120	24,380	0%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	2	198	1%
<b>Total Revenues</b>	\$ 433,675	\$ 433,675	\$ 30,521	\$ 403,154	7%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 189,635	\$ 189,635	\$ 17,576	\$ 172,059	9%
<i>Services / Supplies</i>	281,218	281,218	6,577	274,641	2%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 470,853	\$ 470,853	\$ 24,153	\$ 446,700	5%

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>	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 185,765	\$ 185,765	\$ 185,765
<i>+ Net Increase (Decrease)</i>	(37,178)	(37,178)	6,368
<b>Ending Fund Balance</b>	\$ 148,587	\$ 148,587	\$ 192,133

Unaudited.  
Update after  
audit.

# Debt Service Fund

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

<b>Percent of Budget Year Transpired</b>	<b>8.3%</b>
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<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Property Tax Revenues</i>	\$2,047,295	\$ 2,047,295	\$ 26,759	\$ 2,020,536	1%
<i>Interest Income</i>	8,000	8,000	276	7,724	3%
<i>Total Revenues</i>	\$ 2,055,295	\$ 2,055,295	\$ 27,034	\$ 2,028,261	1%

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
<i>Principal Payments</i>	\$ 2,200,000	\$ 2,200,000	\$ -	\$ 2,200,000	0%
<i>Interest Payments</i>	645,582	645,582	-	645,582	0%
<i>Paying Agent Fees</i>	3,000	3,000	-	3,000	0%
<i>Total Expenditures</i>	\$ 2,848,582	\$ 2,848,582	\$ -	\$ 2,848,582	0%

<b>Other Sources (Uses)</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Transfers In (Out) [To 4B]</i>	808,286	808,286	-	\$ 808,286	0%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<i>Total Financing Sources</i>	\$ 808,286	\$ 808,286	\$ -	\$ 808,286	0%

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<i>Beginning Fund Balance</i>	\$ 118,618	\$ 118,618	\$ 118,618
<i>+ Net Increase (Decrease)</i>	14,999	14,999	27,034
<i>Ending Fund Balance</i>	\$ 133,617	\$ 133,617	\$ 145,652

Unaudited.  
Update after  
audit.



# Capital Projects Fund

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	50,000	50,000	10,798	39,202	22%
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 10,798</b>	<b>\$ 39,202</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2015 Tax Note</b> (Police CAD/RMS Software)	45,662	45,662	-	45,662	0%
<b>2018 GO Bond</b> (Parks/Streets/Drainage)	3,987,861	3,987,861	697	3,987,164	0%
<b>2018 Bond Issue</b> (Streets)	2,120,330	2,120,330	-	2,120,330	0%
<b>2018 Bond Issue</b> (Parks)	1,867,531	1,867,531	697	1,866,834	0%
<b>Total Expenditures</b>	<b>\$ 4,033,523</b>	<b>\$ 4,033,523</b>	<b>\$ 697</b>	<b>\$ 4,032,826</b>	<b>0%</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	96,685	96,685	-	96,685	0%
Transfer Out	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ 96,685</b>	<b>\$ 96,685</b>	<b>\$ -</b>	<b>\$ 96,685</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 5,150,676	\$ 5,150,676	\$ 5,150,676
<b>+Net Increase (Decrease)</b>	<b>(3,886,838)</b>	<b>(3,886,838)</b>	<b>10,101</b>
<b>Ending Fund Balance</b>	<b>\$ 1,263,838</b>	<b>\$ 1,263,838</b>	<b>\$ 5,160,777</b>

Unaudited.  
Update after  
audit.

# Drainage Utilities

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 41,964	\$ (41,964)	0%
<i>Drainage Fee Receipts</i>	500,000	500,000	895	499,105	0%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	292	3,708	7%
<b>Total Revenues</b>	<b>\$ 504,000</b>	<b>\$ 504,000</b>	<b>\$ 43,151</b>	<b>\$ 460,849</b>	<b>9%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 379,617	\$ 379,617	\$ 27,690	\$ 351,926	7%
<i>Services / Supplies</i>	138,385	138,385	9,904	128,481	7%
<i>Capital</i>	120,000	120,000	-	120,000	0%
<b>Total Expenditures</b>	<b>\$ 638,002</b>	<b>\$ 638,002</b>	<b>\$ 37,595</b>	<b>\$ 600,407</b>	<b>6%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 136,000	\$ 136,000	\$ -	\$ 66	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$ -</b>	<b>\$ (15,934)</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 294,958	\$ 294,958	\$ 294,958
<i>+ Net Increase (Decrease)</i>	(14,002)	(14,002)	5,556
<b>Ending Fund Balance</b>	<b>\$ 280,956</b>	<b>\$ 280,956</b>	<b>\$ 300,514</b>

Unaudited.  
Update after  
audit.

# Park Development Fee Fund

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 500	\$ 500	\$ 115	\$ 385	23%
<i>Community Park Fees</i>	49,248	49,248	-	49,248	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>	\$ 49,748	\$ 49,748	\$ 115	\$ 49,633	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>	(96,685)	(96,685)	-	(96,685)	0%
<b>Total Other Sources (Uses)</b>	\$ (96,685)	\$ (96,685)	\$ -	\$ (96,685)	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 46,937	\$ 46,937	\$ 46,937
<i>+ Net Increase (Decrease)</i>	(46,937)	(46,937)	115
<b>Ending Fund Balance</b>	\$ -	\$ -	\$ 47,052

Unaudited.  
Update after  
audit.

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 49,248	47,052
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ 49,248	\$ 47,052

# Public Safety Special Revenue Fund

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 30,102	\$ (4,502)	118%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	1,940	1,661	54%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 1,940	\$ 1,661	54%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 21,838	\$ 21,838	\$ 21,838
+ Net Increase (Decrease)	-	-	28,162
Ending Fund Balance	\$ 21,838	\$ 21,838	\$ 50,000

Unaudited.  
Update after  
audit.

# Municipal Court Technology Fee Fund

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 336	3,164	10%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 17,640	\$ 17,640	\$ 5,339	\$ 12,301	30%
<b>Total Expenditures</b>	\$ 17,640	\$ 17,640	\$ 5,339	\$ 12,301	30%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 22,768	\$ 22,768	\$ 22,768
+ Net Increase (Decrease)	(14,140)	(14,140)	(5,003)
Ending Fund Balance	\$ 8,628	\$ 8,628	\$ 17,765

Unaudited.  
Update after  
audit.

# Municipal Court Building Security Fund

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 252	\$ 2,448	9%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 35,322	\$ 35,322	\$ 35,322
+ Net Increase (Decrease)	2,700	2,700	252
Ending Fund Balance	\$ 38,022	\$ 38,022	\$ 35,574

Unaudited.  
Update after  
audit.

Highland Village Community Development Corporation  
Working Capital Analysis (FY 2020)

	<i>Actual 2017-2018</i>	<i>Actual 2018-2019</i>	<i>Budget 2019-2020</i>	<i>YTD 2019-2020</i>
<b>Beginning Fund Balance</b>	\$ 106,954	\$ 30,523	\$ 24,216	\$ 24,217
<b>Revenues</b>				
4B Sales Tax	1,268,252	1,305,548	1,348,631	105,528
Park Fees (Rental)	47,597	58,446	63,400	3,415
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	492	720	800	23
<b>Total</b>	<b>\$ 1,316,341</b>	<b>\$ 1,364,714</b>	<b>\$ 1,412,831</b>	<b>\$ 108,966</b>
<b>Expenditures</b>				
Personnel	263,795	314,219	324,231	26,263
Services / Supplies	230,292	221,974	276,525	14,232
Reimburse GF (Support Functions)	-	28,000	28,000	
Reimburse GF (Debt Service)	898,685	806,827	808,286	
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,392,772</b>	<b>\$ 1,371,020</b>	<b>\$ 1,437,042</b>	<b>\$ 40,495</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ -	\$ -	\$ -	\$ -
Equipment	-	-	-	-
Net Increase / (Decrease)	(76,431)	(6,306)	(24,211)	68,471
<b>Working Capital Balance</b>	<b>\$ 30,523</b>	<b>\$ 24,217</b>	<b>\$ 5</b>	<b>\$ 92,688</b>

# PEG Fee Fund

## FY 2019/2020 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 52,000	\$ 52,000	\$ -	\$ 52,000	0%
<i>Total Revenues</i>	\$ 52,000	\$ 52,000	\$ -	\$ 52,000	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	30,695	30,695	-	30,695	0%
<i>Capital</i>	42,500	42,500	-	42,500	0%
<i>Total Expenditures</i>	\$ 73,195	\$ 73,195	\$ -	\$ 73,195	0%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 152,830	\$ 152,830	\$ 152,830
<i>+Net Increase (Decrease)</i>	(21,195)	(21,195)	-
<i>Ending Fund Balance</i>	\$ 131,635	\$ 131,635	\$ 152,830

Unaudited.  
Update after  
audit.



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

**AGENDA# 20**

**MEETING DATE: 12/10/19**

**SUBJECT: Conduct Public Hearing and Consider Ordinance 2019-1269 approving an Application for a Conditional Use Permit (C.U.P.) for an Amusement Arcade business to be located in an approximately 2,572 square foot area of Lot 1, Block A, The Shops at Highland Village, commonly known as 1700 Cottonwood Creek, #140 (1<sup>st</sup> of two reads)**

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

**BACKGROUND:**

An application was received for a Conditional Use Permit (C.U.P.) for an amusement arcade business to be located in approximately 2,572 square foot lease space in The Shops at Highland Village Shopping Center.

The applicant is proposing to utilize the space for a business consisting of an area for playing electronic games along with retail sales of games.

**IDENTIFIED NEED/S:**

The use of this building for this type of business, amusement arcade, requires the approval of a Conditional Use Permit in accordance with the City of Highland Village Comprehensive Zoning Ordinance in a Retail Zoning District.

Public Hearings are required for Conditional Use Permits. All notification requirements have been met. As of the date of this briefing, December 4, 2019, staff has received no calls or written comments as a result of the public hearing notices.

**OPTIONS & RESULTS:**

Options are to recommend 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)**

City staff has reviewed the application and all staff comments have been addressed by the applicant. The applicant will be present to address any questions or comments the Commission may have.

At the November 19, 2019, Planning and Zoning meeting, the Commission recommended sending the ordinance forward to City Council for approval as presented with a vote of 5-0.

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

This will have no impact on budget. A draft ordinance has been prepared by the City Attorney and is included with this briefing.

**RECOMMENDATION:**

City staff has no objections to the application. The City Council should review the applicant's request and consider the recommendation made by Planning and Zoning Commission prior to making a determination on the approval of the first read of Ordinance No. 2019-1269.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2019-1269**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, GRANTING A CONDITIONAL USE PERMIT (C.U.P.) FOR AN AMUSEMENT ARCADE FOR A 2,572 SQUARE FOOT AREA OF A BUILDING LOCATED ON LOT 1, BLOCK A, THE SHOPS AT HIGHLAND VILLAGE, HIGHLAND VILLAGE, TEXAS, SAID PROPERTY BEING MORE COMMONLY KNOWN AS 1700 COTTONWOOD CREEK, #140, HIGHLAND VILLAGE, TEXAS; APPROVING A SITE PLAN; PROVIDING FOR TERMINATION ON ABANDONMENT OR DISCONTINUANCE OF THE CONDITIONAL USE; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; 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, and upon a finding that the proposed conditional use is consistent with the standards for approval set forth in Section 12.3 of the Comprehensive Zoning Ordinance of the City of Highland Village, Texas, 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 of the City of Highland Village, Texas, as amended ("Zoning Ordinance"), shall be further amended by granting a Conditional Use Permit (C.U.P.) for an Amusement Arcade for a 2,572 square foot portion of a building located on Lot 1, Block A, The Shops of Highland Village, City of Highland Village, Denton County, Texas, and more commonly known as 1700 Cottonwood Creek, #140, Highland Village, Texas ("the Property"), the location of the Property being depicted in Exhibit "A," attached hereto and incorporated herein by reference.

**SECTION 2.** If the use of the Property for the purpose of operating an Amusement Arcade (a) does not commence before the first anniversary of the effective date of this Ordinance or (b) is discontinued or abandoned for a period of six (6) consecutive months, such use shall not resume and this Ordinance and the Conditional Use Permit granted herein shall be deemed to have terminated. For purposes of this Section 2, whether or not the required use has been discontinued or abandoned shall be determined in the same manner as the abandonment or discontinuance of a non-conforming use as set forth in Section 7 of the Zoning Ordinance, as amended.

**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.** 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 10<sup>th</sup> DAY OF DECEMBER, 2019, 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 \_\_\_\_\_, 2020.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:11/11/19:112115)

The site plan illustrates the layout of the University Mall development. Key features include:

- Buildings:**
  - B100 AMC Theater:** Located at the top center of the plan.
  - H100 Barnes & Noble:** A large central building.
  - Whole Foods:** Located at the bottom center of the plan.
  - Other buildings:** Numerous smaller buildings are scattered throughout the central area, many with specific names and addresses (e.g., 10000, 10001, 10002, 10003, 10004, 10005, 10006, 10007, 10008, 10009, 10010, 10011, 10012, 10013, 10014, 10015, 10016, 10017, 10018, 10019, 10020, 10021, 10022, 10023, 10024, 10025, 10026, 10027, 10028, 10029, 10030, 10031, 10032, 10033, 10034, 10035, 10036, 10037, 10038, 10039, 10040, 10041, 10042, 10043, 10044, 10045, 10046, 10047, 10048, 10049, 10050, 10051, 10052, 10053, 10054, 10055, 10056, 10057, 10058, 10059, 10060, 10061, 10062, 10063, 10064, 10065, 10066, 10067, 10068, 10069, 10070, 10071, 10072, 10073, 10074, 10075, 10076, 10077, 10078, 10079, 10080, 10081, 10082, 10083, 10084, 10085, 10086, 10087, 10088, 10089, 10090, 10091, 10092, 10093, 10094, 10095, 10096, 10097, 10098, 10099, 10100, 10101, 10102, 10103, 10104, 10105, 10106, 10107, 10108, 10109, 10110, 10111, 10112, 10113, 10114, 10115, 10116, 10117, 10118, 10119, 10120, 10121, 10122, 10123, 10124, 10125, 10126, 10127, 10128, 10129, 10130, 10131, 10132, 10133, 10134, 10135, 10136, 10137, 10138, 10139, 10140, 10141, 10142, 10143, 10144, 10145, 10146, 10147, 10148, 10149, 10150, 10151, 10152, 10153, 10154, 10155, 10156, 10157, 10158, 10159, 10160, 10161, 10162, 10163, 10164, 10165, 10166, 10167, 10168, 10169, 10170, 10171, 10172, 10173, 10174, 10175, 10176, 10177, 10178, 10179, 10180, 10181, 10182, 10183, 10184, 10185, 10186, 10187, 10188, 10189, 10190, 10191, 10192, 10193, 10194, 10195, 10196, 10197, 10198, 10199, 10200, 10201, 10202, 10203, 10204, 10205, 10206, 10207, 10208, 10209, 10210, 10211, 10212, 10213, 10214, 10215, 10216, 10217, 10218, 10219, 10220, 10221, 10222, 10223, 10224, 10225, 10226, 10227, 10228, 10229, 10230, 10231, 10232, 10233, 10234, 10235, 10236, 10237, 10238, 10239, 10240, 10241, 10242, 10243, 10244, 10245, 10246, 10247, 10248, 10249, 10250, 10251, 10252, 10253, 10254, 10255, 10256, 10257, 10258, 10259, 10260, 10261, 10262, 10263, 10264, 10265, 10266, 10267, 10268, 10269, 10270, 10271, 10272, 10273, 10274, 10275, 10276, 10277, 10278, 10279, 10280, 10281, 10282, 10283, 10284, 10285, 10286, 10287, 10288, 10289, 10290, 10291, 10292, 10293, 10294, 10295, 10296, 10297, 10298, 10299, 10300, 10301, 10302, 10303, 10304, 10305, 10306, 10307, 10308, 10309, 10310, 10311, 10312, 10313, 10314, 10315, 10316, 10317, 10318, 10319, 10320, 10321, 10322, 10323, 10324, 10325, 10326, 10327, 10328, 10329, 10330, 10331, 10332, 10333, 10334, 10335, 10336, 10337, 10338, 10339, 10340, 10341, 10342, 10343, 10344, 10345, 10346, 10347, 10348, 10349, 10350, 10351, 10352, 10353, 10354, 10355, 10356, 10357, 10358, 10359, 10360, 10361, 10362, 10363, 10364, 10365, 10366, 10367, 10368, 10369, 10370, 10371, 10372, 10373, 10374, 10375, 10376, 10377, 10378, 10379, 10380, 10381, 10382, 10383, 10384, 10385, 10386, 10387, 10388, 10389, 10390, 10391, 10392, 10393, 10394, 10395, 10396, 10397, 10398, 10399, 10400, 10401, 10402, 10403, 10404, 10405, 10406, 10407, 10408, 10409, 10410, 10411, 10412, 10413, 10414, 10415, 10416, 10417, 10418, 10419, 10420, 10421, 10422, 10423, 10424, 10425, 10426, 10427, 10428, 10429, 10430, 10431, 10432, 10433, 10434, 10435, 10436, 10437, 10438, 10439, 10440, 10441, 10442, 10443, 10444, 10445, 10446, 10447, 10448, 10449, 10450, 10451, 10452, 10453, 10454, 10455, 10456, 10457, 10458, 10459, 10460, 10461, 10462, 10463, 10464, 10465, 10466, 10467, 10468, 10469, 10470, 10471, 10472, 10473, 10474, 10475, 10476, 10477, 10478, 10479, 10480, 10481, 10482, 10483, 10484, 10485, 10486, 10487, 10488, 10489, 10490, 10491, 10492, 10493, 10494, 10495, 10496, 10497, 10498, 10499, 10500, 10501, 10502, 10503, 10504, 10505, 10506, 10507, 10508, 10509, 10510, 10511, 10512, 10513, 10514, 10515, 10516, 10517, 10518, 10519, 10520, 10521, 10522, 10523, 10524, 10525, 10526, 10527, 10528, 10529, 10530, 10531, 10532, 10533, 10534, 10535, 10536, 10537, 10538, 10539, 10540, 10541, 10542, 10543, 10544, 10545, 10546, 10547, 10548, 10549, 10550, 10551, 1

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

**AGENDA# 21**

**MEETING DATE: 12/10/19**

**SUBJECT: Consider a Final Plat for 2.713 ± Acres in the E. Clary Survey, Abstract No. 248, to be known as the Tequesta Subdivision, as submitted by Tequesta Highland Village**

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

**BACKGROUND:**

An application for review and consideration of the Final Plat and Tree Plan was submitted for an approximately 2.713 acre tract owned by Tequesta Highland Village relating to the development of a Residential Single Family Subdivision consisting of eleven (11) lots and a detention pond area.

On October 22, 2019, the City Council approved the Preliminary Plat and Preliminary Tree Plan.

The plat features the following:

1. Eleven (11) lots for residential construction.
2. One (1) common areas that will be maintained by the Homeowners Association.
3. A five foot (5') wide sidewalk constructed along Highland Village Road.
4. A sidewalk constructed within the development.
5. One (1) tree to be preserved on the property with all others proposed to be removed because they are located within the dedicated right-of-ways, easements, retaining wall location, buildable lot area, and within close proximity to proposed building foundations. The builder will be responsible for planting a minimum of two (2) 4" caliper trees in the front yard of each house prior to certificate of occupancy being issued.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

Recommend approval of the final plat and tree plan as submitted, approve with conditions or disapprove with explanation.

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

City Staff and the City's Engineer have reviewed the application relating to drainage, utilities, and the tree mitigation plan and submitted comments back to the applicant. The applicant

has resubmitted the application and, having addressed all comments from the City Staff and the City's Engineer, the plat drawing itself is found to comply with the current provisions of the City's subdivision regulations.

At the November 19, 2019, Planning and Zoning Commission meeting, the Commission recommended the City Council approve the final plat subject to the condition that prior to signing and recording of the final plat, the applicant must comply with Section 2.I of Ordinance No. 2019-1263 by creating a homeowners' association that complies with said ordinance.

As of the date of this briefing, December 2, 2019, the applicant has submitted the Bylaws and Certificate of Formation for the City Attorney review along with filing the certificate of formation with the Office of the Secretary of State on November 26, 2019, therefore complying with Section 2.I of Ordinance No. 2019-1263.

Representatives from the engineer and developer will be present to answer any questions from the Commission.

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

No ordinance change is required.

**RECOMMENDATION:**

Staff recommends the City Council approve the final plat unconditionally.

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

**AGENDA# 22**

**MEETING DATE: 12/10/19**

**SUBJECT: Consider Resolution 2019–2861 authorizing the purchase of playground equipment through Play By Design LLC for the Kids Kastle Community Build Project in the amount of \$418,137.53**

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

**BACKGROUND:**

The City Council called a bond election totaling \$7,150,000.00 for Street and Park Improvements. Two propositions were placed on the November 7, 2017, ballot. Proposition 1 for Street Improvements totaling \$2.86M and Proposition 2 for Park Improvements totaling \$4.29M, both passed. One of the five projects in Proposition 2 for Park Improvements is the Unity Park Kids Kastle Playground Replacement.

Staff sought the assistance of a professional design and construction services company relating to the replacement of the Kids Kastle Playground and entered into a contract with Play by Design.

**IDENTIFIED NEED/S:**

To order and purchase the playground equipment before January 1, 2020, to avoid any price increases.

**OPTIONS & RESULTS:**

The design and equipment will meet the bond obligation that the voters of Highland Village approved in the November 2017 Bond Election.

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

The city solicited and received two bids for one piece of the equipment and one bid for the remaining pieces of playground equipment. Play By Design provides the best overall value in both cases.



BID ITEMS									
		Darquest Industries Corp- Fire Pole, Phone Screen, Rope Climber, Cable Walk, Cradle Net, Ladder	Dynamo Components- Meteor Climber and Apollo Mini Spinner	GL Jones Components - Pull Slider and Self Propelled Ability Whirl	ID Sculpture - Woodland fort, Caterpillar, and Transition Boulder	Playdale Playgrounds - Suspension Bridge and Net Traverse	Superior Recreation Products - Add a Bay Team Swing, 7' Right Veer Slide, 4' double bedway slide, 3' Double Bedway Slide, 4' Straight Slide, Slide Foot, Slide Foot Mounting Kit, L Bracket, L Bracket Mounting Kit, 4' Crawl Tunnel, Monkey Bar, Trapeze Rings, Chin Bars, Lily Pad Bridge, Coil Climber, Space Finger Maze Panel, English/Spanish Panel, Tic-Tac-Toe Panel, Rock wall Hand holds, Integrated Shade, Pod Spinner, Duo Top Square Shelter.	Sutcliffe Play Limited - Zip Line	Trimax Structural Lumber
<b>VENDOR</b>									
PBD	25,000.00	4,394.00	38,115.50	36,172.00	74,165.00	6,300.00	60,834.15	23,046.00	150,111.38
Darquest Industries Corp		4,426.50							

## BUDGETARY IMPACT/ORDINANCE CHANGE:

The funds for the equipment will be provided from the Bond Proceeds from the November 7, 2017, Bond Election. Total cost for the equipment is \$418,137.53

## RECOMMENDATION:

To approve Resolution 2019-2861.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2861**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO PURCHASE PLAYGROUND EQUIPMENT FROM PLAY BY DESIGN LLC, AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, City administration, having solicited, received, and reviewed the bids for the playground equipment to build the new Kids Kastle at Unity Park ("the Project"), has determined that Play-by-Design LLC has submitted the lowest most responsible bid in the amount of \$418,137.53, and recommends purchasing the equipment for the playground build to said bidder; and

**WHEREAS**, the City Council of Highland Village, Texas, finds it to be in the public interest to accept the above 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 purchase playground equipment for the Project from Play-by-Design LLC based on the bid received in the amount of \$418,137.53, and subject to applicable state laws, city policy, and, in the case of an increase in the contract price, the availability of funds for such purpose, the City Manager is authorized to sign such change orders that he 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 10<sup>TH</sup> DAY OF DECEMBER 2019.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:12/2/19:112475)

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 23**

**MEETING DATE: 12/10/19**

**SUBJECT: Consider Resolution 2019-2862 Authorizing an Agreement with Digital Resources, Inc. for Purchase and Installation of Broadcast and Electronic Multimedia Systems in the City Council Chambers and Training Room**

**PREPARED BY: Laurie Mullens, Director of Marketing & Communication**

### **BACKGROUND:**

In 2005 the Texas Legislature adopted new rules for cable franchises and created a new statewide franchise issued by the Public Utilities Commission. Spectrum and Frontier, the two cable companies providing service in Highland Village, are both under the state franchise agreement. State law requires all cable providers in Highland Village collect and remit a 1 percent PEG Fee and a 5 percent franchise fee. State law required a separate fund be established to account for the collected funds and detailed strong restrictions as to how the PEG fee revenue can be used. The funds must be spent on capital cost items for public, education and government access channel facilities including equipment, installation, consulting related to purchase and installation and facility modifications. It specifically cannot be used for supplies, equipment maintenance, personnel or general operations.

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

Equipment was purchased using PEG funds in 2014 for upgrades to the Council Chambers meeting broadcast and video production equipment as well as the projection system, remote selection system, and audio mixing. The main piece of equipment used to broadcast our meetings both on the cable channel and via streaming on the internet, has quality degradation issues and cannot be upgraded. The equipment used for the remote selection system has technical issues and the vendor no longer services the system. The current infrastructure is analog and experiences quality drop in the signal. While the microphones in the training room have worked for the "fly on the wall" sound recording, there are options to provide a cleaner and more precise audio recording and broadcast for the viewer.

### **OPTIONS & RESULTS:**

Technology has quickly improved and become more affordable allowing the purchase of newer, high-definition, video over IP systems to improve the quality and life-span of the equipment.

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

Bids were requested from three different companies. Digital Resources, Inc. (DRI) provided the most comprehensive quote to include engineering, design, programming and installation in the amount of \$75,282.89. Further, DRI works with other cities, counties, school districts, and community centers including the city of Dallas, Duncanville, Arlington, and Texas Woman's University.

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

Funded through the PEG Fund approved in the FY 2019-2020 Budget

**RECOMMENDATION:**

To approve Resolution 2019-2862.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2862**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING AN AGREEMENT WITH DIGITAL RESOURCES, INC. FOR PURCHASE AND INSTALLATION OF BROADCAST AND ELECTRONIC MULTIMEDIA SYSTEMS IN THE CITY COUNCIL CHAMBERS IN THE AMOUNT OF \$75,282.89; PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City Council desires to make improvements to the broadcast, presentation and production capabilities of meetings held in the City Council Chambers that are broadcast on the City's cable channel, HVTV, and streaming on the internet by upgrading the projection system, remote selection system, signal distribution system, and other video production equipment in the City Council Chambers ("the Project"); and

**WHEREAS**, City Administration has obtained a proposal from Digital Resources, Inc. to purchase, program, and install the equipment and related facilities for the Project and recommends entering into a contract with Digital Resources, Inc. in the amount of \$75,282.89 for the Project; and

**WHEREAS**, the City Council finds it to be in the public interest to concur in the above recommendation;

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

**SECTION 1.** The City Manager is hereby authorized to negotiate and sign on behalf of the City an agreement with Digital Resources, Inc. for broadcast and electronic multimedia systems for the City Council Chambers in the amount of \$75,282.89, and to enter such change orders as the City Manager determines to be reasonable and necessary in compliance with applicable City policy and state law and, in the case of an increase in contract price, the availability of current funds for such purpose.

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS THE 10<sup>TH</sup> DAY OF DECEMBER 2019.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:12/4/19:112533)

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 24**                      **MEETING DATE: 12/10/19**

**SUBJECT:                      Consider Resolution 2019-2863 Appointing Members to Fill Vacancies for Unexpired Terms on the Planning & Zoning Commission**

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

### **BACKGROUND:**

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

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

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

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

The Planning and Zoning Commission is composed of seven (7) members, which includes five (5) regular members and two (2) alternate members. Two members of the Planning & Zoning Commission recently resigned, thereby leaving vacancies with unexpired terms as shown below:

- Place 3 – term expires September 30, 2020; and
- Alternate Place 1 – term expires September 30, 2021

If Council desires to make appointment(s) to fill the vacancies, there are several options:

- a) Consider the remaining Alternate (currently serving as Alternate Place 2) to serve in Place 3, then consider a person to fill the vacant alternate seats on the Planning and Zoning Commission
- b) Consider appointing a person from the remaining application currently on file - only one (1) application is on file at this time
- c) Delay filling the vacancies until additional applications are submitted.

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

Council discussed filling the vacancies earlier tonight during Early Work Session.

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

N/A

**RECOMMENDATION:**

To approve Resolution 2019-2863 appointing a person(s) to fill vacancies on the Planning & Zoning Commission for unexpired terms.



**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2863**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING A PERSON TO FILL A VACANCY FOR UNEXPIRED TERMS FOR A MEMBER AND ALTERNATE MEMBER(S) ON THE PLANNING AND ZONING COMMISSION; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City Council of the City of Highland Village desires to make an appointment to the Planning and Zoning Commission to fill a vacancy for an unexpired term for one or more members and/or alternate members.

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

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

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	Place 3	September 30, 2020
_____	Alternate 1	September 30, 2021
_____	Alternate 2	September 30, 2020 (if needed)

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

**PASSED AND APPROVED** this the 10<sup>th</sup> day of December, 2019.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:12/4/19:112517)

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

**AGENDA# 25**

**MEETING DATE: 12/10/19**

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

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

**COMMENTS**

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



## **UPCOMING EVENTS**

<b>December 10, 2019</b>	<b>Regular City Council Meeting - 7:30 pm</b>
December 16, 2019	Parks & Recreation Advisory Board Meeting - 6:00 pm
December 17, 2019	Planning & Zoning Commission Meeting - 7:00 pm
<b>December 24, 2019</b>	<b>Regular City Council Meeting - 7:30 pm CANCELLED</b>
<b>December 24-25, 2019</b>	<b>City Offices Closed for the Christmas Holiday</b>
<b>January 1, 2020</b>	<b>City Offices Closed for the New Year's Holiday</b>
January 2, 2020	Zoning Board of Adjustment Meeting - 7:00 pm
<b>January 14, 2020</b>	<b>Regular City Council Meeting - 7:30 pm</b>
January 20, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
January 21, 2020	Planning & Zoning Commission Meeting – 7:00 pm
<b>January 28, 2020</b>	<b>Regular City Council Meeting – 7:30 pm</b>
February 6, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
<b>February 11, 2020</b>	<b>Regular City Council Meeting - 7:30 pm</b>
February 17, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
February 18, 2020	Planning & Zoning Commission Meeting – 7:00 pm

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