



## **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, FEBRUARY 11, 2020, at 6:00 P.M.**

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

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

1. Receive a Status Update on the Kids Kastle Rebuild Budget
2. Receive a Status Update regarding an IH-35E Northbound Entrance Ramp from Highland Village Road
3. Discussion of a Joint/Quad City Fire Training Facility located in the City of Lewisville
4. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda of February 11, 2020

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

### **CLOSED SESSION** Training Room

5. Hold a closed meeting in accordance with the following sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

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

6. Call to Order
7. Prayer to be led by Deputy Mayor Pro Tem Barbara Fleming
8. Pledge of Allegiance to the U.S. and Texas flags to be led by Deputy Mayor Pro Tem Barbara Fleming: *“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

*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 January 28, 2020**
13. **Consider Ordinance 2020-1270 granting a Conditional Use Permit (CUP) for an Amusement Arcade Business to be located in an approximately 4,188 square foot area of Lot 1R, Block A, The District of Highland Village, generally known as 2630 FM 407, Suite #106 in Highland Village, Texas (2<sup>nd</sup> and final read)**
14. **Consider Resolution 2020-2870 cancelling the March 24, 2020 City Council Meeting**
15. **Receive Budget Reports for Period Ending December 31, 2019**

### **ACTION AGENDA**

16. **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)**

17. Consider Resolution 2020-2871 authorizing an Amendment to the Professional Services Agreement with Play by Design to include additional Construction Management Resources relating to the Kids Kastle Community Build Project

**LATE WORK SESSION**

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

18. 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.)

- Upper Trinity Regional Water District (UTRWD) receives Federal Permit to build Lake Ralph Hall

19. 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 7<sup>TH</sup> DAY OF FEBRUARY, 2020 NOT LATER THAN 5:00 P.M.



Angela Miller, City Secretary

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

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

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

**AGENDA# 1**

**MEETING DATE: 02/11/2020**

**SUBJECT: Receive a Status Update on the Kids Kastle Rebuild Budget**

**PREPARED BY: Ken Heerman, Assistant City Manager  
Phil Lozano, Director of Parks and Recreation**

**COMMENTS**

City staff will provide a budget update on the Kids Kastle Rebuild Project.

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

**AGENDA# 2**

**MEETING DATE: 02/11/2020**

**SUBJECT: Receive a Status Update regarding an IH-35E Northwest  
Entrance Ramp from Highland Village Road**

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

**COMMENTS**

City staff will provide an update regarding an IH-35E Northwest Entrance Ramp from Highland Village Road.

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

**AGENDA# 3**

**MEETING DATE: 02/11/2020**

**SUBJECT: Discussion of a Joint/Quad City Fire Training Facility located in  
the City of Lewisville**

**PREPARED BY: Michael Thomson, Fire Chief**

**COMMENTS**

City staff will provide information for discussion of a joint fire training facility.

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

**AGENDA# 11**

**MEETING DATE: 02/11/2020**

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

**PREPARED BY: Karen McCoy, Administrative Assistant to City Secretary**

**COMMENTS**

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

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

**AGENDA# 12**

**MEETING DATE: 02/11/2020**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on January 28, 2020**

**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 January 28, 2020.



**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, JANUARY 28, 2020**

**EARLY WORK SESSION**

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
	Mike Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Jana Onstead	Human Resources Director
	Sunny Lindsey	Information Services Director
	Fince Espinoza	Deputy Director of Parks and Trails
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist
	Karen McCoy	Administrative Assistant

Mayor Wilcox moved Agenda Item #2 up on the agenda.

**2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda of January 28, 2020**

Relating to Agenda Item #11, Councilmember Fiester asked for clarification. City Secretary Angela Miller reported the Election Code prescribes specific action by Council, such as formally ordering the May 2, 2020 General Election to elect members of City Council with terms expiring in 2020.

Relating to Agenda Item #12, Mayor Pro Tem Lombardo asked if a hold harmless agreement would be required. City Attorney Kevin Laughlin stated a hold harmless is being prepared and will be required in order for a recipient to receive the property.

Relating to Agenda Item #16, Deputy Director of Parks and Trails Fince Espinoza described the process for installing the unitary surface to be used at the Kids Kastle playground and provided samples for everyone to examine.

**1. Receive a Physical Security Assessment Report of City Facilities**

This item was discussed in Closed Session.

Mayor Wilcox read the items on the agenda for Closed Session and reported Council would meet in Closed Session.

**CLOSED SESSION**

Council convened into Closed Session at 6:03 p.m.

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

- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
- (b) Section 551.089 – Deliberation regarding Security Devices or Security Audits**

Council concluded Closed Session at 6:53 p.m.

**OPEN SESSION**

**3. Call to Order**

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

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	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
	Mark Stewart	Assistant Police Chief
	Karl Schlichter	Police Commander
	Mike Thomson	Fire Chief
	Travis Nokes	Assistant Fire Chief

Jason Collier  
Scott Kriston  
Fince Espinoza  
Laurie Mullens  
Andrew Boyd

Assistant Fire Chief  
Public Works Director  
Deputy Director of Parks and Trails  
Marketing & Communications Director  
Media Specialist

**5. Prayer to be led by Mayor Pro Tem Mike Lombardo**

Mayor Pro Tem Mike Lombardo gave the invocation.

**6. Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Pro Tem Mike Lombardo**

Scout Troop #2 and Scout Troop #123 led the Pledge of Allegiance to the U.S and Texas flags.

**7. Visitor Comments**

The following person spoke:

Dan Rochelle (Lewisville resident) – Mr. Rochelle reported he has served on the Lewisville Police Department for the past 28 years and is now running for Constable of Precinct 3, which encompasses Highland Village.

**8. City Manager/Staff Reports**

- **HVTV Update**

The HVTV Update informed residents of the Kids Kastle personalized tile, paver stone and fence picket pickup events. The update also featured the Foodie Friday segment with Sip|Stir Coffee House in The District of Highland Village and gave an update on the City's street bond project.

**9. 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**

Councilmember Jaworski reported volunteers are needed for the rebuild of Kids Kastle and asked anyone wanting to participate to contact City staff to register. With Kids Kastle being a favorite play area for so many years, he also asked anyone to share their story of how they enjoyed Kids Kastle by contacting our Marketing and Communications Director.

- **Certificates of Recognition presented to Eli Will and Colin Robb by the Highland Village Fire Department**

Fire Chief Michael Thomson presented certificates of recognition to middle school students Eli Will and Colin Robb for their willingness to go above and beyond to ensure the health and wellbeing of an elderly Highland Village resident during a medical incident.

**CONSENT AGENDA**

Councilmember Kixmiller requested Agenda Item #16 be moved up to the Consent Agenda; Mayor Wilcox moved the item to the Consent Agenda.

10. Consider approval of Minutes of the Regular City Council Meeting held on January 14, 2020
11. Consider Resolution 2020-2866 ordering a General Municipal Election to be held on May 2, 2020 for the Purpose of Electing Councilmembers to Places 1 (Mayor), 2, 4 and 6; authorizing a Joint Election with other Denton County Political Subdivisions; and authorizing a Contract for Election Services with Denton County
12. Consider Resolution 2020-2867 declaring as Surplus Property a Physio-Control Lifepak 12 Defibrillator/Monitor; authorizing the City Manager to Sell and/or Dispose of such Surplus Property
13. Consider Resolution 2020-2868 authorizing Partial Release and Quitclaim of a Fifteen Foot (15') Wide Water Line Easement located within the Wichita Estates Addition
16. Consider Resolution 2020-2869 authorizing the City Manager to Negotiate and Execute a Contract with Coats Landscape Systems, LLC, dba ForeverLawn Texas for the Purchase and Installation of Synthetic Turf Surfacing for the Kids Kastle Playground Project

*Motion by Mayor Pro Tem Lombardo, seconded by Councilmember Heslep, to approve Consent Agenda Items #10 through #13, and #16. Motion carried 7-0.*

#### **ACTION AGENDA**

14. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
  - (b) Section 551.089 – Deliberation regarding Security Devices or Security Audits

#### **NO ACTION TAKEN**

15. Conduct a Public Hearing and consider Ordinance 2020-1270 granting a Conditional Use Permit (CUP) for an Amusement Arcade Business to be located in an approximately 4,188 square foot area of Lot 1R, Block A, The District of Highland Village, generally known as 2630 FM 407, Suite #106 in Highland Village, Texas (*1<sup>st</sup> of two reads*)

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

Public Works Director Scott Kriston reported an application was received for a Conditional Use Permit (CUP) for an amusement arcade business to be located in The District of Highland Village. He stated all notification requirements have been satisfied and that staff received one inquiry, neither for nor against, just asking for clarification regarding the notification. Mr. Kriston added the application was reviewed by City staff and that all comments have been addressed by the applicant. At the January 21, 2020, Planning and Zoning Commission (Commission) meeting, the Commission recommended sending the ordinance forward for approval as presented with a vote of 4 in favor and 1 opposed.

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

Councilmember Jaworski asked about the opposing vote from the Commission. Mr. Kriston reported it was regarding parking and the sale of alcohol; parking was addressed during platting and alcohol will be regulated by the Texas Alcoholic Beverage Commission. The applicant was present for the meeting and reported there would be some food served at the location and that the business may host tournaments. He added the average age of patrons will be teens to early 20s, along with parents of those under driving age.

***Motion by Councilmember Jaworski, seconded by Councilmember Fiester, to approve the first read of Ordinance 2020-1270. Motion carried 7-0.***

16. **Consider Resolution 2020-2869 authorizing the City Manager to Negotiate and Execute a Contract with Coats Landscape Systems, LLC, dba ForeverLawn Texas for the Purchase and Installation of Synthetic Turf Surfacing for the Kids Kastle Playground Project**

This item was moved to the Consent Agenda.

17. **Receive Highland Village Police Department's Annual Compliance Report under the Texas Code of Criminal Procedure (CCP) Sections 2.131-2.134 prohibiting Racial Profiling**

**REPORT RECEIVED (7 – 0)**

Commander Karl Schlichter presented the report for 2019. He advised state law requires each law enforcement agency in the state to adopt a written policy on racial profiling and to submit a report containing the information compiled during the previous calendar year to its governing body. Commander Schlichter further advised the City has a policy in place prohibiting racial profiling and that the report complies with the Code of Criminal Procedure Requirements.

***Motion by Mayor Wilcox, seconded by Deputy Mayor Pro Tem Fleming, to receive the annual Racial Profiling Report. Motion carried 7-0.***

**LATE WORK SESSION**

18. **Status Reports on Current Projects and Discussion on Future Agenda Items**

Deputy Director of Parks and Trails Fince Espinoza reported the first of the Kids Kastle personalized tile, paver stone and fence picket pickup event was held on Saturday and that there was a good turnout.

Councilmember Jaworski asked what would be done with the silt collected during the dredging of the ponds at Unity Park. Mr. Espinoza reported the dredging is still underway but that information will be announced for collection once it is completed.

19. **Adjournment**

Mayor Wilcox adjourned the meeting at 8:16 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

DRAFT

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

**AGENDA# 13**

**MEETING DATE: 02/11/2020**

**SUBJECT: Consider Ordinance 2020-1270 Granting a Conditional Use Permit (C.U.P.) for an Amusement Arcade business to be located in an approximately 4,188 square foot area of Lot 1R, Block A, The District of Highland Village, commonly known as 2630 FM 407, #106, Highland Village, TX. (2<sup>nd</sup> and final read)**

**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 4,188 square foot lease space in The District of Highland Village. The applicant is proposing to utilize the space for a business consisting of an area for playing electronic 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 prior to considering an application for a Conditional Use Permits. All notification requirements have been satisfied and public hearings were held on January 21, 2020 and on January 28, 2020.

**OPTIONS & RESULTS:**

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

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

City staff has reviewed the application and all staff comments have been addressed by the applicant. At the January 21, 2020, Planning and Zoning meeting, the Commission recommended sending the ordinance forward for approval as presented with a vote of 4 in favor and 1 opposed. On January 28, 2020, Council conducted a public hearing and unanimously approved the first read of Ordinance 2020-1270.

**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:**

To approved the 2<sup>nd</sup> rear of Ordinance No. 2020-1270.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2020-1270**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, GRANTING A CONDITIONAL USE PERMIT (C.U.P.) FOR AN AMUSEMENT ARCADE FOR A 4,188 SQUARE FOOT AREA OF A BUILDING LOCATED ON LOT 1R, BLOCK A, THE DISTRICT OF HIGHLAND VILLAGE, SAID PROPERTY BEING MORE COMMONLY KNOWN AS 2630 FM 407, #106; 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 4,188 square foot portion of a building located on Lot 1R, Block A, The District of Highland Village, City of Highland Village, Denton County, Texas, and more commonly known as 2630 FM 407, #106, 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 28<sup>TH</sup> DAY OF JANUARY, 2020, 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 11<sup>TH</sup> DAY OF FEBRUARY, 2020.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

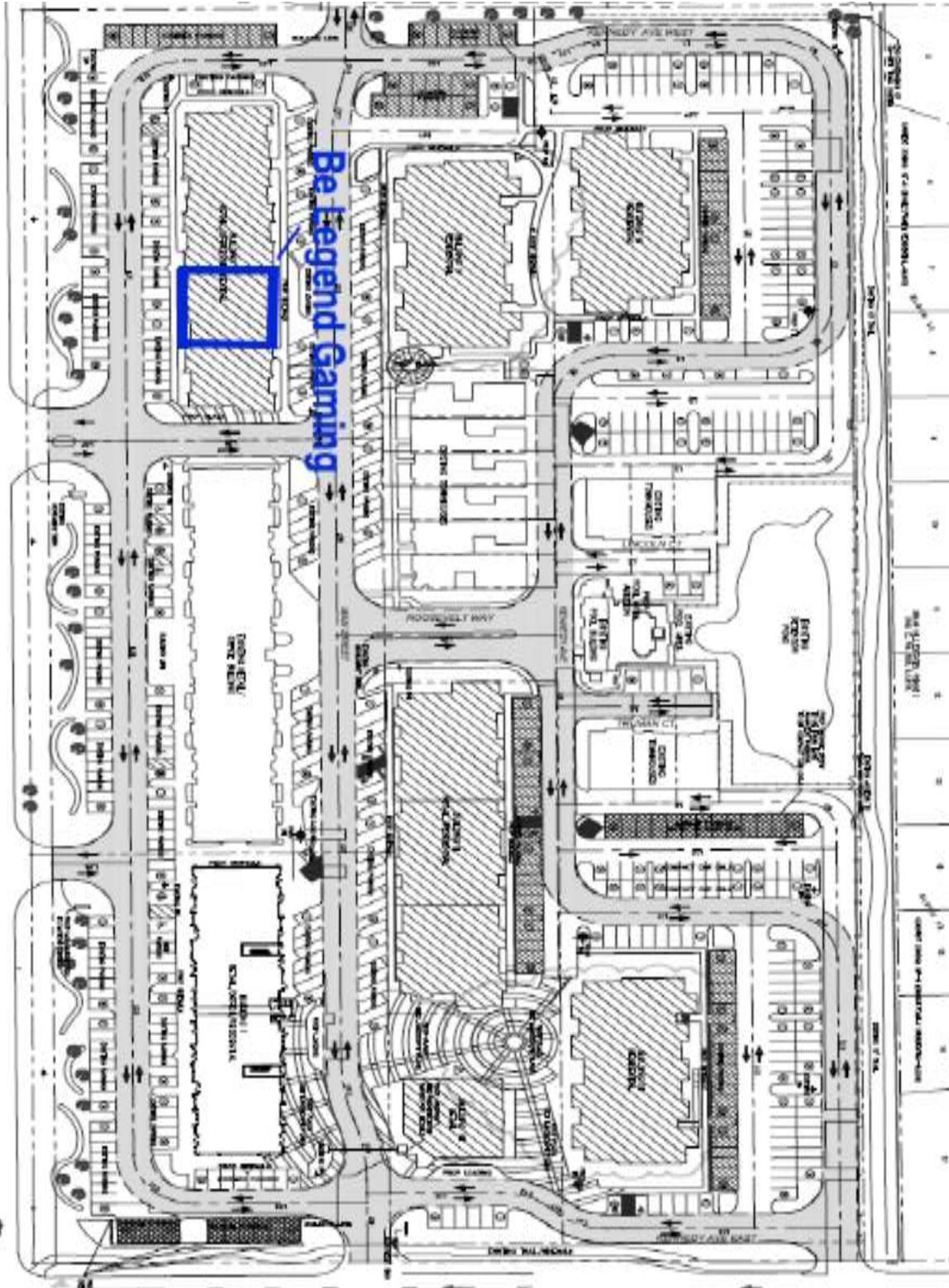
**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:1/10/2020:113172)

ORDINANCE NO. 2020-1270  
EXHIBIT "A"  
PROPERTY LOCATION AND SITE PLAN  
THE DISTRICT OF HIGHLAND VILLAGE



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

**AGENDA# 14**

**MEETING DATE: 02/11/2020**

**SUBJECT: Consider Resolution 2020-2870 Cancelling the March 24, 2020 City Council Meeting**

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

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

The mayor and several members of Council, as well as key city staff, will be attending the Washington DC Fly-In hosted by U.S. Congressman Michael C. Burgess during the week of March 24 – 27, 2020. During this same week, a regular Council meeting is scheduled for Tuesday, March 24, 2020. As a result, there will not be a quorum of the City Council present to conduct a meeting on March 24, 2020.

Mayor Wilcox and staff propose that the regular Council meeting scheduled for March 24, 2020 be cancelled.

**OPTIONS & RESULTS:**

The City Council may approve the cancelation of the meeting. Even if the City Council rejects cancellation of the March 24, 2020 meeting, no meeting could be conducted because of the absence of a quorum as defined in the City Charter.

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

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

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

None.

**RECOMMENDATION:**

To approve Resolution 2020-2870 cancelling the March 24, 2020 City Council meeting.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2870**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS CANCELING THE MARCH 24, 2020 CITY COUNCIL MEETING, AND PROVIDING AN EFFECTIVE DATE**

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

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

**WHEREAS**, the City Council finds that cancelling the regular meeting scheduled for March 24, 2020 will not adversely affect the operations of the City and will preserve City financial and human resources usually spent in preparation for such meetings;

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

**SECTION 1.** The Regular City Council meeting scheduled for March 24, 2020 is hereby canceled.

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

**PASSED AND APPROVED** this the 11<sup>th</sup> day of February, 2020.

**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:2/5/2020:113631)

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

**AGENDA# 15**

**MEETING DATE: 02/11/2020**

**SUBJECT: Receive Budget Reports for Period Ending December 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 December represents the third report in the Fiscal Year.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

N/A

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

N/A

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

N/A

**RECOMMENDATION:**

Council to receive the budget reports for the period ending December 31, 2019.

# General Fund Summary

## FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 6,648,176	\$ (4,629,530)	59%
Sales Tax	2,818,962	2,818,962	238,325	(2,580,637)	8%
Franchise Fees	1,662,980	1,662,980	30,830	(1,632,150)	2%
Licensing & Permits	410,474	410,474	73,667	(336,807)	18%
Park/Recreation Fees	248,144	248,144	33,978	(214,166)	14%
Public Safety Fees	39,100	39,100	2,905	(36,195)	7%
Rents	140,369	140,369	54,061	(86,308)	39%
Municipal Court	111,180	111,180	31,482	(79,698)	28%
Public Safety Charges for Svc	525,545	525,545	191,409	(334,136)	36%
Interest Income	160,000	160,000	22,144	(137,856)	14%
Miscellaneous	140,550	140,550	17,069	(123,481)	12%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 7,344,046</b>	<b>\$ (10,190,964)</b>	<b>42%</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>\$ 7,344,046</b>	<b>\$ (10,724,964)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 720,422	\$ 720,422	\$ 135,362	\$ 585,060	19%
Finance (includes Mun. Court)	1,720,240	1,720,240	580,099	1,140,142	34%
Human Resources	567,051	567,051	89,212	477,839	16%
City Secretary Office	405,932	405,932	62,566	343,366	15%
Information Services	1,166,155	1,166,155	248,414	917,741	21%
Police	5,125,210	5,125,210	1,168,985	3,956,226	23%
Fire	3,109,185	3,109,185	717,207	2,391,978	23%
Community Services	393,139	393,139	109,968	283,171	28%
Streets/Drainage	1,775,758	1,775,758	224,045	1,551,713	13%
Maintenance	1,071,928	1,071,928	242,468	829,460	23%
Parks	2,079,297	2,079,297	449,530	1,629,768	22%
Recreation	581,297	581,297	115,789	465,508	20%
<b>Total Expenditures</b>	<b>\$ 18,715,616</b>	<b>\$ 18,715,616</b>	<b>\$ 4,143,644</b>	<b>\$ 14,571,972</b>	<b>22%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 447,686	\$ 447,686	\$ 79,965	\$ 367,721	18%

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>\$ 4,143,644</b>	<b>\$ 14,707,972</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)	3,200,402
Ending Fund Balance	\$ 5,199,314	\$ 5,199,314	\$ 9,182,322

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	\$ 621,547
Restricted	11,500	11,500	11,500
Unassigned	2,380,472	2,380,472	8,549,275
<b>Total Fund Balance</b>	<b>\$ 5,199,314</b>	<b>\$ 5,199,314</b>	<b>\$ 9,182,322</b>

# General Fund Expenditure Summary

## FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

Percent of Budget Year Transpired

25.0%

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 13,153,231	\$ 13,153,231	\$ 2,854,178	\$ 10,299,054	22%
Services / Supplies	5,114,699	5,114,699	1,209,502	3,905,197	24%
Capital	447,686	447,686	79,965	367,721	18%
	\$ 18,715,616	\$ 18,715,616	\$ 4,143,644	\$ 14,571,972	22%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,337,750	\$ 9,337,750	\$ 1,992,717	\$ 7,345,033	21%
<i>Employee Benefits</i>	3,815,482	3,815,482	861,461	2,954,021	23%
<i>Total Personnel</i>	\$ 13,153,231	\$ 13,153,231	\$ 2,854,178	\$ 10,299,054	22%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,720,354	\$ 1,720,354	\$ 601,913	\$ 1,118,440	35%
<i>Employee Development</i>	380,171	380,171	74,947	305,224	20%
<i>Office Supplies / Equipment</i>	1,281,155	1,281,155	299,837	981,318	23%
<i>Utilities</i>	315,408	315,408	70,946	244,462	22%
<i>Other</i>	1,417,611	1,417,611	161,858	1,255,753	11%
<i>Total Services / Supplies</i>	\$ 5,114,699	\$ 5,114,699	\$ 1,209,502	\$ 3,905,197	24%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 447,686	\$ 447,686	\$ 79,965	\$ 367,721	18%
<i>Total Capital</i>	\$ 447,686	\$ 447,686	\$ 79,965	\$ 367,721	18%
<b>Total General Fund Expenditure Summary</b>	\$ 18,715,616	\$ 18,715,616	\$ 4,143,644	\$ 14,571,972	22%

# General Fund Revenue

## FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

*Percent of Budget Year Transpired*

**25.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 11,277,706	\$ 11,277,706	\$ 6,648,176	\$ (4,629,530)	59%
Sales Tax	2,818,962	2,818,962	238,325	(2,580,637)	8%
Franchise Fees	1,662,980	1,662,980	30,830	(1,632,150)	2%
Licensing & Permits	410,474	410,474	73,667	(336,807)	18%
Park/Recreation Fees	248,144	248,144	33,978	(214,166)	14%
Public Safety Fees	39,100	39,100	2,905	(36,195)	7%
Rents	140,369	140,369	54,061	(86,308)	39%
Municipal Court	111,180	111,180	31,482	(79,698)	28%
Public Safety Charges for Svc	525,545	525,545	191,409	(334,136)	36%
Interest Income	160,000	160,000	22,144	(137,856)	14%
Miscellaneous	140,550	140,550	17,069	(123,481)	12%
<b>Total Revenues</b>	<b>\$ 17,535,010</b>	<b>\$ 17,535,010</b>	<b>\$ 7,344,046</b>	<b>\$ (10,190,964)</b>	<b>42%</b>

# City Manager Office FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 442,431	\$ 442,431	\$ 83,935	\$ 358,496	19%
Services / Supplies	277,991	277,991	51,027	226,964	18%
Capital	-	-	400	(400)	0%
	\$ 720,422	\$ 720,422	\$ 135,362	\$ 585,060	19%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 337,151	\$ 337,151	\$ 64,072	\$ 273,079	19%
<i>Employee Benefits</i>	105,280	105,280	19,863	85,417	19%
<b>Total Personnel</b>	\$ 442,431	\$ 442,431	\$ 83,935	\$ 358,496	19%

Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 140,260	\$ 140,260	\$ 36,701	\$ 103,559	26%
<i>Employee Development</i>	17,390	17,390	12,169	5,221	70%
<i>Supplies / Equipment</i>	10,053	10,053	2,157	7,896	21%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	-	110,288	0%
<b>Total Services / Supplies</b>	\$ 277,991	\$ 277,991	\$ 51,027	\$ 226,964	18%

Capital					
<i>Equipment / Vehicles</i>	-	-	400	(400)	0%
<b>Total Capital</b>	\$ -	\$ -	\$ 400	\$ (400)	0%

<b>Total City Manager</b>	\$ 720,422	\$ 720,422	\$ 135,362	\$ 585,060	19%
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# Finance Department FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,049,709	\$ 1,049,709	\$ 224,672	\$ 825,037	21%
Services / Supplies	670,532	670,532	355,427	315,105	53%
Capital	-	-	-	-	0%
	\$ 1,720,240	\$ 1,720,240	\$ 580,099	\$ 1,140,142	34%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 746,624	\$ 746,624	\$ 163,567	\$ 583,058	22%
<i>Employee Benefits</i>	303,085	303,085	61,105	241,979	20%
<b>Total Personnel</b>	\$ 1,049,709	\$ 1,049,709	\$ 224,672	\$ 825,037	21%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$126,376 / DCAD - \$82,508)</i>	\$ 605,590	\$ 605,590	\$ 334,210	\$ 271,379	55%
<i>Employee Development</i>	24,316	24,316	8,180	16,136	34%
<i>Supplies / Equipment</i>	8,726	8,726	1,362	7,364	16%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Special Events (\$21,900, Data Processing \$10,000)]</i>	31,900	31,900	11,674	20,226	37%
<b>Total Services / Supplies</b>	\$ 670,532	\$ 670,532	\$ 355,427	\$ 315,105	53%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,720,240	\$ 1,720,240	\$ 580,099	\$ 1,140,142	34%

# Human Resources FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 438,209	\$ 438,209	\$ 76,028	\$ 362,181	17%
Services / Supplies	128,842	128,842	13,184	115,658	10%
Capital	-	-	-	-	0%
	\$ 567,051	\$ 567,051	\$ 89,212	\$ 477,839	16%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 313,783	\$ 313,783	\$ 48,559	\$ 265,225	15%
<i>Employee Benefits</i>	124,426	124,426	27,469	96,957	22%
<b>Total Personnel</b>	\$ 438,209	\$ 438,209	\$ 76,028	\$ 362,181	17%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 49,110	\$ 49,110	\$ 9,428	\$ 39,682	19%
<i>Employee Development</i>	71,932	71,932	3,449	68,483	5%
<i>Supplies / Equipment</i>	975	975	132	843	14%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	175	6,650	3%
<b>Total Services / Supplies</b>	\$ 128,842	\$ 128,842	\$ 13,184	\$ 115,658	10%

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

<b>Total Human Resources</b>	\$ 567,051	\$ 567,051	\$ 89,212	\$ 477,839	16%
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# City Secretary Office FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 225,749	\$ 225,749	\$ 50,266	\$ 175,483	22%
Services / Supplies	180,183	180,183	12,300	167,883	7%
Capital	-	-	-	-	-
	<u>\$ 405,932</u>	<u>\$ 405,932</u>	<u>\$ 62,566</u>	<u>\$ 343,366</u>	<u>15%</u>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 172,931	\$ 172,931	\$ 40,306	\$ 132,625	23%
<i>Employee Benefits</i>	52,818	52,818	9,960	42,858	19%
<b>Total Personnel</b>	<u>\$ 225,749</u>	<u>\$ 225,749</u>	<u>\$ 50,266</u>	<u>\$ 175,483</u>	<u>22%</u>

Services / Supplies					
<i>Professional Services</i>	\$ 52,575	\$ 52,575	\$ 2,776	\$ 49,799	5%
<i>Employee Development</i> <i>(City Council related \$49,441)</i>	65,978	65,978	7,459	58,519	11%
<i>Supplies / Equipment</i>	16,030	16,030	2,064	13,966	13%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	45,600	45,600	-	45,600	0%
<b>Total Services / Supplies</b>	<u>\$ 180,183</u>	<u>\$ 180,183</u>	<u>\$ 12,300</u>	<u>\$ 167,883</u>	<u>7%</u>

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

<b>Total City Secretary Office</b>	<u>\$ 405,932</u>	<u>\$ 405,932</u>	<u>\$ 62,566</u>	<u>\$ 343,366</u>	<u>15%</u>
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# Information Services FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 700,542	\$ 700,542	\$ 147,319	\$ 553,224	21%
Services / Supplies	465,613	465,613	101,096	364,517	22%
Capital	-	-	-	-	0%
	\$ 1,166,155	\$ 1,166,155	\$ 248,414	\$ 917,741	21%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 531,053	\$ 531,053	\$ 110,996	\$ 420,058	21%
<i>Employee Benefits</i>	169,489	169,489	36,323	133,166	21%
<b>Total Personnel</b>	\$ 700,542	\$ 700,542	\$ 147,319	\$ 553,224	21%

Services / Supplies					
<i>Professional Services</i> <i>(Maintenance Contracts \$198,840)</i>	\$ 249,040	\$ 249,040	\$ 58,968	\$ 190,072	24%
<i>Employee Development</i>	31,705	31,705	6,858	24,847	22%
<i>Supplies / Equipment</i>	2,560	2,560	2,135	425	83%
<i>Utilities</i>	20,308	20,308	3,940	16,368	19%
<i>Other (Data Processing)</i>	162,000	162,000	29,194	132,806	18%
<b>Total Services / Supplies</b>	\$ 465,613	\$ 465,613	\$ 101,096	\$ 364,517	22%

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	\$ 248,414	\$ 917,741	21%
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# Police Department FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,649,528	<b>\$ 4,649,528</b>	<b>\$ 986,931</b>	\$ 3,662,597	21%
Services / Supplies	405,082	<b>405,082</b>	<b>173,102</b>	231,980	43%
Capital	<u>70,600</u>	<u><b>70,600</b></u>	<u><b>8,951</b></u>	<u>61,649</u>	<u>13%</u>
	<b>\$ 5,125,210</b>	<b>\$ 5,125,210</b>	<b>\$ 1,168,985</b>	<b>\$ 3,956,226</b>	<b>23%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,402,589	<b>\$ 3,402,589</b>	<b>\$ 707,986</b>	\$ 2,694,603	21%
<i>Employee Benefits</i>	<u>1,246,939</u>	<u><b>1,246,939</b></u>	<u><b>278,946</b></u>	<u>967,994</u>	<u>22%</u>
<b>Total Personnel</b>	<b>\$ 4,649,528</b>	<b>\$ 4,649,528</b>	<b>\$ 986,931</b>	<b>\$ 3,662,597</b>	<b>21%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 143,212	<b>\$ 143,212</b>	<b>\$ 103,872</b>	\$ 39,340	73%
<i>Employee Development</i>	45,339	<b>45,339</b>	<b>9,520</b>	35,819	21%
<i>Supplies / Equipment</i>	148,243	<b>148,243</b>	<b>43,886</b>	104,357	30%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>68,288</u>	<u><b>68,288</b></u>	<u><b>15,825</b></u>	<u>\$ 52,463</u>	<u>23%</u>
<b>Total Services / Supplies</b>	<b>\$ 405,082</b>	<b>\$ 405,082</b>	<b>\$ 173,102</b>	<b>\$ 231,980</b>	<b>43%</b>

Capital					
<i>Equipment / Vehicles</i>	70,600	<b>70,600</b>	<b>8,951</b>	61,649	13%
<b>Total Capital</b>	<b>\$ 70,600</b>	<b>\$ 70,600</b>	<b>\$ 8,951</b>	<b>\$ 61,649</b>	<b>13%</b>

<b>Total Police Department</b>	<b>\$ 5,125,210</b>	<b>\$ 5,125,210</b>	<b>\$ 1,168,985</b>	<b>\$ 3,956,226</b>	<b>23%</b>
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# Fire Department FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,592,217	\$ 2,592,217	\$ 606,902	\$ 1,985,315	23%
Services / Supplies	352,882	352,882	110,305	242,577	31%
Capital	<u>164,086</u>	<u>164,086</u>	<u>-</u>	<u>164,086</u>	<u>0%</u>
	<b>\$ 3,109,185</b>	<b>\$ 3,109,185</b>	<b>\$ 717,207</b>	<b>\$ 2,391,978</b>	<b>23%</b>

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

Personnel					
<b>Salaries / Wages</b>	\$ 1,765,490	\$ 1,765,490	\$ 410,128	\$ 1,355,362	23%
<b>Employee Benefits</b>	<u>826,728</u>	<u>826,728</u>	<u>196,774</u>	629,953	24%
<b>Total Personnel</b>	<b>\$ 2,592,217</b>	<b>\$ 2,592,217</b>	<b>\$ 606,902</b>	<b>\$ 1,985,315</b>	<b>23%</b>

Services / Supplies					
<b>Professional Services</b>	\$ 83,890	\$ 83,890	\$ 17,486	\$ 66,404	21%
<b>Employee Development</b> <i>(Training - \$50,450)</i>	66,097	66,097	20,858	45,239	32%
<b>Supplies / Equipment</b>	157,845	157,845	60,143	97,702	38%
<b>Utilities</b>	1,800	1,800	447	1,353	25%
<b>Other</b> <i>(Safety Programs)</i>	<u>43,250</u>	<u>43,250</u>	<u>11,372</u>	<u>31,878</u>	<u>26%</u>
<b>Total Services / Supplies</b>	<b>\$ 352,882</b>	<b>\$ 352,882</b>	<b>\$ 110,305</b>	<b>\$ 242,577</b>	<b>31%</b>

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

<b>Total Fire Department</b>	<b>\$ 3,109,185</b>	<b>\$ 3,109,185</b>	<b>\$ 717,207</b>	<b>\$ 2,391,978</b>	<b>23%</b>
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# Community Services FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 373,051	\$ 373,051	\$ 107,034	\$ 266,017	29%
Services / Supplies	20,088	20,088	2,934	17,154	15%
Capital	-	-	-	-	0%
	\$ 393,139	\$ 393,139	\$ 109,968	\$ 283,171	28%

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

Personnel					
<i>Salaries / Wages</i>	\$ 272,956	\$ 272,956	\$ 70,688	\$ 202,267	26%
<i>Employee Benefits</i>	100,096	100,096	36,346	63,749	36%
<i>Total Personnel</i>	\$ 373,051	\$ 373,051	\$ 107,034	\$ 266,017	29%

Services / Supplies					
<i>Professional Services</i>	\$ 7,200	\$ 7,200	\$ 705	6,495	10%
<i>Employee Development</i>	6,270	6,270	600	5,670	10%
<i>Supplies / Equipment</i>	6,618	6,618	1,629	4,989	25%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 20,088	\$ 20,088	\$ 2,934	\$ 17,154	15%

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

<i>Total Building Operations</i>	\$ 393,139	\$ 393,139	\$ 109,968	\$ 283,171	28%
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# Streets Division FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 838,743	\$ 838,743	\$ 166,963	\$ 671,781	20%
Services / Supplies	842,015	842,015	47,676	794,339	6%
Capital	<u>95,000</u>	<u>95,000</u>	<u>9,407</u>	<u>85,593</u>	<u>10%</u>
	<b>\$ 1,775,758</b>	<b>\$ 1,775,758</b>	<b>\$ 224,045</b>	<b>\$ 1,551,713</b>	<b>13%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 555,221	\$ 555,221	\$ 109,403	\$ 445,818	20%
<i>Employee Benefits</i>	<u>283,522</u>	<u>283,522</u>	<u>57,559</u>	<u>225,963</u>	<u>20%</u>
<b>Total Personnel</b>	<b>\$ 838,743</b>	<b>\$ 838,743</b>	<b>\$ 166,963</b>	<b>\$ 671,781</b>	<b>20%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 93,771	\$ 93,771	\$ 2,570	\$ 91,201	3%
<i>Employee Development</i>	10,719	10,719	1,886	8,833	18%
<i>Supplies / Equipment</i>	46,975	46,975	6,343	40,632	14%
<i>Utilities (Streetlights)</i>	90,000	90,000	21,500	68,500	24%
<i>Other (Street Maintenance)</i>	<u>600,550</u>	<u>600,550</u>	<u>15,377</u>	<u>585,173</u>	<u>3%</u>
<b>Total Services / Supplies</b>	<b>\$ 842,015</b>	<b>\$ 842,015</b>	<b>\$ 47,676</b>	<b>\$ 794,339</b>	<b>6%</b>

Capital					
<i>Equipment / Vehicles</i>	95,000	95,000	9,407	85,593	10%
<b>Total Capital</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 9,407</b>	<b>\$ 85,593</b>	<b>10%</b>

<b>Total Streets</b>	<b>\$ 1,775,758</b>	<b>\$ 1,775,758</b>	<b>\$ 224,045</b>	<b>\$ 1,551,713</b>	<b>13%</b>
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# Maintenance Division FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

Percent of Budget Year Transpired

25.0%

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 363,488	\$ 363,488	\$ 82,801	\$ 280,687	23%
Services / Supplies	678,440	678,440	152,121	526,319	22%
Capital	<u>30,000</u>	<u>30,000</u>	<u>7,546</u>	<u>22,454</u>	<u>25%</u>
	\$ 1,071,928	\$ 1,071,928	\$ 242,468	\$ 829,460	23%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 252,775	\$ 252,775	\$ 57,391	\$ 195,384	23%
<i>Employee Benefits</i>	<u>110,713</u>	<u>110,713</u>	<u>25,409</u>	<u>85,304</u>	<u>23%</u>
<i>Total Personnel</i>	\$ 363,488	\$ 363,488	\$ 82,801	\$ 280,687	23%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 69,148	\$ 69,148	\$ 11,516	\$ 57,632	17%
<i>Employee Development</i>	4,480	4,480	8	4,472	0%
<i>Supplies / Equipment</i> <i>(Fuel - \$174,577, Parts / Repairs - \$120,500, Building - \$189,100)</i>	534,712	534,712	126,704	408,008	24%
<i>Utilities</i>	70,000	70,000	13,893	56,107	20%
<i>Other</i>	<u>100</u>	<u>100</u>	<u>-</u>	<u>\$ 100</u>	<u>0%</u>
<i>Total Services / Supplies</i>	\$ 678,440	\$ 678,440	\$ 152,121	\$ 526,319	22%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	30,000	30,000	7,546	22,454	0%
<i>Total Capital</i>	\$ 30,000	\$ 30,000	\$ 7,546	\$ 22,454	0%
<i>Total Maintenance</i>	\$ 1,071,928	\$ 1,071,928	\$ 242,468	\$ 829,460	23%

# Parks Division FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,257,424	\$ 1,257,424	\$ 283,940	\$ 973,484	23%
Services / Supplies	733,873	733,873	111,929	621,944	15%
Capital	<u>88,000</u>	<u>88,000</u>	<u>53,661</u>	<u>34,339</u>	<u>61%</u>
	<b>\$ 2,079,297</b>	<b>\$ 2,079,297</b>	<b>\$ 449,530</b>	<b>\$ 1,629,768</b>	<b>22%</b>

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

Personnel					
<b>Salaries / Wages</b>	\$ 810,830	\$ 810,830	\$ 180,459	\$ 630,371	22%
<b>Employee Benefits</b>	<u>446,594</u>	<u>446,594</u>	<u>103,481</u>	<u>343,113</u>	<u>23%</u>
<b>Total Personnel</b>	<b>\$ 1,257,424</b>	<b>\$ 1,257,424</b>	<b>\$ 283,940</b>	<b>\$ 973,484</b>	<b>23%</b>

Services / Supplies					
<b>Professional Services</b> <i>(ROW Contract Mowing - \$108,000)</i>	\$ 226,558	\$ 226,558	\$ 23,680	\$ 202,878	10%
<b>Employee Development</b>	25,420	25,420	3,883	21,537	15%
<b>Supplies / Equipment</b>	347,645	347,645	53,163	294,482	15%
<b>Utilities</b>	133,300	133,300	31,167	102,133	23%
<b>Other</b>	<u>950</u>	<u>950</u>	<u>35</u>	<u>915</u>	<u>4%</u>
<b>Total Services / Supplies</b>	<b>\$ 733,873</b>	<b>\$ 733,873</b>	<b>\$ 111,929</b>	<b>\$ 621,944</b>	<b>15%</b>

Capital					
<b>Equipment / Vehicles</b>	88,000	88,000	53,661	34,339	61%
<b>Total Capital</b>	88,000	88,000	53,661	34,339	61%

<b>Total Parks</b>	<b>\$ 2,079,297</b>	<b>\$ 2,079,297</b>	<b>\$ 449,530</b>	<b>\$ 1,629,768</b>	<b>22%</b>
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# Recreation Division FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 222,139	\$ 222,139	\$ 37,387	\$ 184,752	17%
Services / Supplies	359,158	359,158	78,402	280,756	22%
Capital	-	-	-	-	0%
	\$ 581,297	\$ 581,297	\$ 115,789	\$ 465,508	20%

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

Personnel					
<i>Salaries / Wages</i>	\$ 176,346	\$ 176,346	\$ 29,163	\$ 147,183	17%
<i>Employee Benefits</i>	45,793	45,793	8,224	37,569	18%
<b>Total Personnel</b>	\$ 222,139	\$ 222,139	\$ 37,387	\$ 184,752	17%

Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,525	10,525	77	10,448	1%
<i>Supplies / Equipment</i>	773	773	119	654	15%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	347,860	347,860	78,206	269,654	22%
<b>Total Services / Supplies</b>	\$ 359,158	\$ 359,158	\$ 78,402	\$ 280,756	22%

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

<b>Total Recreation</b>	\$ 581,297	\$ 581,297	\$ 115,789	\$ 465,508	20%
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# Equipment Replacement / Capital Schedule FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	400	(400)	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	70,600	8,951	61,649	13%
Fire Dept Capital Outlay	164,086	164,086	-	164,086	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	95,000	95,000	9,407	85,593	10%
Maintenance Capital Outlay	30,000	30,000	7,546	22,454	25%
City Parks Capital Outlay	88,000	88,000	53,661	34,339	61%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 447,686	\$ 447,686	\$ 79,965	\$ 367,721	18%

# Utility Fund Revenues

## FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<b>Percent of Budget Year Transpired</b>	<b>25.0%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (37,230)	\$ (144,770)	20%
<i>Charges / Penalties</i>	102,000	102,000	22,134	79,866	22%
<b>Total Fees</b>	<b>\$ (80,000)</b>	<b>\$ (80,000)</b>	<b>\$ (15,096)</b>	<b>\$ (64,904)</b>	<b>19%</b>

### Licenses & Permits

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

### Charges for Services

<i>Water Sales</i>	\$ 5,673,527	\$ 5,673,527	\$ 999,681	\$ 4,673,846	18%
<i>Sewer Sales</i>	4,467,014	4,467,014	893,789	3,573,225	20%
<i>Inspection Fees</i>	4,500	4,500	320	4,180	7%
<b>Total Charges for Service</b>	<b>\$ 10,145,041</b>	<b>\$ 10,145,041</b>	<b>\$ 1,893,790</b>	<b>\$ 8,251,251</b>	<b>19%</b>

### Interest

<i>Interest (Operations)</i>	\$ 48,000	\$ 48,000	\$ 12,713	\$ 35,287	26%
<i>Interest (Capital Projects)</i>	55,224	55,224	14,927	40,298	27%
<b>Total Interest</b>	<b>\$ 103,224</b>	<b>\$ 103,224</b>	<b>\$ 27,639</b>	<b>\$ 75,585</b>	<b>27%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 229,816	\$ 229,816	\$ 19,984	\$ 209,832	9%
<b>Total Impact Fees</b>	<b>\$ 229,816</b>	<b>\$ 229,816</b>	<b>\$ 19,984</b>	<b>\$ 209,832</b>	<b>9%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 94	\$ 4,906	2%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 94</b>	<b>\$ 4,906</b>	<b>2%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,403,081</b>	<b>\$ 10,403,081</b>	<b>\$ 1,926,411</b>	<b>\$ 8,476,670</b>	<b>19%</b>
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# Utility Division FY 2019/2020 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,807,915	<b>\$ 1,807,915</b>	<b>\$ 378,357</b>	\$ 1,429,558	21%
Services / Supplies	6,525,798	<b>6,525,798</b>	<b>1,344,815</b>	5,180,983	21%
Capital	335,000	<b>335,000</b>	<b>8,943</b>	326,057	3%
<b>Total Utility Division</b>	<b>\$ 8,668,713</b>	<b>\$ 8,668,713</b>	<b>\$ 1,732,116</b>	\$ 6,936,597	20%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,197,744	\$ 1,197,744	\$ 248,910	\$ 948,834	21%
<i>Employee Benefits</i>	610,171	610,171	129,447	480,724	21%
<b>Total Personnel</b>	<b>\$ 1,807,915</b>	<b>\$ 1,807,915</b>	<b>\$ 378,357</b>	\$ 1,429,558	21%

Services / Supplies					
<i>Professional Services</i>	\$ 256,173	\$ 256,173	\$ 76,763	\$ 179,410	30%
<i>Employee Development</i>	58,957	58,957	1,676	57,281	3%
<i>Supplies / Equipment</i>	77,359	77,359	16,666	60,693	22%
<i>Utilities</i>	404,380	404,380	94,474	309,906	23%
<i>Other (Well Lot Maintenance)</i>	1,251,719	1,251,719	105,892	1,145,827	8%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 2,048,588</b>	<b>\$ 2,048,588</b>	<b>\$ 295,471</b>	\$ 1,753,117	14%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 5,105	\$ 5,105	\$ 5,103	\$ 2	100%
<i>UTRWD - Water Volume Cost</i>	918,655	918,655	191,567	727,088	21%
<i>UTRWD - Water Demand Charges</i>	1,359,750	1,359,750	336,559	1,023,191	25%
<i>UTRWD - Sewer Effluent Volume Rate</i>	622,715	622,715	123,652	499,063	20%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,337,315	1,337,315	334,329	1,002,986	25%
<i>UTRWD - HV Sewer Line to UTRWD</i>	233,670	233,670	58,135	175,535	25%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,477,210</b>	<b>\$ 4,477,210</b>	<b>\$ 1,049,344</b>	\$ 3,427,866	23%

<b>Total Services / Supplies</b>	<b>\$ 6,525,798</b>	<b>\$ 6,525,798</b>	<b>\$ 1,344,815</b>	\$ 5,180,983	21%
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Capital					
<i>Equipment / Vehicles</i>	335,000	335,000	8,943	326,057	3%
<b>Total Capital</b>	<b>\$ 335,000</b>	<b>\$ 335,000</b>	<b>\$ 8,943</b>	\$ 326,057	3%

<b>Total Utility Division - Operations</b>	<b>\$ 8,668,713</b>	<b>\$ 8,668,713</b>	<b>\$ 1,732,116</b>	\$ 6,936,597	20%
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# Utility Fund Working Capital FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<b>Percent of Budget Year Transpired</b>	<b>25.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,673,527	\$ 5,673,527	\$ 999,681	\$ 4,673,846	18%
<i>Sewer Sales</i>	4,467,014	4,467,014	893,789	3,573,225	20%
<i>Other Fees / Charges</i>	111,500	111,500	22,548	88,952	20%
<i>Electronic Payment Credit</i>	(182,000)	(182,000)	(37,230)	(144,770)	20%
<i>Interest</i>	48,000	48,000	12,713	35,287	26%
<b>Total Revenues</b>	<b>\$ 10,118,041</b>	<b>\$ 10,118,041</b>	<b>\$ 1,891,501</b>	<b>\$ 8,226,540</b>	<b>19%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$357,211	\$357,211	\$ 87,544	\$ 269,667	25%
<i>Operations</i>	3,499,293	3,499,293	586,284	2,913,009	17%
<i>UTRWD</i>	4,477,210	4,477,210	1,049,344	3,427,866	23%
<i>Debt Service</i>	1,226,414	1,226,414	500	1,225,914	0%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	335,000	335,000	8,943	326,057	3%
<b>Total Expenditures</b>	<b>\$ 9,895,127</b>	<b>\$ 9,895,127</b>	<b>\$ 1,732,616</b>	<b>\$ 8,162,511</b>	<b>18%</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	0%
<i>Operating Transfers Out / Utility Capital Projects</i>	(300,000)	(300,000)	-	(300,000)	0%
<i>Operating Transfers Out / General Fund</i>	(470,000)	(470,000)		(470,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ (620,000)</b>	<b>\$ (620,000)</b>	<b>\$ -</b>	<b>\$ (620,000)</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(397,086)	(397,086)	158,885
<b>Beginning Working Capital</b>			
<i>Operations</i>	2,428,607	2,428,607	2,428,607
<i>Available Impact Fees</i>	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>			
<i>Operations</i>	2,031,521	2,031,521	2,587,492
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,097,306	1,097,306	1,037,474
<b>Total Available Working Capital</b>	<b>\$ 3,128,827</b>	<b>\$ 3,128,827</b>	<b>\$ 3,624,966</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	1,017,490	1,017,490	1,017,490
<i>+ Collections</i>	229,816	229,816	19,984
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	-
<i>Ending Balance</i>	1,097,306	1,097,306	1,037,474

\*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 DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 408,975	\$ 408,975	\$ 111,461	\$ 297,514	27%
<i>Annual Park Passes</i>	24,500	24,500	150	24,350	1%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	200	200	6	194	3%
<b>Total Revenues</b>	<b>\$ 433,675</b>	<b>\$ 433,675</b>	<b>\$ 111,617</b>	<b>\$ 322,058</b>	<b>26%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 189,635	\$ 189,635	\$ 53,384	\$ 136,251	28%
<i>Services / Supplies</i>	281,218	281,218	27,625	253,593	10%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 470,853</b>	<b>\$ 470,853</b>	<b>\$ 81,008</b>	<b>\$ 389,845</b>	<b>17%</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>	\$ 185,765	\$ 185,765	\$ 185,765
<i>+ Net Increase (Decrease)</i>	(37,178)	(37,178)	30,609
<b>Ending Fund Balance</b>	<b>\$ 148,587</b>	<b>\$ 148,587</b>	<b>\$ 216,374</b>

Unaudited.  
Update after  
audit.

# Debt Service Fund

## FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<b>Percent of Budget Year Transpired</b>	<b>25.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,047,295	\$ 2,047,295	\$ 1,206,879	\$ 840,416	59%
<i>Interest Income</i>	8,000	8,000	893	7,107	11%
<b>Total Revenues</b>	<b>\$ 2,055,295</b>	<b>\$ 2,055,295</b>	<b>\$ 1,207,772</b>	<b>\$ 847,523</b>	<b>59%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<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%
<b>Total Expenditures</b>	<b>\$ 2,848,582</b>	<b>\$ 2,848,582</b>	<b>\$ -</b>	<b>\$ 2,848,582</b>	<b>0%</b>

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<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%
<b>Total Financing Sources</b>	<b>\$ 808,286</b>	<b>\$ 808,286</b>	<b>\$ -</b>	<b>\$ 808,286</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 118,618	\$ 118,618	\$ 118,618
<b>+ Net Increase (Decrease)</b>	<b>14,999</b>	<b>14,999</b>	<b>1,207,772</b>
<b>Ending Fund Balance</b>	<b>\$ 133,617</b>	<b>\$ 133,617</b>	<b>\$ 1,326,390</b>

Unaudited.  
Update after  
audit.

# Capital Projects Fund

## FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<b>Percent of Budget Year Transpired</b>	<b>25.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	1,000	(1,000)	0%
Interest Income	50,000	50,000	28,179	21,821	56%
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 29,179</b>	<b>\$ 20,821</b>	<b>58%</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	361,806	3,626,055	9%
2018 Bond Issue (Streets)	2,120,330	2,120,330	113,943	2,006,387	5%
2018 Bond Issue (Parks)	1,867,531	1,867,531	247,862	1,619,669	13%
<b>Total Expenditures</b>	<b>\$ 4,033,523</b>	<b>\$ 4,033,523</b>	<b>\$ 361,806</b>	<b>\$ 3,671,717</b>	<b>9%</b>

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ -	\$ -	\$ -	\$ -	0%
Bond Discount / Premium	-	-	-	-	0%
Debt Issuance	-	-	-	-	0%
Transfers In	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
<i>+Net Increase (Decrease)</i>	(3,886,838)	(3,886,838)	(332,627)
<i>Ending Fund Balance</i>	\$ 1,263,838	\$ 1,263,838	\$ 4,818,049

Unaudited.  
Update after  
audit.

# Drainage Utilities

## FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>		\$ -	\$ 1,789	\$ (1,789)	0%
<i>Drainage Fee Receipts</i>	500,000	500,000	104,591	395,409	21%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	770	3,230	19%
<b>Total Revenues</b>	\$ 504,000	\$ 504,000	\$ 107,150	\$ 396,850	21%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 379,617	\$ 379,617	\$ 83,851	\$ 295,765	22%
<i>Services / Supplies</i>	138,385	138,385	29,110	109,275	21%
<i>Capital</i>	120,000	120,000	26,042	93,958	22%
<b>Total Expenditures</b>	\$ 638,002	\$ 638,002	\$ 139,003	\$ 498,998	22%

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

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)	(31,854)
<b>Ending Fund Balance</b>	\$ 280,956	\$ 280,956	\$ 263,104

Unaudited.  
Update after  
audit.

# Park Development Fee Fund FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<b>Percent of Budget Year Transpired</b>	<b>25.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 500	\$ 500	\$ 312	\$ 188	62%
<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>	<b>\$ 49,748</b>	<b>\$ 49,748</b>	<b>\$ 312</b>	<b>\$ 49,436</b>	<b>0%</b>

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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

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>	<b>\$ (96,685)</b>	<b>\$ (96,685)</b>	<b>\$ -</b>	<b>\$ (96,685)</b>	<b>0%</b>

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)	312
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,249</b>

Unaudited.  
Update after audit.

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 49,248	47,249
<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>	<b>\$ 49,248</b>	<b>\$ 47,249</b>

# Public Safety Special Revenue Fund

## FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<b>Percent of Budget Year Transpired</b>	<b>25.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 30,199	\$ (4,599)	118%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,600	3,600	8,058	(4,458)	224%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 3,600	\$ 3,600	\$ 8,058	\$ (4,458)	224%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 21,838	\$ 21,838	\$ 21,838
<i>+ Net Increase (Decrease)</i>	-	-	22,141
<b>Ending Fund Balance</b>	\$ 21,838	\$ 21,838	\$ 43,979

Unaudited.  
Update after  
audit.

# Municipal Court Technology Fee Fund FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<b>Percent of Budget Year Transpired</b>	<b>25.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 1,060	2,440	30%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 17,640	\$ 17,640	\$ 5,508	\$ 12,132	31%
<b>Total Expenditures</b>	<b>\$ 17,640</b>	<b>\$ 17,640</b>	<b>\$ 5,508</b>	<b>\$ 12,132</b>	<b>31%</b>

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>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

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)	(4,447)
Ending Fund Balance	\$ 8,628	\$ 8,628	\$ 18,321

Unaudited.  
Update after  
audit.

# Municipal Court Building Security Fund FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<b>Percent of Budget Year Transpired</b>	<b>25.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 2,700	\$ 2,700	\$ 795	\$ 1,905	29%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 35,322	\$ 35,322	\$ 35,322
<b>+ Net Increase (Decrease)</b>	2,700	2,700	795
<b>Ending Fund Balance</b>	\$ 38,022	\$ 38,022	\$ 36,117

Unaudited.  
Update after  
audit.

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

	<i>Actual</i> 2017-2018	<i>Actual</i> 2018-2019	<i>Budget</i> 2019-2020	<i>YTD</i> 2019-2020
<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	119,163
Park Fees (Rental)	47,597	58,446	63,400	19,953
Linear Park Fees	-	-	-	-
Miscellaneous Income	-	-	-	-
Interest Income	492	720	800	311
<b>Total</b>	<b>\$ 1,316,341</b>	<b>\$ 1,364,714</b>	<b>\$ 1,412,831</b>	<b>\$ 139,426</b>
<b>Expenditures</b>				
Personnel	263,795	314,219	324,231	74,305
Services / Supplies	230,292	221,974	276,525	28,785
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>\$ 103,090</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	30,392
Transfer to 4B Capital Projects	\$ -	\$ -	\$ -	\$ 30,392
Equipment	-	-	-	-
Net Increase / (Decrease)	(76,431)	(6,306)	(24,211)	5,944
<b>Working Capital Balance</b>	<b>\$ 30,523</b>	<b>\$ 24,217</b>	<b>\$ 5</b>	<b>\$ 30,161</b>

# PEG Fee Fund

## FY 2019/2020 Budget

**YEAR TO DATE DECEMBER**

<i>Percent of Budget Year Transpired</i>	<b>25.0%</b>
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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	45	30,650	0%
<i>Capital</i>	42,500	42,500	-	42,500	0%
<i>Total Expenditures</i>	\$ 73,195	\$ 73,195	\$ 45	\$ 73,150	0%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 152,830	\$ 152,830	\$ 152,830
<i>+Net Increase (Decrease)</i>	(21,195)	(21,195)	(45)
<i>Ending Fund Balance</i>	\$ 131,635	\$ 131,635	\$ 152,785

Unaudited.  
Update after  
audit.

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

**AGENDA# 17**

**MEETING DATE: 02/11/2020**

**SUBJECT: Consider Resolution No. 2020-2871 Authorizing an Amendment to the Professional Services Agreement with Play By Design for the Kids Kastle Rebuild Project**

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

**BACKGROUND:**

On July 24, 2019, the City entered into a Professional Services Agreement with Play By Design for design, project management, and construction supervision for the new Kids Kastle Playground “The Project.”

After reviewing the finished design with the consultant, the consultant recommended an additional construction day be added to Phase I, changing from 3 days to 4 days. Specifically, the consultant believed installing the number of posts (205) required for the project would likely take more time than originally anticipated. One change order was executed on December 12, 2019 in the amount of \$3,600 adding an additional construction consultation day to Phase I of the build.

During the pre-construction meeting with Play By Design, the owner expressed some concerns about the small number of volunteers that were signed up for the proposed build dates and recommended adding an additional consultant to both help oversee the build for both Phase I and Phase II. City administration concurs in that recommendation.

**IDENTIFIED NEED/S:**

To amend the original Agreement to incorporate the changes from Change Order 1 and provide for adding an additional consultant for both Phase I and Phase II of the building phase including all travel fees, increasing the total contract costs to \$71,900 for professional fees and \$16,790 for estimated Travel Fees.

**OPTIONS & RESULTS:**

If the amendment is not approved the construction of the new Kids Kastle could be delayed.

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

An amendment to the agreement has been drafted for approval.

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

The Funds for the additional professional services fees will be provided from the Bond Proceeds from the November 7, 2017 Bond Election. The amended total cost for the Agreement is as follows,

- \$71,900 for professional fees
- \$16,790 for estimated Travel Fees.

## **RECOMMENDATION:**

To approve Resolution No. 2020-2871.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2020-2871**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AMENDMENT TO THE PROFESSIONAL SERVICES AGREEMENT WITH PLAY BY DESIGN FOR DESIGN AND CONSTRUCTION SERVICES RELATED TO THE KIDS KASTLE COMMUNITY BUILD PROJECT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, pursuant to Resolution No. 2019-2824, on or about July 24, 2019, the City Manager signed on behalf of the City a Professional Services Agreement (“the Agreement”) with Play By Design (“the Consultant”) for Playground Design and Construction Services for the Kids Kastle Community Build Playground at Unity Park (“the Project”); and

**WHEREAS**, based on the final Project design and an evaluation of the time and number of volunteers necessary to timely and successfully complete construction of the Project, City Administration and the Consultant have determined that the scope of services under the Agreement should be amended to add one additional construction day as well as one additional person from Consultant’s staff to oversee the construction of the Project; and

**WHEREAS**, the City Council concurs in the recommendation of the City administration and finds it in the public interest to proceed with negotiating and executing an amendment to the Agreement to provide for additional services by the Consultant.

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

**SECTION 1.** The City Manager is authorized to negotiate and execute an amendment to the Agreement to add one additional day to the Phase I construction services and add one additional Consultant representative to assist in supervision of the construction activities for both phases of construction and concurrently amend the maximum professional fee to be paid to an amount not to exceed \$71,900, and reimbursable travel expenses not to exceed \$16,790.

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

**PASSED AND APPROVED THIS THE 11<sup>TH</sup> DAY OF FEBRUARY 2020.**

**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:2/3/2020:113579)

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

**AGENDA# 18**

**MEETING DATE: 02/11/2020**

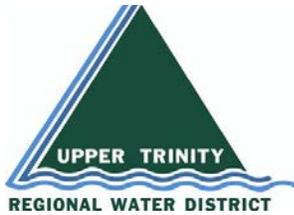
**SUBJECT: Status Reports on Current Projects and Discussion on Future  
Agenda Items**

**PREPARED BY: Karen McCoy, Administrative Assistant to City Secretary**

**COMMENTS**

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

- Upper Trinity Regional Water District (UTRWD) receives Federal Permit to build Lake Ralph Hall



## FOR IMMEDIATE RELEASE

Media Contact:  
Jason Pierce  
Mgr. Governmental Affairs & Communications  
JPierce@utrwd.com  
972-219-1228

### **UTRWD Receives Federal Permit to Build Lake Ralph Hall *Board of Directors Received USACE's Section 404 Clean Water Act Permit***

**LEWISVILLE, TX – Feb. 6, 2020:** The U.S. Army Corps of Engineers (USACE) has issued a Section 404 Clean Water Act Permit to the Upper Trinity Regional Water District (UTRWD) for Lake Ralph Hall, one of the first major reservoirs to be built in Texas in 30 years. This is the final federal permit required to construct the lake. The Texas Commission on Environmental Quality granted UTRWD a water rights permit for the proposed reservoir in December 2013. Named after longtime U.S. Congressman Ralph Hall, the reservoir will be located in southeast Fannin County on the North Sulphur River and will provide essential water to North Texans.

“After nearly 15 years of working with USACE, we are excited to receive this permit as it moves us one step closer to building this critically important new reservoir to meet the water needs of our growing communities,” said Larry N. Patterson, UTRWD Executive Director. “After many technical studies and extensive field investigations by both federal and state agencies, the Environmental Impact Statement was completed leading to USACE’s Record of Decision for Lake Ralph Hall. This is the culmination of a lot of hard work by UTRWD staff, its consultants, USACE, collaborating agencies and our local partners in Ladonia and Fannin County,” Patterson said.

UTRWD’s water demand within its growing service area is anticipated to increase nearly threefold over the next 50 years, additional water supplies are needed to meet this anticipated future demand. Once complete and fully operational, Lake Ralph Hall will provide residents and business of UTRWD’s service area and southeast Fannin County an additional 54 million gallons per day (MGD) of raw water.

“Design of the Leon Hurse Dam is near completion and construction is expected to begin later this year in order to have the new lake in operation by 2025,” states Mr. Patterson. “Lake Ralph Hall will provide a reliable water supply for many generations.” “We appreciate our Members and Customers demonstrated support throughout the permitting process and the diligent effort by USACE to finalize the studies and issue the permit,” Mr. Patterson continued.

Here are a few facts about Lake Ralph Hall:

- USACE’s Environmental Impact Statement confirmed that the North Sulphur River near the City of Ladonia is a good reservoir site - - limited wetlands, no oil or gas wells or electric transmission lines.
- Will inundate about 7,600 acres (similar in size to Grapevine Lake) but will yield about 30% more water because of greater rainfall in the Sulphur River Basin.
- Helps address severe erosion on the North Sulphur River and will provide a significant aquatic and terrestrial habitat in Fannin County, one that doesn’t exist today.
- Pipeline that now delivers UTRWD’s water from Chapman Lake was built with enough capacity to carry the water from Lake Ralph Hall to UTRWD’s service area.

- Provides economic benefits to Fannin, Denton, Dallas and Collin Counties.
- The Texas Water Development Board's State Water Implementation Fund for Texas (SWIFT) program will be used to fund the project, estimated cost of \$490 million.

For more information and to stay up-to-date on the construction of Lake Ralph hall, visit our website at [www.lakeralphhall.org](http://www.lakeralphhall.org).

### **About Upper Trinity**

Upper Trinity is a regional water district created by the Texas Legislature in 1989 for the benefit of cities and utilities in the Denton County area. Its mandate is to develop regional plans for water services, and to provide both water and wastewater services on a wholesale basis to cities and utilities within its service area, including all of Denton County and portions of Dallas and Collin Counties. Upper Trinity is a leader in public education regarding water conservation and water quality protection, and regularly conducts programs concerning drought tolerant landscape techniques, landscape practices and more efficient water use.

**For more information, please contact Jason L. Pierce, Manager of Governmental Affairs & Communications at 972-219-1228.**

**###**

### **Attachments:**

1. Signing Ceremony Photograph (Left to Right): Ronna Hartt, Manager of Water Resources Program; Larry N. Patterson, Executive Director; Ed Motley, Lake Ralph Hall Program Manager
2. Map of Lake Ralph Hall

## Lake Ralph Hall Section 404 Permit Signing Ceremony



Left to Right: Ronna Hartt, Manager Water Resources Program; Larry N. Patterson, Executive Director; Ed Motley, Lake Ralph Hall Program Manager





## UPCOMING EVENTS

<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
<b>February 25, 2020</b>	<b>Regular City Council Meeting - 7:30 pm</b>
March 5, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
<b>March 10, 2020</b>	<b>Regular City Council Meeting - 7:30 pm</b>
March 16, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
March 17, 2020	Planning & Zoning Commission Meeting – 7:00 pm
<b>March 24, 2020</b>	<b>Regular City Council Meeting - 7:30 pm</b>
April 2, 2020	Zoning Board of Adjustment Meeting - 6:00 pm
<b>April 14, 2020</b>	<b>Regular City Council Meeting - 7:30 pm</b>
April 20, 2020	Parks & Recreation Advisory Board Meeting - 6:00 pm
April 21, 2020	Planning & Zoning Commission Meeting – 7:00 pm
<b>April 28, 2020</b>	<b>Regular City Council Meeting - 7:30 pm</b>

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

By: Karen McCoy, Administrative Assistant - City Secretary Office