



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

**REGULAR MEETING  
OF THE CITY COUNCIL  
CITY OF HIGHLAND VILLAGE, TEXAS  
TUESDAY, SEPTEMBER 27, 2016, at 6:00 P.M.  
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

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

**EARLY WORK SESSION  
Training Room**

1. Discuss Board and Commission Appointments
2. Discuss Rescheduling of the November 8, 2016 Council meeting and Discuss Cancelling the November 22, 2016 and December 27, 2016 Council meetings.
3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of September 27, 2016

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

**CLOSED SESSION  
Training Room**

4. Hold a closed meeting in accordance with the following sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
  - (b) Section 551.074 – Deliberate the appointment, evaluation and duties of public officers, specifically members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation
  - (c) Section 551.074 – Personnel – Discuss the Appointment of an Alternate Municipal Court Judge

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

5. Call to Order
6. Prayer to be led by Mayor Pro Tem Michelle Schwolert

7. **Pledge of Allegiance to the U.S. and Texas Flags to be led by Mayor Pro Tem Michelle Schwolert**
8. **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.)*
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**
  - **Proclamation – Addiction Awareness Day**
  - **Proclamation – Anti-Bullying Day**
  - **Presentation of Life Safety Achievement Award to the Fire Department**
  - **Swearing In – Deputy Chief Travis Nokes**
  - **Presentation of 3CMA Award of Excellence for 2016 State of the City Video**
10. **City Manager/Staff Reports**
  - **HVTV Update**

## **CONSENT AGENDA**

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

11. **Consider Approval of Minutes of the Regular Meeting held on September 13, 2016 and of the Special Meeting held on September 14, 2016**
12. **Consider Ordinance 2016-1217 Amending Section 8.04.003 of the Code of Ordinances setting forth the local amendments to the 2015 Edition of the International Fire Code by adopting provisions relating to the inspections of Multi-Family Dwellings (2<sup>nd</sup> and final read)**
13. **Consider Resolution 2016-2658 Authorizing the City Manger to Enter into an Interlocal Agreement with Texas Political Subdivisions for Purposes of Providing City Workers Compensation Insurance**
14. **Consider Resolution 2016-2662 Approving an Amendment to the City of Highland Village Investment Policy and Making a Record of the Council Annual Review**
15. **Consider Resolution 2016-2663 Authorizing the City Manager to Renew the Employee Health Insurance Plan with Cigna**
16. **Receive Budget Report for Period Ending August 31, 2016**

## **ACTION AGENDA**

17. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
  - (b) Section 551.074 – Deliberate the appointment, evaluation and duties of public officers, specifically members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation
  - (c) Section 551.074 – Personnel – Discuss the Appointment of an Alternate Municipal Court Judge
18. Consider Ordinance 2016-1215 Adopting the Fiscal Year 2016-2017 Annual Budget (2<sup>nd</sup> and final read)
19. Consider Resolution 2016-2660 Ratifying the Property Tax Revenue Increase Reflected in the 2016-2017 Fiscal Year Budget
20. Consider Ordinance 2016-1216 Levying the Ad Valorem Taxes for the Year 2016 at a Rate of \$0.56963 per \$100 Assessed Valuation on all Taxable Property within the Corporate Limits of the City of Highland Village as of January 1, 2016 (2<sup>nd</sup> and final read)
21. Consider Resolution 2016-2661 Appointing Members to Various Positions on the Board of Ethics, Parks and Recreation Advisory Board, Planning and Zoning Commission, Zoning Board of Adjustment, Highland Village Community Development Corporation, and Public Art Advisory Board

### **LATE WORK SESSION**

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

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.)
  - 35Express Update
23. 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 23<sup>rd</sup> DAY OF SEPTEMBER, 2016 NOT LATER THAN 4:00 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 \_\_\_\_\_, 2016 at \_\_\_\_\_ am/pm by

\_\_\_\_\_.

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 1**                      **MEETING DATE: 09/27/16**

**SUBJECT:            Discuss Board and Commission Appointments**

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

### **BACKGROUND:**

City ordinances state 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 submit an application to the City Secretary's Office for consideration by the City Council.

Each appointment is for a term of two years, unless an individual is appointed to fill a vacancy. A "term year" shall be from October 1 until the following September 30. The terms shall expire on the 30<sup>th</sup> day of September of the second year. Citizens appointed by City Council are only allowed to serve four consecutive terms, with the exception of the board of directors for the Highland Village Community Development Corporation (4B). Per their Articles of Incorporation, no member shall serve more than three consecutive terms.

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 to fulfill the vacancy prior to appointing new applicants.

Council enacted a mandatory attendance policy that requires a member of a board or commission not miss more than three consecutive meetings, and in no event shall he or she miss more than 25% of the regular meetings during a single term year.

### **IDENTIFIED NEEDS:**

There are nineteen (19) positions with terms that expire on September 30, 2016. This includes six (6) positions that have/or will soon have a vacancy.

Following is a listing of all currently serving members of each board and commission, including their history of service and the expiration date for their current term. **The highlighted positions are to be considered for appointment/reappointment at this time.**

### **Board of Ethics**

<b>Name</b>	<b>Place</b>	<b>Expiration</b>	<b>Original Appt.</b>	<b>Reappointed</b>
Ms. Stephanie Askew *	n/a	09/30/2016	09/28/2010	09/25/2012 09/23/2014
Mr. Richard Rega	n/a	09/30/2017	09/22/2015	
Ms. Allison Lassahn **	n/a	09/30/2016	09/25/2012	09/23/2014
Ms. Latisha Davis	n/a	09/30/2017	09/27/2011	09/24/2013 09/22/2015
Ms. Pam Spooner	n/a	09/30/2017	09/24/2013	09/22/2015

### **Highland Village Community Development Corporation**

<b>Name</b>	<b>Place</b>	<b>Expiration</b>	<b>Original Appt.</b>	<b>Reappointed</b>
Ms. Charlotte Wilcox *	City Representative	09/30/2016	06/10/2014	09/23/2014
Ms. Michelle Schwolert	City Representative	09/30/2017	06/12/2012	09/24/2013 09/22/2015
Mr. Rett Dean **	Citizen Member	09/30/2016	09/23/2014	
Mr. Fred Busche	City Representative	09/30/2017	06/10/2014	09/22/2015
Mr. Kenneth Koonsman +	Citizen Member	09/30/2016	06/22/2010	09/28/2010 09/25/2012 09/23/2014
Ms. Heather Moody	Citizen Member	09/30/2017	09/24/2015	
Mr. William Meek	City Representative	09/30/2017	06/12/2012	09/24/2013 09/22/2015

### **Parks and Recreation Advisory Board**

<b>Name</b>	<b>Place</b>	<b>Expiration</b>	<b>Original Appt.</b>	<b>Reappointed</b>
Ms. Kim McKibben *	Place 1	09/30/2016	09/27/2011	09/25/2012 09/23/2014
<b>Originally appointed Alternate Place 1 on 9/27/11</b>				
Mr. Ross Pittman +	Place 2	09/30/2016	09/27/2011	09/25/2012 09/23/2014
<b>Originally appointed Alternate Place 2 on 9/27/11</b>				
Mr. Dave Rush *	Place 3	09/30/2016	09/24/2013	09/23/2014
<b>Originally appointed Alternate Place 2 on 9/24/13</b>				
Mr. Gary Patz	Place 4	09/30/2017	09/23/2014	09/22/2015
<b>Originally appointed Alternate Place 1 on 9/23/14</b>				
Ms. Tamara Lisby	Place 5	09/30/2017	10/13/2015	
<b>Originally appointed Alternate Place 1 on 9/22/15</b>				
Mr. Adam Auten	Alternate Place 1	09/30/2017	09/22/2015	10/13/2015
<b>Originally appointed Alternate Place 2 on 9/22/15</b>				
Mr. Kenneth Green **	Alternate Place 2	09/30/2016	10/13/2015	

\* interested in being reappointed to current board or commission

\*\* interested in being appointed to a different board or commission

+ has reached his/her term limit **or** does not wish to be reappointed

### Planning and Zoning Commission

Name	Place	Expiration	Original Appt.	Reappointed
Richard Turner	Place 1	09/30/2017	09/22/2015	
Mr. Stan Lemko *	Place 2	09/30/2016	09/24/2013	09/23/2014
Originally appointed Alternate Place 2 on 9/24/13				
Mr. Austin Adams *	Place 3	09/30/2016	09/28/2010	06/12/2012
Originally appointed Alternate Place 2 on 9/28/10				09/25/2012
				09/23/2014
Ms. Deedee Ricketts	Place 4	09/30/2017	09/27/2011	09/24/2013
				09/22/2015
Mr. Daniel Jaworski	Place 5	09/30/2017	09/23/2014	09/22/2015
Originally appointed Alternate Place 1 on 9/23/14				
Mr. Charles Holden	Alternate Place 1	09/30/2017	09/22/2015	
VACANT	Alternate Place 2	09/30/2016		

### Public Art Advisory Board

Name	Place	Expiration	Original Appt.	Reappointed
Ms. Linda Pomeroy	Place 1	09/30/2017	09/24/2013	09/22/2015
Ms. Lorraine Hayes	Place 2	09/30/2017	09/24/2013	09/22/2015
Mr. Chas Foreman	Place 3	09/30/2017	09/23/2014	09/22/2015
Originally appointed Alternate Place 1 on 9/23/14				11/10/2015
Ms. Linda Chidsey *	Place 4	09/30/2016	09/24/2013	09/23/2014
VACANT	Place 5	09/30/2016		
Mr. Christian Hart	Alternate Place 1	09/30/2017	11/10/2015	
VACANT	Alternate Place 2	09/30/2016		

### Zoning Board of Adjustment

Name	Place	Expiration	Original Appt.	Reappointed
Mr. James Archibald	Place 1	09/30/2017	09/25/2012	09/24/2013
Originally appointed Alternate Place 1 on 9/25/12				09/22/2015
Mr. Andrew Prychodko	Place 2	09/30/2017	09/23/2014	09/22/2015
Originally appointed Alternate Place 1 on 9/23/14				
Ms. Thomas Peck	Place 3	09/30/2017	09/22/2015	
Mr. Richard Metivier *	Place 4	09/30/2016	09/27/2011	09/25/2012
Originally appointed Alternate Place 2 on 9/27/11				09/23/2014
Ms. Darrah Boxberger *	Place 5	09/30/2016	09/24/2013	09/23/2014
Originally appointed Alternate Place 1 on 9/24/13				
Mr. Christian Hart	Alternate Place 1	09/30/2017	09/22/2015	
Mr. Walter Goin III **	Alternate Place 2	09/30/2016	09/23/2014	
VACANT	Alternate Place 3	09/30/2016		

\* interested in being reappointed to current board or commission

\*\* interested in being appointed to a different board or commission

+ has reached his/her term limit **or** does not wish to be reappointed

## **OPTIONS & RESULTS:**

Council to discuss making appointments to the Board of Ethics, Highland Village Community Development Corporation (4B), Parks and Recreation Advisory Board, Planning and Zoning Commission, Public Art Advisory Board, and Zoning Board of Adjustment.

## **PROGRESS TO DATE:**

A call for volunteers was advertised in the June, July and August utility bill inserts, the Summer Villager Newsletter, the City's Facebook Page, HVTN News, and on the City's website. To date, the City Secretary has received a total of thirty-one (31) applications, which include currently serving members who wish to be considered for reappointment to the same or a different position.

Members who are currently serving on Boards and Commissions with terms expiring on September 30, 2016 were contacted and given the opportunity to notify the City Secretary's Office if they were interested in being considered for reappointment.

- Nine (9) members wish to be considered for reappointed to the same Board or Commission.
- Four (4) members wish to be considered for appointed to a different Board or Commission.

In addition seventeen (17) new applications were received by the City Secretary for consideration by Council.

Council was provided with copies of all applications received by the City Secretary for their review and consideration during the early worksession at the August 23, 2016 Council Meeting. Attendance records for the various boards and commissions were also provided to Council at that time. Council hosted a "Meet and Greet" event on September 13, 2016 to allow an opportunity for applicants and Council to visit.

A table listing all applicants and their preferences is attached to this briefing.

## **BUDGETARY IMPACT/ORDINANCE CHANGE:**

N/A

## **RECOMMENDATION:**

Council to discuss making appointments to various positions on City Boards and Commissions.



# BOARD AND COMMISSION MEMBER PREFERENCES

			PREFERENCES					
NAME	CURRENT SERVICE	INTEREST IN REAPPOINTMENT	ETHICS BOARD	HVCDC	PARKS BOARD	P&Z	ART BOARD	ZBA
Ethics Board								
Ms. Stephanie Askew	Ethics Board	Yes	1	2				
Ms. Allison Lassahn	Ethics Board	Yes - different board	2			1		
Parks Board								
Ms. Kim McKibben	Parks Board, Place 1	Yes			1			
Mr. Ross Pittman	Parks Board, Place 2	No						
Mr. David Rush	Parks Board, Place 3	Yes			1	2		3
Mr. Kenneth Green	Parks Board, Alt. Place 2	Yes - different board		3	2	1		
HVCDC								
Mrs. Charlotte Wilcox	HVCDC Council Representative	Yes		1				
Mr. Rett Dean	HVCDC	Yes - different board	5	4	3	2	6	1
ZBA								
Ms. Darrah Boxberger-Torres	ZBA, Place 5	Yes	5	4	2	3	6	1
Mr. Walter Goin III	ZBA, Alt. Place 2	Yes - different board				1		2
Mr. Richard Metivier	ZBA, Place 4	Yes			2	3		1
P&Z								
Mr. Stan Lemko	P&Z, Place 2	Yes				1		
Mr. Austin Adams	P&Z, Place 3	Yes				1		
Art Board								
Linda Chidsey	Art, Place 4	Yes	5	3	2	4	1	6

## BOARD AND COMMISSION APPLICANT PREFERENCES

	PREFERENCES					
NAME	ETHICS BOARD	HVDCDC	PARKS BOARD	P&Z	ART BOARD	ZBA
Kenneth Koonsman			1			
Richard Holderby	3	5	4	2	6	1
Graham Torres	5	2	1	6	4	3
Ron Stewart	-	3	1	-	-	2
Gail Prince	2	-	-	-	1	-
Christine Sherry	5	4	1	3	2	6
Scott Preddy	5	2	1	3	6	4
Charles Payne	4	5	3	1	6	2
William Irwin	-	-	1	-	-	-
Michael Anderson	3	1	5	4	6	2
David Smith	5	3	2	4	6	1
Renard Munn	5	1	6	2	3	4
Michael Birdwell	3	4	5	6	1	2
Deborah Kreimborg	-	-	-	-	1	-
Steven Smith	6	2	3	1	5	4
Steven Deel	1	-	-	-	-	-
Thomas Heslep	-	1	-	2	-	-

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

**AGENDA# 2**

**MEETING DATE: 09/27/16**

**SUBJECT: Discuss Rescheduling of the November 8, 2016 Council Meeting and Discuss Cancelling the November 22, 2016 and December 27, 2016 City Council Meetings**

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

**COMMENTS**

As stated in The City of Highland Village Charter, Section 3.13 Council Meetings, (A): Regular meetings - The 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.

As staff identifies the future business or legislation of the City Council, and if the substance and content of a future meeting is at a minimum level, an item may be placed on the agenda to cancel the meeting.

Staff has reviewed the remainder of the year and proposes that the Regular City Council meeting scheduled for Tuesday, November 8, 2016 be rescheduled. The Municipal Complex will be used as a polling site for the November 8<sup>th</sup> election. With an anticipated large turnout for the election, staff suggests rescheduling this meeting to Thursday, November 10, 2016.

In addition, the Regular City Council meetings scheduled for Tuesday, November 22, 2016 and Tuesday, December 27, 2016 conflict with holidays later in the week; therefore, cancellation of these meetings is recommended to allow members of Council and staff to spend time with their families.

If Council wishes to move forward, a Resolution will be presented at the October 11, 2016 meeting.

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

**AGENDA# 7**                      **MEETING DATE: 09/27/16**

**SUBJECT:            Pledge of Allegiance**

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

**COMMENTS**

A Councilmember will lead the Pledge of Allegiance to the U.S. and Texas Flags.

**The Pledge to the Texas Flag is as follows:**

**“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”**

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

**AGENDA# 9**

**MEETING DATE: 09/27/16**

**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.

- Proclamation – Addiction Awareness Day
- Proclamation – Anti-Bullying Day/Month
- Presentation of Life Safety Achievement Award to the Fire Department
- Swearing In – Deputy Chief Travis Nokes
- Presentation of 3CMA Award of Excellence for 2016 State of the City Video



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

<b>AGENDA#</b> 11	<b>MEETING DATE</b> 09/27/16
<b>SUBJECT:</b>	<b>Consider Approval of Minutes of the Regular Meeting held on September 13, 2016 and of the Special Meeting held on September 14, 2016</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**BACKGROUND:**

Minutes are approved by 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 Department prior to the meeting with suggested changes. Upon doing so, the 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 September 13, 2016 and September 14, 2016 Council Meeting minutes.

**MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS  
HELD IN THE MUNICIPAL COMPLEX, LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
TUESDAY, SEPTEMBER 13, 2016**

The City Council of the City of Highland Village, Texas met in Early Work Session on the 13<sup>th</sup> day of September, 2016 at 6:00 p.m., prior to the Regular Council Meeting.

**Call to Order**

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

**Roll Call**

Present:	Charlotte Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Mike Lombardo	Councilmember
	Barbara Fleming	Councilmember
	Fred Busche	Councilmember
	John McGee	Councilmember
	William Meek	Deputy Mayor Pro Tem
Staff Members:	Michael Leavitt	City Manager
	Kevin B. Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Police Chief
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Linda Cornelius	Parks and Recreation Director
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Senior A/V Technician
	Karen Bradley	Administrative Assistant

**1. Receive Presentation regarding Alternate Municipal Court Judge**

Assistant City Manager Ken Heerman reported in May, 2016, Colette Sallas was appointed as presiding judge, with the retirement of Ron Hurst. Judge Hurst has transitioned to a different role with the City of associate judge, with the primary responsibility of handling arraignments and magistrate duties at the City's jail. Associate judges are needed to fill in when the presiding judge is unavailable and to provide coverage in addressing duties associated with the jail. Currently, virtually all coverage is provided by Judge Sallas and Judge Hurst. Two other alternate judges utilized by the City were reappointed last year. However, Greg Bertrand has submitted his resignation, and Holly Fox has not actively been utilized in recent years. The City of Highland Village Charter requires judges for this court to be a licensed attorney in the State of Texas and be appointed by Council. The appointments are for a two year period.

Judge Sallas is requesting the addition of a new associate judge, Sharon Wilson. Judge Sallas was present and introduced Ms. Wilson who grew up in Denton and is a licensed attorney (since 2009), currently practicing in Denton, Texas. Judge Sallas said Sharon is an attorney in private practice in Denton County and that their paths have crossed many times in the courtroom. Ms. Wilson reported she has observed our court twice.

**2. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of September 13, 2016**

Relating to Agenda Item #3, City Manager Michael Leavitt reported the City Secretary has provided a handout for Council to use during the Meet and Greet, which includes a list of applicants and their preferred board/commission.

Since time allowed, Mr. Leavitt reported on Agenda Item #22, stating he had forwarded Council an email today regarding Public Storage. He reported the material being used is in compliance, with the only issue to be addressed is the location of where some bricks should be placed under a window. He reported Public Works Director Scott Kriston is working with the contractor to get this resolved.

**3. Meet and Greet with Board and Commission Applicants**

Mayor Wilcox welcomed the applicants in attendance and thanked them for their interest in service to the City. Applicants in attendance introduced themselves and gave a brief statement regarding their interests.

**CLOSED SESSION**

Council did not meet in Closed Session.

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

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

**(b) Section 551.074 – Deliberate the appointment, evaluation and duties of public officers, specifically members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation**

**OPEN SESSION**

**5. Call to Order**

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

**Roll Call**

Present:

Charlotte Wilcox  
Michelle Schwolert  
Mike Lombardo  
Barbara Fleming  
Fred Busche  
John McGee  
William Meek

Mayor  
Mayor Pro Tem  
Councilmember  
Councilmember  
Councilmember  
Councilmember  
Deputy Mayor Pro Tem

Staff Members:

Michael Leavitt  
Kevin B. Laughlin  
Ken Heerman  
Angela Miller  
Doug Reim

City Manager  
City Attorney  
Assistant City Manager  
City Secretary  
Police Chief



Jason Collier  
Scott Kriston  
Laurie Mullens  
Andrew Boyd

Assistant Fire Chief  
Public Works Director  
Public Affairs Manager  
Senior A/V Technician

**6. Prayer to be led by Mayor Charlotte J. Wilcox**

Mayor Wilcox gave the Invocation.

**7. Pledge of Allegiance to the U.S. and Texas Flags to be led by Mayor Charlotte J. Wilcox**

Mayor Wilcox invited Yiannis Xenios, from Boy Scout Troop 280, and Zach Xenios, from Boy Scout Troop 265, to lead the Pledge to the U.S. and Texas flags.

**8. Visitor Comments**

No one wished to speak.

**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 Busche reported the Drive and Putt for Music Golf Tournament will be held on October 17 at Lantana Golf Club, with proceeds benefiting the Lewisville Lake Symphony and the Highland Village Rotary Club Charities. Everyone is invited to play, donate or become a sponsor; go to [www.teeitupcharities.com/rotarymusic/](http://www.teeitupcharities.com/rotarymusic/) for further information

Mayor Pro Tem Schwolert congratulated Mayor Wilcox for receiving “Best Mayor in Denton County”.

Police Chief Reim provided an update on this year’s Steaks & Stetsons, which was held on Saturday, September 10, at The Circle R Ranch benefiting Texas Special Olympics athletes. The event raised \$25,000 more than last year’s event.

Mayor Wilcox announced the following awards that were presented at the recent Highland Village Police Department’s Annual Awards banquet:

- Bob Miller – Auxiliary of the Year
- Amie Smith – Civilian of the Year
- Corey Gullo – Office of the Year
- David Pittinger – Supervisor of the Year

**10. City Manager/Staff Reports**

**• HVTV Update**

The latest video report from HVTV News was shown:

Fallen Officer’s Bike Race – this annual event will be held at The Shops at Highland Village on Saturday, October 15; morning festivities will kick off with a 5K and then

evening activities will include the 9<sup>th</sup> annual bike race; proceeds from the race will benefit the Officer Survivor Fund; visit [www.TXFallenPD.com](http://www.TXFallenPD.com) for race details

Paper Shredding Day – Shred-N-Go Mobile Document Shredding service will be at Pilot Knoll Park on Saturday, September 17; residents can bring their items to the mobile, on-site shredder from 2:00 p.m. until 5:00 p.m.; the service is free to Highland Village residents

WaterMyYard.org – new service in conjunction with Upper Trinity Regional Water District that will help ensure you only water your yard when its needed: you input your address and irrigation system type and you will receive weekly emails or texts on when to water based on local weather station data; sign up by visiting [www.watermyyard.org](http://www.watermyyard.org)

Fall Family Campout – to be held at Pilot Knoll Park on September 24 & 25; activities will include a tent decorating contest, late night movie, s'mores and a nature hunt; registration deadline is September 16; campsites are \$50 each and includes all activities, dinner and a snack for breakfast

## **CONSENT AGENDA**

11. **Consider Approval of Minutes of the Regular Meeting held on August 23, 2016**
12. **Consider Ordinance 2016-1206, Ordinance 2016-1207, Ordinance 2016-1208, Ordinance 2016-1209, Ordinance 2016-1211, Ordinance 2016-1212, Ordinance 2016-1213, Ordinance 2016-1214 Amending in their Entirety the Various Divisions of Article 24.02 of the Code of Ordinances by Adopting the 2014 National Electrical Code and the 2015 Editions of Various Construction Codes Published by the International Code Council and Related Local Amendments and Ordinance 2016-1210 Amending Article 8.04 of the Code of Ordinances by adopting the 2015 International Fire Code and Related Local Amendments (2<sup>nd</sup> and final read)**
13. **Consider Resolution 2016-2657 Authorizing an Interposel Agreement with Harris County Department of Education, sponsor of the Choice Partners Cooperative Purchasing Program**
14. **Receive Budget Report for Period Ending July 31, 2016**

***Motion by Councilmember Lombardo, seconded by Deputy Mayor Pro Tem Meek, to approve Consent Agenda Items #11 through #14. Motion carried 7-0.***

## **ACTION AGENDA**

15. **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, evaluation and duties of public officers, specifically members of the Planning and Zoning Commission, Zoning Board of Adjustment, and Board of Directors of the Highland Village Community Development Corporation**

### **NO ACTION TAKEN**

Council did not meet in Closed Session; no action was taken.

16. **Conduct a Public Hearing regarding a Boundary Adjustment Agreement with the City of Lewisville relating to Property to Adjust the City's Corporate Boundaries**

**adjacent to I-35E and within the area of Lewisville Lake West of I-35E and South of Highland Village Road**

**1<sup>st</sup> PUBLIC HEARING CONDUCTED**

City Manager Michael Leavitt reported in our original annexation, the City of Highland Village eastern corporate limits were established as the west edge of the Interstate 35E right-of-way in the area of Copperas Branch Park. The 35Express Project has encroached approximately 450 feet west of the existing established right-of-way to provide the needed expansion of the I-35 project.

He further reported, per the Local Government Code, cities cannot share a public right-of-way and therefore must be fully located within one city. The 35Express Project has created areas that necessitate a boundary adjustment between the Cities of Highland Village and Lewisville. The City of Lewisville provides Police, Fire, and EMS for the I-35E corridor, which is identified in their annexation documents. Our new eastern corporate limits will be the new westerly right-of-way for Interstate 35.

Mr. Leavitt stated a secondary aspect of the proposed boundary adjustment agreement relates to Copperas Branch Pond (Pond), south of Highland Village Road. Currently the Pond is split between Highland Village (on the west side) and Lewisville (on the east side). It is proposed that Highland Village will annex the entire Pond area up to Lewisville's corporate limit line, which will be established as the Northwest property line of the Highland Lakes Phase II, Final Plat for the City of Lewisville. The annexation does include the shoreline of the Pond. The shoreline and pond area is currently not under any lease by either city from the Corp of Engineers. The Corp of Engineers and the City of Highland Village are currently working on the development of a lease agreement which will be similar to our lease for Wichita Forrest. Both areas are zoned Wildlife Management which allows only passive recreation activities only.

Mr. Leavitt reported two public hearings are required, with this being the first. A second public hearing is scheduled for Wednesday, September 14, at 12:00 p.m. (noon).

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

**17. Conduct a Public Hearing on the Proposed Budget and Tax Rate for Fiscal Year 2016-2017**

**2<sup>nd</sup> PUBLIC HEARING CONDUCTED**

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

Assistant City Manager Mr. Heerman reported Truth in Taxation requires two public hearings on the proposed budget and tax rate. The first public hearing was held on August 23, 2016. Mr. Heerman stated a copy of the proposed budget is on file with the City Secretary and is also available on the City's website.

**18. Consider Ordinance 2016-1215 Adopting the Fiscal Year 2016-2017 Annual Budget (1<sup>st</sup> of two reads)**

**APPROVED 1<sup>ST</sup> READ**

Mr. Heerman report City staff initiated the FY 2016-2017 Budget process in May of this year with departments reviewing programs and related costs in their respective areas. The budget was developed with Council in a series of workshops: the Capital Improvement Program was presented, followed by the General Fund Budget, Special

Revenue Funds, and the Utility Fund. The proposed budget has been available on the City Web Site for review by residents. The final document presented is a joint product of staff and Council to reflect priorities established by Council in the initial stages of this budget process. He stated the FY 2016-2017 Budget is presented for Council approval, and that the presented budget mirrors the expressed consensus of Council from the budget work sessions.

He further reported Truth in Taxation, specifically Local Government Code Section 102.007, requires specific action in adoption of the budget, and a vote to adopt the budget must be a record vote. Mr. Heerman stated the adopted budget must contain a cover page that includes a number of specifically worded statements regarding revenue, delineation of the record vote to adopt the budget, tax rates, and debt obligations amounts. All the pertinent information is likewise included in the City Manager Recommended Budget posted on-line, save the record vote of council – which will be updated subsequent to the actual council vote.

Mr. Heerman stated additionally, adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of council to ratify the property tax increase reflected in the budget. As this budget does indeed raise more revenue, this is to be presented as a separate companion agenda item with the 2<sup>nd</sup> read.

***Motion by Councilmember Busche, seconded by Councilmember McGee, to approve the first read of Ordinance 2016-1215 adopting the Fiscal Year 2016-2017 Annual Budget.***

***City Secretary Angela Miller took a roll call vote on the motion:***

***Councilmember Lombardo – Aye  
Mayor Pro Tem Schwolert – Aye  
Councilmember McGee – Aye  
Mayor Wilcox – Aye  
Councilmember Busche – Aye  
Councilmember Fleming – Aye  
Deputy Mayor Pro Tem Meek – Aye***

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

19. **Consider Ordinance 2016-1216 Levying the Ad Valorem Taxes for the Year 2016 at a Rate of \$0.56963 per \$100 Assessed Valuation on all Taxable Property within the Corporate Limits of the City of Highland Village as of January 1, 2016 (1<sup>st</sup> of two reads)**

**APPROVED 1<sup>ST</sup> READ**

Assistant City Manager Ken Heerman reported Texas Tax Code §26.05 requires a tax rate be adopted by official action following passage of a budget. He stated the proposed tax rate of \$.56963/\$100 is unchanged from last year, and has remained the same since 2000.

Pursuant to the direction of the City Council, the City Manager has prepared the FY 2016-2017 budget based on anticipated revenues to the City from various sources, including the assessment of taxes on real and business personal property located within the City. Because the proposed tax rate will exceed the effective tax rate of \$0.55058 per \$100 valuation (which is the rate that would provide the same amount of funds raised from property taxes for the current fiscal year), state law requires the governing body must vote by a record vote.

***Motion by Councilmember Busche, seconded by Councilmember McGee, that the property tax rate be increased by the adoption of a tax rate of \$.56963, which is effectively a 3 percent increase in the tax rate and, therefore, I further move that Ordinance No. 2016-1216 be approved on first reading.***

***City Secretary Angela Miller took a roll call vote on the motion:***

***Councilmember Lombardo – Aye***

***Mayor Pro Tem Schwolert – Aye***

***Councilmember McGee – Aye***

***Mayor Wilcox – Aye***

***Councilmember Busche – Aye***

***Councilmember Fleming – Aye***

***Deputy Mayor Pro Tem Meek – Aye***

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

- 20. Consider Resolution 2016-2656 Authorizing the City Manager to Negotiate and Enter into an Interlocal Agreement with Denton County for Use of the Denton County Radio Communication System**

**APPROVED**

Police Chief Doug Reim reported in 2015 the City contracted with Mission Critical Partners (MCP) to conduct a public safety radio system assessment, and that recommendations were presented and approved by Council in April, 2016. These recommendations included the purchase of a new public safety digital radio system by Highland Village, with connection to the Denton County Radio Communications System.

He further reported purchase of the new radio system has been made and final installation, networking and testing are underway. Chief Reim stated the approved plan included migrating off the Lewisville radio system and subscribing to the new digital Denton County radio system. He reported, as previously identified, the City will need to transition from the outdated analog Lewisville radio system to the new Denton County digital radio system. Our existing agreement with Lewisville will end September 30, 2016 unless otherwise extended.

Chief Reim stated an interlocal agreement with Denton County is currently under negotiation and review by both the City and Denton County. City Manager Michael Leavitt stated there will be no cost in the first year for subscribers on the Denton County system. He reported future costs will be established through a proposed User Committee consisting of agencies which have entered into an agreement for communication services with Denton County.

***Motion by Mayor Pro Tem Schwolert, seconded by Councilmember McGee, to approve Resolution 2016-2656. Motion carried 7-0.***

- 21. Consider Ordinance 2016-1217 Amending Section 8.04.003 of the Code of Ordinances setting forth the local amendments to the 2015 Edition of the International Fire Code by adopting provisions relating to the inspections of Multi-Family Dwellings (1<sup>st</sup> of two reads)**

**APPROVED 1<sup>ST</sup> READ**

Assistant Fire Chief Jason Collier reported for the first time in the City of Highland Village's history we have multi-family residences. Current City ordinances do not contain provisions for regular inspections for compliance with the fire code and other health and safety codes. This ordinance will allow City inspectors to conduct fire, health and safety

inspections in the multi-family residences to insure the safety of the tenants and maintain the quality of life standards of the city.

The proposed ordinance will provide a mechanism for inspection by the fire department and building department to insure compliance with the fire code and other safety codes.

***Motion by Councilmember McGee, seconded by Deputy Mayor Pro Tem Meek, to approve the first read of Ordinance 2016-1217. Motion carried 7-0.***

## **LATE WORK SESSION**

- 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.)**

Relating to the Highland Village Road Overlay, Mr. Leavitt reported the City is aware of the uneven surface of Highland Village Road from Brazos to the KCS railroad. The overlay on Highland Village Road is not in compliance with the specifications for the project, and the City has been in contact with the contractor to address the issues. We will provide updates as we receive them.

- **35Express Update**

Mr. Leavitt provided the following update regarding the 35Express Update:

- The new Lewisville Lake Bridge is now open to southbound traffic. AGL Constructors is moving northbound traffic to the bridge this weekend. The original bridge will close to traffic and will be reconfigured to carry northbound only traffic.
- Highland Village Road at the I-35 frontage road is now open.

- 23. Adjournment**

Mayor Wilcox adjourned the meeting at 8:00 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

**MINUTES OF THE SPECIAL MEETING OF THE  
CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS  
HELD IN THE MUNICIPAL COMPLEX, LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
WEDNESDAY, SEPTEMBER 14, 2016**

The City Council of the City of Highland Village, Texas met for a Special Meeting on the 14<sup>th</sup> day of September, 2016 at 12:00 p.m.

**1. Call Meeting to Order**

Mayor Wilcox called the meeting to order at 12:00 p.m.

**Roll Call**

Present:	Charlotte Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	William Meek	Deputy Mayor Pro Tem
Absent:	Mike Lombardo	Councilmember
	Barbara Fleming	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Angela Miller	City Secretary
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Senior A/V Technician

**2. Conduct a Public Hearing regarding a Boundary Adjustment Agreement with the City of Lewisville relating to Property to Adjust the City's Corporate Boundaries adjacent to I-35E and within the area of Lewisville Lake West of I-35E and South of Highland Village Road**

City Manager Michael Leavitt reported in our original annexation, the City of Highland Village eastern corporate limits were established as the west edge of the Interstate 35E right-of-way in the area of Copperas Branch Park. The 35Express Project has encroached approximately 450 feet west of the existing established right-of-way to provide the needed expansion of the I-35 project.

He further reported, per the Local Government Code, cities cannot share a public right-of-way and therefore must be fully located within one city. The 35Express Project has created areas that necessitate a boundary adjustment between the Cities of Highland Village and Lewisville. The City of Lewisville provides Police, Fire, and EMS for the I-35E corridor, which is identified in their annexation documents. Our new eastern corporate limits will be the new westerly right-of-way for Interstate 35.

Mr. Leavitt stated a secondary aspect of the proposed boundary adjustment agreement relates to Copperas Branch Pond (Pond), south of Highland Village Road. Currently the Pond is split between Highland Village (on the west side) and Lewisville (on the east side). It is proposed that Highland Village will annex the entire Pond area up to Lewisville's corporate limit line, which will be established as the Northwest property line of the Highland Lakes Phase II, Final Plat for the City of Lewisville. The annexation does include the shoreline of the Pond. The shoreline and pond area is currently not under any lease by either city from the Corp of Engineers. The Corp of Engineers and the City of Highland Village are currently working on the development of a lease agreement

which will be similar to our lease for Wichita Forrest. Both areas are zoned Wildlife Management which allows only passive recreation activities only.

Mr. Leavitt reported this is the second of two required public hearings, with the first held on September 13, 2016. Mayor Wilcox opened the public hearing. With no one wishing to speak, Mayor Wilcox closed the public hearing.

### **3. Adjournment**

Mayor Wilcox adjourned the meeting at 12:13 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary



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

**AGENDA# 12**

**MEETING DATE: 09/27/16**

**SUBJECT: Consider Ordinance 2016-1217 Amending Article 8.04 “Fire Code” of the Code of Ordinances to Provide for the Regular Inspection of Multi-Family Buildings**

**PREPARED BY: Jason Collier, Assistant Fire Chief**

**BACKGROUND:**

For the first time in the City of Highland Village’s history we have multi-family residences. Current City ordinances do not contain provisions for regular inspections for compliance with the fire code and other health and safety codes.

**IDENTIFIED NEED/S:**

This ordinance will allow City inspectors to conduct fire, health and safety inspections in the new multi-family residences to insure the safety of the tenants and maintain the quality of life standards of the city.

**OPTIONS & RESULTS:**

The proposed ordinance will provide a mechanism for inspection by the fire department and building department to insure compliance with the fire code and other safety codes.

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

The item was also presented at the September 13, 2016 meeting, where Council approved the first read of Ordinance 2016-1217.

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

N/A

**RECOMMENDATION:**

To approve the second read of Ordinance 2016-1217.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2016-1217**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING ARTICLE 8.04 "FIRE CODE", SECTION 8.04.003 "LOCAL AMENDMENTS ADOPTED" OF THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, TEXAS, BY ADDING A "APPENDIX N - MULTI-FAMILY CERTIFICATE OF INSPECTION PERMITS"; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED \$2000 PER VIOLATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Fire Code, as adopted and amended pursuant to Article 8.04 of the Code of Ordinance contains no provision for the regular inspection of multi-family buildings for compliance with the Fire Code and other health and safety codes of the City; and

**WHEREAS**, upon recommendation of the City Manager and the Fire Chief, the City Council of the City of Highland Village has determined that it is in the best interest of the citizens of the City of Highland Village to amend the Fire Code to provide for such inspections;

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

**Section 1:** Article 8.04 "Fire Code," Section 8.04.003 "Local Amendments Adopted" of the Code of Ordinances of the City of Highland Village, Texas, is hereby amended by adding Appendix N "Multi-Family Certificate of Inspection Permits" to read as follows:

***Appendix N: Multi-Family Certificate of Inspection Permits***

**N101 Scope.** The fire code official is authorized to administer Certificate of Inspection Permits and Fees. The fire code official is authorized to enter and examine multi-family dwelling complexes, buildings and/or dwelling units, in accordance with Section 103.3 for the purpose of enforcing the Fire Code.

**N102.1 Definitions.** For the purpose of this appendix, the following words and phrases have the meanings respectively ascribed to them by this subsection:

***Bedroom*** means room used or intended to be used for sleeping purposes and not as a kitchen, bathroom, living room, closet, hallway, utility space, entry way, garage, patio or breezeway.

***Building Inspector*** means City's chief building official or designated representative.

***Certificate of inspection permit*** means certificate of inspection permit issued by the fire marshal pursuant to this appendix demonstrating compliance with this code issued on an annual basis.

***City*** means the City of Highland Village.

**Dwelling unit** means a structure, or that part of a structure, which is used as a home residence, or sleeping place by one or more persons maintaining a common household to the exclusion of all others.

**Efficiency unit** means a dwelling unit that is the equivalent of a one-bedroom unit.

**Family** means any number of individuals living together as a single housekeeping unit in which not more than two individuals are unrelated by blood, marriage, or adoption when residing in a dwelling containing one or two bedrooms, or not more than three individuals unrelated by blood, marriage or adoption when residing in a dwelling unit containing three or more bedrooms. Foster children shall be considered as a related member of the family.

**Fire Inspector** means the City's certified fire marshal or designated representative.

**Multi-family dwelling complex or Apartment Complex** means any building or portion thereof which is rented, leased or let to be occupied for compensation as three or more dwelling units or which is occupied as a home or place of residence by three or more families living in independent dwelling units located in the City.

**Owner** means a person claiming, or in whom is vested, the ownership, dominion or title of real property, including, but not limited to:

1. Holder of fee simple title;
2. Holder of life estate;
3. Holder of a leasehold estate for an initial term of five years or more;
4. The buyer in a contract for deed;
5. A mortgagee, receiver, executor or trustee in control of real property; but including the holder of a leasehold estate or tenancy for an initial term of less than five years.

**Premises** means a lot, plot or parcel of land, including any structure thereon, and furthermore, including a dwelling unit, appurtenances thereto, grounds and facilities held out for the use of tenants generally and any other area or facility whose use is promised to the tenant.

**Property manager** means a person who for compensation has managing control of an apartment complex for owner.

**Resident manager** means a property manager or agent of a property manager who resides in the apartment complex.

**Single location** means a single location is defined as property held in common ownership that is compact and contiguous property separated only by public streets.

**Tenant** means any person who occupies a dwelling unit for living or dwelling purposes with the landlord's consent.

### **N103 Certificate of Inspection Permit Fee.**

**N103.1 Certificate of Inspection Permit Fees.** Fees for permits associated with annual certificates of fire inspection permits shall be as adopted by resolution of the City Council and set forth in the City fee schedule maintained by the office of the City Secretary.

**N103.2 Reinspection fee.** A re-inspection fee for each re-inspection of each noted violation item shall be assessed for inspections that are required to verify that a violation has been repaired or corrected. Failure of a reinspection fee to be paid shall be considered a violation of this appendix and subject to penalties herein.

**N103.3 Permit Compliance.** Each owner, manager, or occupant shall, within forty-five (45) days after such inspection, deliver to the city the permit fee. Failure by the owner, manager, or occupant to pay the certificate of inspection permit fee by reason of refusal or delay in tendering the fee within the prescribed time, shall, upon conviction in a court of competent jurisdiction, be guilty of a misdemeanor and each day that such owner, manager or occupancy shall fail to obtain said permit shall constitute a separate offense. No multi-family occupancy may operate its business without a valid certificate of inspection permit. No certificate of inspection permit shall be valid until the permit fee has been paid.

**N103.4 Valid Certificate of Inspection Permit.** A certificate of inspection permit fee will be charged not more than once per year for an inspection of any occupancy or building and issuance of a permit, except as provided for in Section 109 of the Fire Code.

### **N103.5 Revocation of Certificate of Inspection Permit.**

Any certificate of inspection permit issued under the Fire Code may be suspended or revoked when it is determined after a hearing by the community development director that:

1. It is used by a person other than the person to whom the certificate was issued;
2. It is used for a location other than that for which it was issued;
3. Any of the conditions or limitations set forth in the certificate has been violated;

4. The possessor of the certificate fails, refuses, or neglects to comply with any order or notice served upon him under the provisions of the Fire Code within the time period provided therein; or

5. There has been any false statement or misrepresentations as to a material fact in the plans, specifications, or documentation upon which the permit or application was based.

#### **N103.6 Inspection.**

**N103.6.1** The owner, resident manager, and property manager, as a condition to the issuance of the permit required by this appendix, shall consent and agree to permit and allow the City's fire or building inspector to make inspections of the apartment complex when and as needed to ensure compliance with this appendix. Such inspection shall include a review of compliance with this Fire Code, all International Codes adopted pursuant to Article 24.02 of the Code of Ordinances; the Texas Health Code, the Comprehensive Zoning Ordinance, and other applicable codes and ordinances shall be complied with at all times and are part of the inspection set forth in this Section N103.6.

**N103.6.2** The multi-family inspector and the owner, resident manager, or property manager shall agree on a reasonable date and time between January 1 and December 31 of each year. One or more units may be inspected at random. If violations exist, the fire inspector has the option of inspecting more than one unit per building in order to determine if violations exist in more units. If no violations are apparent or violations are minor, only one unit per building will be inspected.

**N103.7 Reinspection.** If at the time of inspection, the occupancy is found not to be in compliance with this Fire Code, a certificate of inspection permit will not be issued. After notification of the violations which were detected, the owner, manager, or occupant shall be required to remedy the conditions of violation, and a citation may be issued for each violation, at each inspection. The occupant, owner, or manager shall be notified of a time at which reinspection shall occur. The date for the first reinspection shall not be more than 30 days from the time of the original inspection. The date for any subsequent reinspection shall be not more than 10 days from the time of the last inspection. Once the apartment complex passes inspection, a certificate of inspection permit and fee will be issued, and the provision of N103.6 apply.

**N103.8 Permit Compliance - Multi-family.** In addition to the terms of N103.3, Any person owning, operating, managing or maintaining an apartment complex at more than one location shall obtain a permit for each separate location.

**N103.9 Revocation of Certificate of Inspection Permit - Multi-family.** Shall meet the requirements of M103.9

**N103.10 Right of Entry.** In conjunction with the requirements of N103.3 of this Fire Code, the owner, resident manager, or property manager shall grant access to all dwelling units in the apartment complex and all portions of the

premises and structures located on the premises that are not dwelling units. This includes all storage areas, community buildings, swimming pools, athletic facilities, club rooms, equipment rooms and all other portions of the facilities not constructed as dwelling units, upon reasonable advance notice being given to the owner, property or resident manager and all occupied dwelling units when, upon reliable information, the multi-family inspector or building inspector has reason to believe that violations of the ordinances of the city or state law exist that involve serious threats to life, safety, health and property.

**N103.11 Notice to Tenants/Residents.** An owner or property manager shall require an apartment lease contract to be executed between the apartment complex and the tenant or tenants who will occupy a dwelling unit. The lease shall contain a provision which allows the owner or property manager to show the apartment or dwelling unit to city inspectors. If the apartment complex's standard lease form does not contain the above stated provision, the owner or property manager shall require the tenant to sign, as a condition for occupancy of a dwelling unit, a document provided by the city which will allow the owner or property manager to show the apartment or dwelling unit to the multi-family inspector or building inspector.

**SECTION 2.** Except as provided in Section 1 of this Ordinance, all provisions of the Ordinances of the City of Highland Village, Texas, 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 not in conflict with the provisions of this ordinance shall remain in full force and effect.

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

**SECTION 4.** 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 Ordinance as a whole.

**SECTION 5.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense as set forth in Section 1.01.009 of the Code of Ordinances.

**SECTION 6.** This ordinance shall take effect on the first day of the calendar month following its passage on second reading and publication in accordance with the provisions of the state law and the Charter of the City of Highland Village.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 13<sup>TH</sup> DAY OF SEPTEMBER, 2016.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 27<sup>TH</sup> DAY OF SEPTEMBER, 2016.**

**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:9916:78981)

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

**AGENDA# 13**

**MEETING DATE: 09/27/16**

**SUBJECT: Consider Resolution 2016-2658 Authorizing the City Manager to Enter into an Interlocal Agreement with Texas Political Subdivisions for Purposes of Providing City Workers' Compensation Insurance**

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

**BACKGROUND:**

The City has utilized Texas Political Subdivisions (TPS) - a government risk pool, for its workers compensation insurance for a number of years. This pool operates through insurance brokers – the City utilizes Higginbotham and Associates as our broker.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

The renewal premium for FY 2016 from TPS is \$97,282, which is a very slight decrease from last year's amount of \$97,546 – despite increased overall personnel cost. A very proactive effort by City Staff to maintain a safe work environment has resulted in not only minimal lost work-time, but lower insurance premiums as well. The City receives a substantial discount due to the excellent safety record we have maintained. An experience factor is established based on our claim experience – compared to the average of other entities in the risk pool. This factor is .78 for the premium renewal, reflecting a slight decrease from the .81 factor applied last year. This in essence, represents a 22% discount.

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

N/A

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

The premium renewal amount is within the budgeted amount for FY 2017.

**RECOMMENDATION:**

Council to approve Resolution 2016-2658.



**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2016-2658**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH TEXAS POLITICAL SUBDIVISIONS FOR PURPOSES OF PROVIDING CITY WORKERS' COMPENSATION INSURANCE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, workers' compensation insurance is a component of the City's employee benefit package; and

**WHEREAS**, the City has contracted with the Texas Political Subdivisions Intergovernmental Risk Pool for a number of years for the provision of workers' compensation insurance and has historically received a high level of service as well as substantial savings in insurance premiums over other potential carriers; and

**WHEREAS**, City Administration recommends a continuation of the interlocal agreement providing liability insurance to the City for Fiscal Year 2016-2017; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to concur in the above recommendation;

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

**Section 1.** The City Manager is hereby authorized to execute the necessary contract documents establishing an interlocal agreement with Texas Political Subdivisions to provide workers compensation insurance for the City and take such additional action as may be reasonable and necessary to comply with the intent of this Resolution.

**Section 2.** This Resolution shall be effective immediately upon its approval.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 27<sup>th</sup> DAY OF SEPTEMBER, 2016.**

**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 9/20/16:79398)

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

**AGENDA# 14**

**MEETING DATE: 09/27/16**

**SUBJECT: Consider Resolution 2016-2662 Approving an Amendment to the Investment Policy and Making a Record of the Council Annual Review**

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

**BACKGROUND:**

A requirement of the Public Funds Investment Act, Chapter 2256 of the Local Government Code, and the City of Highland Village, Texas Investment Policy, Section VIII.2 Amendments, is an annual review of the investment policy. Any changes must be approved by the Investment Officer and submitted as a resolution for adoption to the City Council.

**IDENTIFIED NEED/S:**

Our consultants with Valley View Consulting, L.L.C. have compared the Public Funds Investment Act (PFIA) written policy requirements with the City's Investment Policy. The policy is in compliance with the PFIA.

**OPTIONS & RESULTS:**

There are no legislative changes that necessitate a change to the policy this year: The only suggested changes to the policy are updates to the list of authorized brokers: removing Credit Suisse and Rice Financial Products – replacing these with Multi-Bank Securities and Wells Fargo Securities.

The investment policy is provided with the resolution.

**RECOMMENDATION:**

Council to adopt Resolution 2016-2662 and record the annual review process.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2016-2662**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ADOPTING THE CITY OF HIGHLAND VILLAGE INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY OF THE CITY AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO THE INVESTMENT POLICY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in accordance with the Public Funds Investment Act, Chapter 2256, Texas Government Code, the City Council of the City of Highland Village, Texas has adopted an investment policy; and,

**WHEREAS**, Section 2256.005, Texas Government Code requires the City Council to review the investment policies and investment strategies not less than annually and to adopt a resolution or order stating the review has been completed and record any changes made to either the investment policies or investment strategies.

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

**SECTION 1.** The City's Investment Policy, attached as Exhibit "A", is hereby adopted and shall govern the investment policies for the City, and shall define the authority of the investment official of the City from and after the effective date of this resolution.

**SECTION 2.** The City Council of the City of Highland Village has completed its review of the investment policies and investment strategies and any changes made to either the investment policies or investment strategies are recorded in Exhibit "A" hereto.

**SECTION 3.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this resolution be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution which shall remain in full force and effect.

**SECTION 4.** This resolution shall become effective immediately from and after its passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS THE 27th DAY OF SEPTEMBER 2016.**

**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:9/22/16:79507)

**RESOLUTION NO. 2016-2662**  
**Exhibit "A"**

**CITY OF HIGHLAND VILLAGE, TEXAS**  
**INVESTMENT POLICY**  
**INTRODUCTION**

This Investment Policy applies to the investment activities of the City of Highland Village (the "City"). These policies and procedures serve to satisfy the statutory requirement of Chapter 2256, Texas Government Code, the Public Funds Investment Act (the "PFIA"), to define and approve a formal investment policy. Upon City Council adoption, this Investment Policy supersedes all others.

**ARTICLE I**  
**GENERAL OBJECTIVES**

- I.1 Purpose It is the purpose of this Policy to invest in a manner which assures the safety of principal of invested funds by maintaining sufficient liquidity, diversifying investment instruments and maturities, creating accountability and internal controls, accurately reporting portfolio status, and to include the investment process as part of the annual audit.
- I.2 Objectives The primary objectives of the City's investment activities, in order of importance are:
- a. Safety: Investments of the City shall be selected in a manner that seeks to ensure the preservation of capital. The objective will be to mitigate credit risk and interest rate risk.
    - 1. Credit Risk is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:
      - Limiting investments to the safest types,
      - Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisors with which the City will do business, and
      - Diversifying the investment portfolio so that potential losses from individual issuers will be minimized.
    - 2. Interest rate risk is the risk that the market value of investments in the portfolio will fluctuate due to changes in general interest rates. Interest rate risk may be mitigated by:
      - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell investments prior to maturity, and
      - By investing funds primarily in shorter-term investments.
  - b. Liquidity: The investment portfolio will remain sufficiently liquid to enable the City to meet all reasonably anticipated operating requirements. This shall be accomplished by projecting cash flow requirements and matching investment maturities with anticipated demands (static liquidity).

- c. **Diversification and Maturity:** The City's investment portfolio shall be diversified to minimize the risk resulting from over concentration of assets in specific maturity, market sector or issuer categories, where appropriate. Diversification strategies shall be established and reviewed periodically by the Investment Officers.
- d. **Internal Controls:** The Assistant City Manager is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

As part of the annual audit, the Investment Officer shall facilitate an independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
  - Separation of transaction authority from accounting and record keeping
  - Custodial safekeeping
  - Avoidance of physical delivery securities
  - Clear delegation of authority to subordinate staff members
  - Written confirmation of transactions for investments and wire transfers
- e. **Yield:** The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk investments in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:
    - A security with declining credit may be sold early to minimize loss of principal,
    - A security swap that improves the quality, yield, or target duration in the portfolio, and
    - Liquidity needs of the portfolio require that the security be sold.

## **ARTICLE II SCOPE & STRATEGY**

- II.1 Scope This Policy applies to all financial assets of the City. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

- General Fund
- Enterprise Fund
- Special Revenue Funds
- Debt Service Funds - including Interest & Sinking Funds & Reserve Funds
- Capital Improvement Funds
- Other funds not specifically prohibited by law

- Component units of the City

- II.2. Investment Strategy - For each of the major fund types listed in paragraph II.1, there shall be a written investment strategy, with the exception of Other Funds and Component Units for which the Operating Fund and Enterprise Fund strategy will apply. The strategy shall take into consideration the unique cash flow requirements, both inflows and outflows, of the funds. Appendix A contains each fund's investment strategy.

For funds subject to the arbitrage regulations, the City shall annually calculate an estimated arbitrage rebate amount. Positive or negative rebate estimates will be incorporated into the implemented investment strategy. Additionally, estimated positive rebate amounts shall be restricted from expenditure and a rebate liability fund established in anticipation of payment to the IRS per the arbitrage regulations.

### **ARTICLE III STANDARDS OF CARE**

- III.1 Prudence - Investments shall be made with careful judgment and care, under then prevailing circumstances, which a person of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by Investment Officers shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. Investment Officers acting in accordance with written procedures and the Investment Policy, and exercising due diligence, shall be relieved of personal responsibility for an individual investment's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

In accordance with Section 113.005, Texas Local Government Code, the Investment Officer is not responsible for any loss of the City's funds through the failure or negligence of a depository. This section does not release the Investment Officer from the responsibility for a loss resulting from official misconduct or negligence, including misappropriation of funds, or from responsibility for funds until a depository is selected and funds are deposited.

- III.2. Ethics and Conflicts of Interest Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial decisions.

Investment Officers shall disclose any personal business relationship, as defined by the PFIA, or relative within the second degree by affinity or consanguinity, as determined under Chapter 573 of the Texas Local Government Code, to an individual or business organization seeking to engage in an investment transaction with the City. A statement required under this section must be filed with the Texas Ethics Commission and the City Council in compliance with the PFIA.



- III.3. Delegation of Authority for Investment Program - In accordance with the PFIA, the overall responsibility for conducting investment transactions resides with the City Council. Management oversight is delegated to the City Manager and Assistant City Manager who shall develop and maintain written procedures for the operation of the investment program consistent with these policies. The Assistant City Manager, Assistant Director of Finance, and Senior Accountant shall be designated as Investment Officers.

Operational procedures shall be established by the Assistant City Manager that will include reference to safekeeping, repurchase, depository, and collateral agreements. Such procedures shall include explicit delegation of authority to persons responsible for conducting investment transactions. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures as described herein. The City Manager and Assistant City Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

#### **ARTICLE IV TRANSACTION PROCEDURES**

- IV.1 Authorized Financial Dealers and Institutions - The Assistant City Manager will maintain a list of primary financial institutions and broker/dealers approved by the City Council who are authorized to provide investment services. These may include primary dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule) and Texas investment regulations. No public deposit shall be made except in a qualified public depository as established by State laws.

Business organizations eligible to transact investment business with the City shall be presented a written copy of this Investment Policy. Additionally, the qualified representative of the business organization seeking to transact investment business shall execute a written instrument substantially to the effect that the qualified representative has:

1. Received and thoroughly reviewed this Investment Policy, and
2. Acknowledged that the organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

The City shall not enter into an investment transaction with a business organization prior to receiving the written instrument described above. All financial institutions and broker/dealers who desire to become authorized for investment transactions must supply the Investment Officer with the following (as applicable):

- Audited financial statements
- Proof of Financial Industry Regulatory Authority (FINRA) certification
- Proof of registration in the State of Texas

- Completed broker/dealer questionnaire, including:
  - Related investment experience
  - Public fund investment officer references
- Certification as described above

This information shall be submitted to the Investment Officers for review. The Investment Officers will make a recommendation for changes to the list of authorized financial institutions and broker/dealers and submit the list for approval by the City Council. At least annually, the City Council shall approve the list of authorized financial institutions and broker/dealers. The most recent City Council-authorized list shall be attached to this Policy as Appendix B.

In order to create a competitive pricing environment for each investment transaction, the City shall solicit quotations from multiple financial institutions for time deposits and authorized broker/dealers for securities.

- IV.2 Delivery Versus Payment All transactions, where applicable, will be executed on a delivery versus payment (DVP) basis to ensure that securities are delivered to an eligible financial institution prior to the release of funds. An independent third party custodian authorized by the City, and evidenced by safekeeping receipts, will hold securities.
- IV.3 Investment Training In order to ensure the quality and capability of the City's Investment Officers, the City shall provide periodic training in investments through courses and seminars offered by professional organizations and associations. Pursuant to the PFIA, designated Investment Officers, and their designees responsible for investing City funds, shall attend within twelve months of assuming duties and receive not less than ten hours of instruction and, on a continuing basis, receive not less than eight hours of instruction in a two year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date, for instruction. Said instruction shall relate to investment responsibilities described in the PFIA and this Policy. The training shall be conducted by approved independent training sources: GFOA, GFOAT, GTOT, TML, COG, UNT, or AICPA.

## ARTICLE V SUITABLE & AUTHORIZED INVESTMENTS

- V.1 Suitable & Authorized Investment Types The following instruments are considered suitable and authorized investments for the City's funds. At least quarterly, the City shall monitor issuer rating changes from independent information sources. In the event an authorized investment loses its required minimum credit rating, all prudent measures will be taken to liquidate said investment.
- a. Except as provided in paragraph V.2. the following are authorized investments
- Obligations of the United States or its agencies and instrumentalities;
  - Direct obligations of this State or its agencies and instrumentalities;
  - Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, this State or the United States or their respective agencies and instrumentalities, including

obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States; and

- Obligations of states, agencies, counties cities and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.
- b. Deposits with a state or national bank, a savings bank, or a state or federal credit union that has its main office or a branch office in this State that are:
- Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor;
  - Secured in compliance with state and federal regulations, by obligations described as authorized investments in this Policy that have a market value of not less than 102% of the uninsured amount of the deposit;
  - Secured in compliance with state and federal regulations, by letters of credit issued by the United States or its agencies and instrumentalities; or
  - Executed through a depository institution or broker that has its main office or a branch office in Texas and meets the requirements of the PFIA.
- c. Fully collateralized repurchase agreements are authorized if the repurchase agreement:
- Has a defined termination date;
  - Is secured by obligations in paragraph V.1.a;
  - Requires the securities being purchased by the City to be pledged to the City, held in the City's account and deposited at the time the investment is made with the City or with a third party selected and approved by the City; and
  - Is placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in this State.

For purposes of this paragraph a repurchase agreement means a simultaneous agreement to buy, hold for a specified time and sell back at a future date obligations described by paragraph V.1.a, at a market value at the time the funds are disbursed of not less than the principal amount of the funds disbursed.

- d. No load money market mutual funds are authorized if the mutual fund:
- Is registered with and regulated by the Securities and Exchange Commission;
  - Provides the City with a prospectus and other information required by the Securities Exchange Act of 1934 or the Investment Company Act of 1940;
  - Is categorized as a "Treasury" or "Government" money market fund;
  - Must maintain a AAAM, or equivalent rating, from at least one nationally recognized rating agency;
  - Includes in its investment objectives the maintenance of a stable net asset value of \$1.00 for each share; and
  - The City's investment shall not exceed 10% of the fund's total assets.
- e. A public funds investment pool specifically authorized by City Council, meeting the requirements of the PFIA, that is categorized as a "Treasury" or "Government" investment pool, and includes in its investment objectives the maintenance of a stable net asset value of \$1.00 for each share.

V.2. Investments Not Authorized - The following investments are not authorized under paragraph V.1.a.

- a. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pay no principal;
- b. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest;
- c. Collateralized mortgage obligations that have a stated final maturity date of greater than ten years; and
- d. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

V.3. Collateralization will be required on two types of investments: deposits and repurchase agreements. With the exception of deposits secured with irrevocable letters of credit at 100% of amount, in order to anticipate market changes and provide a level of security for all funds, the collateralization level will be at least 102% of market value of the investments principal and accrued interest, less any applicable federal deposit insurance.

Collateral will always be held by an independent third party with whom the City has a current custodial agreement. A clearly marked evidence of pledge (safekeeping receipt) must be supplied to the City and retained. The City grants the right of collateral substitution, with prior notification to and the consent of the City. The City has the option to also accept a surety bond from a qualified insurance company (rated A or its equivalent by the A.M. Best Company or similar rating agency) or a letter of credit from a federal agency or instrumentality as deposit collateralization.

Financial institutions accepting City deposits will be required to sign a "Depository Agreement" with the City. The collateralized deposit portion of the Agreement shall define the City's rights to the collateral in the event of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- the Agreement must be in writing;
- the Agreement has to be executed by the depository and the City contemporaneously with the acquisition of the asset;
- the Agreement must be approved by the Board of Directors or designated committee of the depository and a copy of the meeting minutes must be delivered to the City; and
- the Agreement must be part of the depository's "official record" continuously since its execution.

## **ARTICLE VI INVESTMENT PARAMETERS**

VI.1. Diversification The City will diversify its investment portfolio by type and maturity, where appropriate, as described in the fund-type Investment Strategies.

- VI.2. Maximum Maturities The City shall not exceed anticipated cash flow requirements when selecting investment maturities. Regardless of cash flow projection, the maximum maturity per fund-type is outlined in Appendix A Investment Strategy.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio will be continuously invested in readily available funds (e.g. short-term financial institution deposits, local government investment pools, money market funds, or overnight repurchase agreements) to ensure that appropriate liquidity is maintained to meet ongoing obligations.

## **ARTICLE VII REPORTING**

- VII.1 Methods The Investment Officers will present to the City Council a signed investment report on a quarterly basis, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. This report will include a summary statement of each fund that states:

- The beginning market value for the reporting period;
- Ending market value for the period; and
- Fully accrued interest for the reporting period.

Additionally the report will:

- State the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
- State the maturity date of each separately invested asset;
- State the account, fund or pooled group fund of the City for which each individual investment was acquired;
- State the compliance of the investment portfolio as it relates to (1) the City's investment strategy for each fund type and (2) the PFIA; and
- Provide any additional information as required by the PFIA.

- VII.2 Performance Standards The investment portfolio will be managed in accordance with the parameters specified within this Policy. "Weighted Average Yield to Maturity" shall be the performance measurement standard for the portfolio. The portfolio should seek to attain a market average rate of return, over time, during various market/economic cycles. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis.

- VII.3 Market Valuation The market value of the portfolio will be calculated on a quarterly basis in compliance with the reporting requirements of Paragraph VII.1. In defining market value, sources independent of the investment provider will determine valuations and consideration will be given to GASB Statement No. 31.

- VII.4 Independent Review As part of the annual audit, the City's independent auditor will review each of these quarterly investment reports.

**ARTICLE VIII**  
**ADDITIONAL CONSIDERATIONS**

- VIII.1. Exemption Any investment currently held and purchased before the date of implementation of this Policy that does not meet the guidelines of this Policy and/or the PFIA shall be exempted from the requirements of this Policy and the PFIA. It is therefore unnecessary to liquidate such investments. However, at maturity or liquidation, such funds shall be reinvested only as provided by this Policy.
- VIII.2. Amendments This Policy shall be reviewed on an annual basis by the City Council and a written instrument adopted attesting to said review. Any changes must be approved by the Investment Officers and submitted as a resolution for adoption to the City Council.

## Appendix A

### INVESTMENT STRATEGY

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Investment guidelines by fund-type are as follows:

#### A. Operating and Enterprise Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Operating or Enterprise Funds.

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing the weighted average days to maturity of each fund's portfolio to less than 180 days and restricting the maximum allowable maturity to two years will minimize the price volatility of the portfolio.

Marketability - Investments with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.

Liquidity - Operating and Enterprise Funds require the greatest short-term liquidity of any of the fund-types. Short-term financial institution deposits, investment pools and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

Diversification - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Diversifying the appropriate maturity structure up to the two-year maximum will reduce interest rate risk.

Yield - Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury-Bill portfolio will be the minimum yield objective.

#### B. Special Revenue Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Special Revenue Funds.

Safety of Principal – All investments will be of high quality with no perceived default risk. Market fluctuations will occur. However, by managing Special Revenue Funds to balance the short-term and long-term anticipated cash flow requirements of the specific revenue/expense plan, the market risk of the Fund's portfolio will be minimized. No stated final investment maturity shall exceed the shorter of the anticipated cash flow requirement or five years.

Marketability - Balancing short-term and long-term cash flow needs requires the short-term portion of the Funds portfolio to have investments with active and efficient secondary markets.

Historical market “spreads” between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market. Investments with less active and efficient secondary markets are acceptable for the long-term portion of the portfolio.

Liquidity - A portion of the Special Revenue Funds are reasonably predictable. However, unanticipated needs or emergencies may arise. Selecting investment maturities that provide greater cash flow than the anticipated needs will reduce the liquidity risk of unanticipated expenditures.

Diversification - Investment maturities should blend the short-term and long-term cash flow needs to provide adequate liquidity and yield enhancement and stability. A “barbell” maturity ladder may be appropriate.

Yield - Attaining a competitive market yield for comparable security-types and portfolio structures is the desired objective. The yield of an equally weighted, rolling six-month Treasury-Bill portfolio will be the minimum yield objective.

#### C. Capital Improvement Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Capital Improvement Funds.

Safety of Principal - All investments will be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Capital Improvement Funds to not exceed the anticipated expenditure schedule the market risk of the overall portfolio will be minimized. No stated final investment maturity shall exceed the shorter of the anticipated expenditure schedule or five years.

Marketability - Investments with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market “spreads” between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.

Liquidity - Most capital improvements programs have reasonably predictable draw down schedules. Therefore, investment maturities should generally follow the anticipated cash flow requirements. Short-term financial institution deposits, investment pools and money market mutual funds will provide readily available funds generally equal to at least one month’s anticipated cash flow needs, or a competitive yield alternative for short-term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any expenditure request. This investment structure is commonly referred to as a flexible repurchase agreement.

Diversification - Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for bond proceeds. Generally, if investment rates exceed the applicable cost of borrowing, the City is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then concurrent market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.



Yield - Achieving a positive spread to the cost of borrowing is the desired objective, within the limits of the Investment Policy's risk constraints. The yield of an equally weighted, rolling six-month Treasury-Bill portfolio will be the minimum yield objective for non-borrowed funds.

D. Debt Service Funds

Suitability - Any investment eligible in the Investment Policy is suitable for the Debt Service Fund.

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Funds to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.

Marketability - Investments with active and efficient secondary markets are not necessary as the event of an unanticipated cash flow requirement is not probable.

Liquidity - Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Short-term financial institution deposits, investments pools and money market mutual funds may provide a competitive yield alternative for short-term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any debt service payment. This investment structure is commonly referred to as a flexible repurchase agreement.

Diversification - Market conditions influence the attractiveness of fully extending maturity to the next "unfunded" payment date. Generally, if investment rates are anticipated to decrease over time, the City is best served by locking in most investments. If the interest rates are potentially rising, then investing in shorter and larger amounts may provide advantage. At no time shall the debt service schedule be exceeded in an attempt to bolster yield.

Yield - Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury-Bill portfolio shall be the minimum yield objective.

E. Debt Service Reserve Funds

Suitability - Any investment eligible in the Investment Policy is suitable for Debt Service Reserve Funds. Bond resolution and loan documentation constraints and insurance company restrictions may create specific considerations in addition to the Investment Policy.

Safety of Principal - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Reserve Fund maturities to not exceed the call provisions of the borrowing will reduce the investment's market risk if the City's debt is redeemed and the Reserve Fund liquidated. No stated final investment maturity shall exceed the shorter of the final maturity of the borrowing or five years. Annual mark-to-market requirements or specific maturity and average life limitations within the borrowing's documentation will influence the attractiveness of market risk and influence maturity extension.

Marketability - Investments with less active and efficient secondary markets are acceptable for Debt Service Reserve Funds.

Liquidity – Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to the City's debt holders. The funds are "returned" to the City at the final debt service payment. Market conditions and arbitrage regulation compliance determine the advantage of security diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, the City is best served by locking in investment maturities and reducing liquidity. If the borrowing cost cannot be exceeded, then concurrent market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields.

Diversification - Market conditions and the arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Debt Service Reserve Funds. At no time shall the final debt service payment date of the bond issue be exceeded in an attempt to bolster yield.

Yield - Achieving a positive spread to the applicable borrowing cost is the desired objective. Debt Service Reserve Fund portfolio management shall operate within the limits of the Investment Policy's risk constraints.

## Appendix B

### Primary Depository Bank, Public Funds Investment Pools and Authorized Broker/Dealers

#### Primary Depository Bank

Independent Bank

#### Public Funds Investment Pools

TexPool

TexSTAR

#### Authorized Broker/Dealers

##### Coastal Securities

- Secondary Dealer
- Solid performance with comparable Texas local governments
- Access to varied investment inventories
- Houston Office

##### Multi-Bank Securities

- Secondary Dealer
- Active market maker in Suitable & Authorized Investments
- Chicago Office

##### Raymond James

- Secondary Dealer
- Access to varied investment inventories
- Austin Office

##### Oppenheimer

- Secondary Dealer
- Active market maker in Suitable & Authorized Investments
- Minneapolis Office

##### Wells Fargo Securities

- Primary Dealer
- Access to varied investment inventories
- Dallas Office

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

**AGENDA# 15**

**MEETING DATE: 09/27/16**

**SUBJECT: Consider Resolution 2016-2663 Authorizing the City Manager to Renew the Employee Health Insurance Plan with Cigna, Effective October 1, 2016**

**PREPARED BY: Martha Butz, Human Resources Director**

**BACKGROUND:**

The City of Highland Village requests the City's benefits consultant, Higginbotham and Associates, assess group health coverage options each year to better ensure the City is maintaining the best plan available in the marketplace that meets annual budget restraints. Throughout the summer, City staff has worked with Higginbotham and Associates, the City's benefit broker and consultant, on reviewing options for the City's employee health benefit plan for the 2016-17 Fiscal Year.

The City's current carrier, Cigna, offered a renewal increase of 12% with no changes in plan design. Past experience with carrier bids have consistently resulted in increases of 10%+ for comparable or less attractive health plans. Representatives with Higginbotham and Associates informed staff that other clients were experiencing renewals with 10% to more than 20% increases, and advised the Cigna offer to be most favorable, considering the City's claims experience was the highest it has ever been in 2015-2016.

**IDENTIFIED NEED/S:**

Medical Insurance is an integral component of the employee benefit package. To stay competitive in the municipal job market, the City strives to provide a competitive salary and benefit package. It is the goal of the City to offer options that meet the needs of employees as well as remain within budgetary constraints and compliant with current legislation.

**OPTIONS & RESULTS:**

The City has maintained the current self-insured plan with Cigna for the past 3 years. The Cigna offer was determined the best option for both the City and employees, resulting in no change in plan design this year, and very little increase in premium cost for employees. All employees continue to have the opportunity for a \$25/month premium discount if they participate in wellness activities throughout the year.

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

After careful consideration, City staff has determined the renewal offer from the current carrier

was the best option for both the City budget and City employees.

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

Premium amounts are already factored into the Fiscal Year 2016/2017 budget, including the wellness discount option.

**RECOMMENDATION:**

To approve Resolution 2016-2663.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2016-2663**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO RENEW THE EMPLOYEE HEALTH INSURANCE PLAN WITH CIGNA, EFFECTIVE OCTOBER 1, 2016; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City Administration has worked with Higginbotham and Associates to negotiate a renewal for the City Employee Medical Insurance benefit plan, resulting in a reasonable offer by Cigna of a 12% premium increase with no plan design changes; and

**WHEREAS**, City Administration recommends renewing the City's agreements with Cigna, subject to the negotiated premium increase, for the City Employee Medical Insurance benefit plan; and

**WHEREAS**, the City Council of the City of Highland Village concurs in the above findings and finds it to be in the public interest to renew the employee health insurance plan with Cigna.

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

**SECTION 1.** The City Manager is hereby authorized to negotiate and sign the necessary contract documents with Cigna to provide employee group medical insurance for the City Employee Medical Insurance benefit plan, and to take such additional actions reasonable and necessary to comply with the intent of this resolution.

**SECTION 2.** This Resolution shall take effect immediately upon final approval.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS THIS THE 27TH DAY OF SEPTEMBER, 2016.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY**

\_\_\_\_\_  
Kevin B. Laughlin, City Attorney  
(kbl:9/23/16:79537)

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

**AGENDA# 16**

**MEETING DATE: 09/27/16**

**SUBJECT: Receive Budget Reports for Period Ending August 31, 2016**

**PREPARED BY: Ken Heerman**

**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 August represents the eleventh 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 August 31, 2016.

# General Fund Summary

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 9,217,070	\$ 9,217,070	\$ 9,111,879	\$ (105,191)	99%
Sales Tax	2,696,757	2,696,757	1,945,515	(751,242)	72%
Franchise Fees	1,758,950	1,758,950	1,140,845	(618,105)	65%
Licensing & Permits	368,864	368,864	479,561	110,697	130%
Park/Recreation Fees	157,917	157,917	252,400	94,483	160%
Public Safety Fees	40,000	40,000	34,371	(5,629)	86%
Rents	119,963	119,963	118,372	(1,591)	99%
Municipal Court	117,300	117,300	95,723	(21,577)	82%
Public Safety Charges for Svc	465,881	465,881	378,447	(87,434)	81%
Interest Income	32,000	32,000	37,463	5,463	117%
Miscellaneous	134,150	134,150	199,715	65,565	149%
<b>Total Revenues</b>	<b>\$ 15,108,852</b>	<b>\$ 15,108,852</b>	<b>\$ 13,794,291</b>	<b>\$ (1,314,561)</b>	<b>91%</b>

### Other Sources

Transfers In	\$ 534,000	\$ 840,000	\$ -	\$ (840,000)	0%
<b>Total Available Resources</b>	<b>\$ 15,642,852</b>	<b>\$ 15,948,852</b>	<b>\$ 13,794,291</b>	<b>\$ (2,154,561)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 563,557	\$ 573,557	\$ 447,498	\$ 126,059	78%
Finance (includes Mun. Court)	1,482,564	1,527,564	1,292,839	234,725	85%
Human Resources	477,384	482,384	374,528	107,857	78%
City Secretary Office	299,525	309,525	245,806	63,719	79%
Information Services	882,394	862,394	637,578	224,816	74%
Police	4,347,903	4,347,903	3,645,687	702,217	84%
Fire	2,745,224	3,050,224	2,375,639	674,585	78%
Community Services	405,824	441,824	375,461	66,363	85%
Streets/Drainage	1,781,262	1,981,262	947,305	1,033,957	48%
Maintenance	896,814	836,814	649,045	187,769	78%
Parks	1,547,279	1,547,279	1,272,855	274,424	82%
Recreation	391,795	456,795	381,738	75,057	84%
<b>Total Expenditures</b>	<b>\$ 15,821,526</b>	<b>\$ 16,417,526</b>	<b>\$ 12,645,979</b>	<b>\$ 3,771,548</b>	<b>77%</b>

### Capital Summary

(Included in totals above - summary information only)

Equipment Replacement	\$ 294,500	\$ 784,500	\$ 369,854	\$ 414,646	47%
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### Other Uses

Transfers Out	\$ 16,000	\$ 1,014,000	\$ -	\$ 1,014,000	0%
<b>Total Expenditures</b>	<b>\$ 15,837,526</b>	<b>\$ 17,431,526</b>	<b>\$ 12,645,979</b>	<b>\$ 4,785,548</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,032,879	5,073,331	5,073,331
+ Net Increase (Decrease)	(194,674)	(1,482,674)	1,148,313
Ending Fund Balance	\$ 3,838,205	\$ 3,590,657	\$ 6,221,644

**Audited FY15**

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,373,229	\$ 2,462,629	\$ 1,896,897
Restricted	11,500	11,500	11,500
Unassigned	1,453,476	1,116,528	4,313,247
<b>Total Fund Balance</b>	<b>\$ 3,838,205</b>	<b>\$ 3,590,657</b>	<b>\$ 6,221,644</b>



# General Fund Expenditure Summary

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 10,989,906	\$ 10,944,906	\$ 9,284,967	\$ 1,659,939	85%
Services / Supplies	4,475,120	4,576,120	2,881,483	1,694,637	63%
Capital	356,500	896,500	479,528	416,972	53%
	\$ 15,821,526	\$ 16,417,526	\$ 12,645,979	\$ 3,771,548	77%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 8,188,404	\$ 8,113,404	\$ 6,910,686	\$ 1,202,718	85%
<i>Employee Benefits</i>	2,801,502	2,831,502	2,374,281	457,221	84%
<i>Total Personnel</i>	\$ 10,989,906	\$ 10,944,906	\$ 9,284,967	\$ 1,659,939	85%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,207,923	\$ 1,286,423	\$ 916,037	\$ 370,385	71%
<i>Employee Development</i>	301,311	306,311	218,752	87,559	71%
<i>Office Supplies / Equipment</i>	1,102,621	1,060,121	825,564	234,556	78%
<i>Utilities</i>	321,472	321,472	238,282	83,190	74%
<i>Other</i>	1,541,794	1,601,794	682,848	918,946	43%
<i>Total Services / Supplies</i>	\$ 4,475,120	\$ 4,576,120	\$ 2,881,483	\$ 1,694,637	63%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 356,500	\$ 896,500	\$ 479,528	\$ 416,972	53%
<i>Total Capital</i>	\$ 356,500	\$ 896,500	\$ 479,528	\$ 416,972	53%
<b>Total General Fund Expenditure Summary</b>	\$ 15,821,526	\$ 16,417,526	\$ 12,645,979	\$ 3,771,548	77%

# General Fund Revenue

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 9,217,070	\$ 9,217,070	\$ 9,111,879	\$ (105,191)	99%
Sales Tax	2,696,757	2,696,757	1,945,515	(751,242)	72%
Franchise Fees	1,758,950	1,758,950	1,140,845	(618,105)	65%
Licensing & Permits	368,864	368,864	479,561	110,697	130%
Park/Recreation Fees	157,917	157,917	252,400	94,483	160%
Public Safety Fees	40,000	40,000	34,371	(5,629)	86%
Rents	119,963	119,963	118,372	(1,591)	99%
Municipal Court	117,300	117,300	95,723	(21,577)	82%
Public Safety Charges for Svc	465,881	465,881	378,447	(87,434)	81%
Interest Income	32,000	32,000	37,463	5,463	117%
Miscellaneous	134,150	134,150	199,715	65,565	149%
<b>Total Revenues</b>	<b>\$ 15,108,852</b>	<b>\$ 15,108,852</b>	<b>\$ 13,794,291</b>	<b>\$ (1,314,561)</b>	<b>91%</b>

# City Manager Office

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 370,229	\$ 380,229	\$ 344,522	\$ 35,707	91%
Services / Supplies	193,328	193,328	102,976	90,352	53%
Capital	-	-	-	-	0%
	\$ 563,557	\$ 573,557	\$ 447,498	\$ 126,059	78%

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 290,437	\$ 300,437	\$ 285,774	\$ 14,663	95%
<b>Employee Benefits</b>	79,792	79,792	58,748	21,044	74%
<b>Total Personnel</b>	\$ 370,229	\$ 380,229	\$ 344,522	\$ 35,706	91%

#### Services / Supplies

<b>Professional Services</b> (City-wide legal - \$115,000)	\$ 135,396	\$ 135,396	\$ 92,465	\$ 42,931	68%
<b>Employee Development</b>	12,570	12,570	5,942	6,628	47%
<b>Supplies / Equipment</b>	5,110	5,110	1,524	3,586	30%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Contingency)</b>	40,252	40,252	3,045	37,207	8%
<b>Total Services / Supplies</b>	\$ 193,328	\$ 193,328	\$ 102,976	\$ 90,352	53%

#### Capital

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

<b>Total City Manager</b>	\$ 563,557	\$ 573,557	\$ 447,498	\$ 126,058	78%
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# Finance Department FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 964,415	\$ 1,004,415	\$ 854,728	\$ 149,687	85%
Services / Supplies	518,149	523,149	438,111	85,037	84%
Capital	-	-	-	-	0%
	\$ 1,482,564	\$ 1,527,564	\$ 1,292,839	\$ 234,725	85%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 730,033	\$ 770,033	\$ 645,419	\$ 124,614	84%
<i>Employee Benefits</i>	234,382	234,382	209,309	25,073	89%
<b>Total Personnel</b>	\$ 964,415	\$ 1,004,415	\$ 854,728	\$ 149,687	85%

<b>Services / Supplies</b>					
<i>Professional Services</i> (City-wide liability insurance - \$109,384 / DCAD - \$72,640)	\$ 469,594	\$ 474,594	\$ 389,566	\$ 85,028	82%
<i>Employee Development</i>	19,276	19,276	19,856	(580)	103%
<i>Supplies / Equipment</i>	11,394	11,394	4,793	6,601	42%
<i>Utilities</i>	-	-	771	(771)	
<i>Other (Special Events)</i>	17,885	17,885	23,125	(5,240)	129%
<b>Total Services / Supplies</b>	\$ 518,149	\$ 523,149	\$ 438,111	\$ 85,037	84%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,482,564	\$ 1,527,564	\$ 1,292,839	\$ 234,725	85%

# Human Resources

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 383,576	\$ 383,576	\$ 316,026	\$ 67,550	82%
Services / Supplies	93,808	98,808	58,501	40,307	59%
Capital	-	-	-	-	0%
	\$ 477,384	\$ 482,384	\$ 374,528	\$ 107,857	78%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 294,616	\$ 294,616	\$ 236,372	\$ 58,244	80%
<i>Employee Benefits</i>	88,960	88,960	79,654	9,306	90%
<b>Total Personnel</b>	\$ 383,576	\$ 383,576	\$ 316,026	\$ 67,549	82%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 21,533	\$ 21,533	\$ 12,429	\$ 9,104	58%
<i>Employee Development</i>	60,900	65,900	40,740	25,160	62%
<i>Supplies / Equipment</i>	2,575	2,575	1,633	942	63%
<i>Utilities</i>	-	-	250	(250)	0%
<i>Other</i>	8,800	8,800	3,449	5,351	39%
<b>Total Services / Supplies</b>	\$ 93,808	\$ 98,808	\$ 58,501	\$ 40,307	59%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 477,384	\$ 482,384	\$ 374,528	\$ 107,856	78%

# City Secretary Office

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 177,815	\$ 187,815	\$ 161,408	\$ 26,407	86%
Services / Supplies	121,710	121,710	84,398	37,312	69%
Capital	-	-	-	-	0%
	\$ 299,525	\$ 309,525	\$ 245,806	\$ 63,719	79%

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 142,303	\$ 152,303	\$ 128,851	\$ 23,451	85%
<b>Employee Benefits</b>	35,512	35,512	32,557	2,955	92%
<b>Total Personnel</b>	\$ 177,815	\$ 187,815	\$ 161,408	\$ 26,406	86%

#### Services / Supplies

<b>Professional Services</b>	\$ 19,900	\$ 19,900	\$ 14,556	\$ 5,344	73%
<b>Employee Development</b> (Council meeting meals, outside meetings, etc.)	47,105	47,105	23,167	23,938	49%
<b>Supplies / Equipment</b>	16,005	16,005	12,349	3,656	77%
<b>Utilities</b>	-	-	-	-	0%
<b>Other</b>	38,700	38,700	34,325	4,375	89%
<b>Total Services / Supplies</b>	\$ 121,710	\$ 121,710	\$ 84,398	\$ 37,312	69%

#### Capital

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

<b>Total City Secretary Office</b>	\$ 299,525	\$ 309,525	\$ 245,806	\$ 63,718	79%
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# Information Services

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 525,692	\$ 445,692	\$ 329,071	\$ 116,621	74%
Services / Supplies	294,702	304,702	198,834	105,869	65%
Capital	62,000	112,000	109,674	2,326	98%
	\$ 882,394	\$ 862,394	\$ 637,578	\$ 224,816	74%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 398,197	\$ 318,197	\$ 253,108	\$ 65,089	80%
<i>Employee Benefits</i>	127,495	127,495	75,963	51,532	60%
<b>Total Personnel</b>	\$ 525,692	\$ 445,692	\$ 329,071	\$ 116,620	74%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 152,204	\$ 152,204	\$ 89,692	\$ 62,513	59%
<i>Employee Development</i>	28,895	28,895	17,050	11,845	59%
<i>Supplies / Equipment</i>	2,531	2,531	1,951	580	77%
<i>Utilities</i>	15,812	15,812	12,055	3,757	76%
<i>Other (Data Processing)</i>	95,260	105,260	78,085	27,175	74%
<b>Total Services / Supplies</b>	\$ 294,702	\$ 304,702	\$ 198,834	\$ 105,869	65%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	62,000	112,000	109,674	2,326	98%
<b>Total Capital</b>	\$ 62,000	\$ 112,000	\$ 109,674	\$ 2,326	98%
<b>Total City Secretary Office</b>	\$ 882,394	\$ 862,394	\$ 637,578	\$ 224,815	74%

Purchase of a network storage device (\$109,674) that was shared with Peg Fee Fund and budgeted as capital (lease / purchase). Appropriation was reallocated with mid-year budget amendment.

# Police Department FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 3,947,596	<b>\$ 3,877,596</b>	<b>\$ 3,304,427</b>	\$ 573,169	85%
Services / Supplies	350,307	<b>420,307</b>	<b>306,560</b>	113,747	73%
Capital	50,000	<b>50,000</b>	<b>34,700</b>	15,300	69%
	<u>\$ 4,347,903</u>	<u><b>\$ 4,347,903</b></u>	<u><b>\$ 3,645,687</b></u>	<u>\$ 702,217</u>	<u>84%</u>

## - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 2,992,199	<b>\$ 2,922,199</b>	<b>\$ 2,477,727</b>	\$ 444,472	85%
<b>Employee Benefits</b>	955,397	<b>955,397</b>	<b>826,699</b>	128,698	87%
<b>Total Personnel</b>	<u>\$ 3,947,596</u>	<u><b>\$ 3,877,596</b></u>	<u><b>\$ 3,304,427</b></u>	<u>\$ 573,169</u>	<u>85%</u>

### Services / Supplies

<b>Professional Services</b>	\$ 74,283	<b>\$ 144,283</b>	<b>\$ 110,997</b>	\$ 33,286	77%
<b>Employee Development</b>	40,955	<b>40,955</b>	<b>29,440</b>	11,515	72%
<b>Supplies / Equipment</b>	166,349	<b>166,349</b>	<b>116,789</b>	49,560	70%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Animal Care - \$49,420)</b>	68,720	<b>68,720</b>	<b>49,335</b>	\$ 19,385	72%
<b>Total Services / Supplies</b>	<u>\$ 350,307</u>	<u><b>\$ 420,307</b></u>	<u><b>\$ 306,560</b></u>	<u>\$ 113,747</u>	<u>73%</u>

### Capital

<b>Equipment / Vehicles</b>	50,000	<b>50,000</b>	<b>34,700</b>	15,300	69%
<b>Total Capital</b>	<u>\$ 50,000</u>	<u><b>\$ 50,000</b></u>	<u><b>\$ 34,700</b></u>	<u>\$ 15,300</u>	<u>69%</u>

<b>Total Police Department</b>	<u>\$ 4,347,903</u>	<u><b>\$ 4,347,903</b></u>	<u><b>\$ 3,645,687</b></u>	<u>\$ 702,217</u>	<u>84%</u>
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# Fire Department FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,154,504	\$ 2,154,504	\$ 1,814,076	\$ 340,428	84%
Services / Supplies	472,220	487,220	422,710	64,511	87%
Capital	118,500	408,500	138,854	269,646	34%
	\$ 2,745,224	\$ 3,050,224	\$ 2,375,639	\$ 674,585	78%

## - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 1,566,423	\$ 1,566,423	\$ 1,339,932	\$ 226,491	86%
<b>Employee Benefits</b>	588,081	588,081	474,144	113,937	81%
<b>Total Personnel</b>	\$ 2,154,504	\$ 2,154,504	\$ 1,814,076	\$ 340,427	84%

### Services / Supplies

<b>Professional Services</b>	\$ 45,550	\$ 45,550	\$ 47,707	\$ (2,157)	105%
<b>Employee Development</b> (Training - \$42,000)	55,156	55,156	51,045	4,111	93%
<b>Supplies / Equipment</b>	227,504	242,504	183,062	59,442	75%
<b>Utilities</b>	3,660	3,660	1,543	2,117	42%
<b>Other</b>	140,350	140,350	139,352	998	99%
<b>Total Services / Supplies</b>	\$ 472,220	\$ 487,220	\$ 422,710	\$ 64,511	87%

### Capital

<b>Equipment / Vehicles</b>	118,500	408,500	138,854	269,646	34%
<b>Total Capital</b>	\$ 118,500	\$ 408,500	\$ 138,854	\$ 269,646	34%

<b>Total Fire Department</b>	\$ 2,745,224	\$ 3,050,224	\$ 2,375,639	\$ 674,584	78%
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# Community Services

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 383,620	\$ 413,620	\$ 354,910	\$ 58,710	86%
Services / Supplies	22,204	28,204	20,551	7,653	73%
Capital	-	-	-	-	0%
	\$ 405,824	\$ 441,824	\$ 375,461	\$ 66,363	85%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 291,447	\$ 291,447	\$ 261,442	\$ 30,006	90%
<i>Employee Benefits</i>	92,173	122,173	93,468	28,705	77%
<b>Total Personnel</b>	\$ 383,620	\$ 413,620	\$ 354,910	\$ 58,709	86%

#### Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 12,700	\$ 6,864	5,837	54%
<i>Employee Development</i>	5,205	5,205	1,932	3,273	37%
<i>Supplies / Equipment</i>	7,799	10,299	11,755	(1,456)	114%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<b>Total Services / Supplies</b>	\$ 22,204	\$ 28,204	\$ 20,551	\$ 7,653	73%

#### Capital

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

<b>Total Building Operations</b>	\$ 405,824	\$ 441,824	\$ 375,461	\$ 66,362	85%
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# Streets Division

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

<i>Percent of Budget Year Transpired</i>	<b>91.7%</b>
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### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 626,022	\$ 626,022	\$ 540,090	\$ 85,932	86%
Services / Supplies	1,110,240	1,110,240	265,395	844,845	24%
Capital	45,000	245,000	141,820	103,180	58%
	<u>\$ 1,781,262</u>	<u>\$ 1,981,262</u>	<u>\$ 947,305</u>	<u>\$ 1,033,957</u>	<u>48%</u>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 446,578	\$ 446,578	\$ 381,738	\$ 64,840	85%
<i>Employee Benefits</i>	179,444	179,444	158,351	21,092	88%
<b>Total Personnel</b>	<u>\$ 626,022</u>	<u>\$ 626,022</u>	<u>\$ 540,090</u>	<u>\$ 85,932</u>	<u>86%</u>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 47,576	\$ 47,576	\$ 5,716	\$ 41,861	12%
<i>Employee Development</i>	2,464	2,464	4,176	(1,712)	169%
<i>Supplies / Equipment</i>	38,950	38,950	30,870	8,080	79%
<i>Utilities</i>	90,000	90,000	70,286	19,714	78%
<i>Other (Street Maintenance)</i>	931,250	931,250	154,348	776,903	17%
<b>Total Services / Supplies</b>	<u>\$ 1,110,240</u>	<u>\$ 1,110,240</u>	<u>\$ 265,395</u>	<u>\$ 844,845</u>	<u>24%</u>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	45,000	245,000	141,820	103,180	58%
<b>Total Capital</b>	<u>\$ 45,000</u>	<u>\$ 245,000</u>	<u>\$ 141,820</u>	<u>\$ 103,180</u>	<u>58%</u>
<b>Total Streets</b>	<u>\$ 1,781,262</u>	<u>\$ 1,981,262</u>	<u>\$ 947,305</u>	<u>\$ 1,033,957</u>	<u>48%</u>

# Maintenance Division

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 299,925	\$ 299,925	\$ 258,905	\$ 41,020	86%
Services / Supplies	565,889	505,889	367,140	138,749	73%
Capital	31,000	31,000	23,000	8,000	74%
	\$ 896,814	\$ 836,814	\$ 649,045	\$ 187,769	78%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 209,169	\$ 209,169	\$ 181,436	\$ 27,733	87%
<i>Employee Benefits</i>	90,755	90,755	77,469	13,287	85%
<b>Total Personnel</b>	\$ 299,925	\$ 299,925	\$ 258,905	\$ 41,020	86%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 64,480	\$ 64,480	\$ 51,142	\$ 13,338	79%
<i>Employee Development</i>	5,475	5,475	4,361	1,114	80%
<i>Supplies / Equipment (Fuel &amp; Oils - \$242,696 / Repair Parts - \$60,000)</i>	410,834	350,834	258,394	92,440	74%
<i>Utilities</i>	85,000	85,000	53,243	31,757	63%
<i>Other</i>	100	100	-	100	0%
<b>Total Services / Supplies</b>	\$ 565,889	\$ 505,889	\$ 367,140	\$ 138,749	73%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	31,000	31,000	23,000	8,000	74%
<b>Total Capital</b>	\$ 31,000	\$ 31,000	\$ 23,000	\$ 8,000	74%

<b>Total Maintenance</b>	\$ 896,814	\$ 836,814	\$ 649,045	\$ 187,769	78%
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# Parks Division FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 974,555	\$ 974,555	\$ 832,022	\$ 142,533	85%
Services / Supplies	522,724	522,724	409,352	113,372	78%
Capital	50,000	50,000	31,481	18,519	63%
	\$ 1,547,279	\$ 1,547,279	\$ 1,272,855	\$ 274,424	82%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 691,820	\$ 691,820	\$ 586,828	\$ 104,991	85%
<i>Employee Benefits</i>	282,735	282,735	245,194	37,542	87%
<i>Total Personnel</i>	\$ 974,555	\$ 974,555	\$ 832,022	\$ 142,533	85%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 168,206	\$ 168,206	\$ 94,905	\$ 73,301	56%
<i>Employee Development</i>	14,755	14,755	12,341	2,414	84%
<i>Supplies / Equipment</i>	212,063	212,063	200,931	11,132	95%
<i>Utilities</i>	127,000	127,000	100,133	26,867	79%
<i>Other</i>	700	700	1,042	(342)	149%
<i>Total Services / Supplies</i>	\$ 522,724	\$ 522,724	\$ 409,352	\$ 113,372	78%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	50,000	50,000	31,481	18,519	63%
<i>Total Capital</i>	50,000	50,000	31,481	18,519	63%
<i>Total Parks</i>	\$ 1,547,279	\$ 1,547,279	\$ 1,272,855	\$ 274,424	82%

# Recreation Division FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 181,957	\$ 196,957	\$ 174,782	\$ 22,175	89%
Services / Supplies	209,838	259,838	206,956	52,882	80%
Capital	-	-	-	-	0%
	\$ 391,795	\$ 456,795	\$ 381,738	\$ 75,057	84%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 135,183	\$ 150,183	\$ 132,058	\$ 18,124	88%
<i>Employee Benefits</i>	46,775	46,775	42,724	4,050	91%
<b>Total Personnel</b>	\$ 181,957	\$ 196,957	\$ 174,782	\$ 22,175	89%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	8,555	8,555	8,701	(146)	102%
<i>Supplies / Equipment</i>	1,506	1,506	1,513	(7)	100%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	199,777	249,777	196,742	53,035	79%
<b>Total Services / Supplies</b>	\$ 209,838	\$ 259,838	\$ 206,956	\$ 52,882	80%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 391,795	\$ 456,795	\$ 381,738	\$ 75,057	84%

# Equipment Replacement / Capital Schedule

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

*Percent of Budget Year Transpired*

**91.7%**

<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%
Police Dept Capital Outlay	50,000	<b>50,000</b>	<b>34,700</b>	15,300	69%
Fire Dept Capital Outlay	118,500	<b>408,500</b>	<b>138,854</b>	269,646	34%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	45,000	<b>245,000</b>	<b>141,820</b>	103,180	58%
Maintenance Capital Outlay	31,000	<b>31,000</b>	<b>23,000</b>	8,000	74%
City Parks Capital Outlay	50,000	<b>50,000</b>	<b>31,481</b>	18,519	63%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 294,500</b>	<b>\$ 784,500</b>	<b>\$ 369,854</b>	<b>\$ 414,646</b>	<b>47%</b>

# Utility Fund Revenues

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

<b>Percent of Budget Year Transpired</b>	<b>91.7%</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>	\$ (100,000)	\$ (100,000)	\$ (84,773)	\$ (15,228)	85%
<i>Charges / Penalties</i>	86,000	86,000	68,517	17,483	80%
<i><b>Total Fees</b></i>	<b>\$ (14,000)</b>	<b>\$ (14,000)</b>	<b>\$ (16,255)</b>	<b>\$ 2,255</b>	<b>116%</b>

### Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 9,025	\$ 975	90%
<i><b>Total Licenses &amp; Permits</b></i>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 9,025</b>	<b>\$ 975</b>	<b>90%</b>

### Charges for Services

<i>Water Sales</i>	\$ 4,979,529	\$ 4,979,529	\$ 3,688,217	\$ 1,291,312	74%
<i>Sewer Sales</i>	3,618,840	3,618,840	3,096,720	522,120	86%
<i>Inspection Fees</i>	3,550	3,550	4,350	(800)	123%
<i><b>Total Charges for Service</b></i>	<b>\$ 8,601,919</b>	<b>\$ 8,601,919</b>	<b>\$ 6,789,287</b>	<b>\$ 1,812,632</b>	<b>79%</b>

### Interest

<i>Interest (Operations)</i>	\$ 4,000	\$ 4,000	\$ 9,008	\$ (5,008)	225%
<i>Interest (Capital Projects)</i>	10,000	10,000	7,643	2,357	76%
<i><b>Total Interest</b></i>	<b>\$ 14,000</b>	<b>\$ 14,000</b>	<b>\$ 16,651</b>	<b>\$ (2,651)</b>	<b>119%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 124,000	\$ 124,000	\$ 183,762	\$ (59,762)	148%
<i><b>Total Impact Fees</b></i>	<b>\$ 124,000</b>	<b>\$ 124,000</b>	<b>\$ 183,762</b>	<b>\$ (59,762)</b>	<b>148%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 6,154	\$ (1,154)	123%
<i><b>Total Miscellaneous Income</b></i>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 6,154</b>	<b>\$ (1,154)</b>	<b>123%</b>

<i><b>Total Utility Fund Revenues</b></i>	<b>\$ 8,740,919</b>	<b>\$ 8,740,919</b>	<b>\$ 6,988,624</b>	<b>\$ 1,752,295</b>	<b>80%</b>
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# Utility Division FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

## - - - Summary - Operations - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,443,376	\$ 1,443,376	\$ 1,233,125	\$ 210,251	85%
Services / Supplies	5,483,718	5,683,718	4,829,680	854,038	85%
Capital	195,500	195,500	6,000	189,500	3%
<b>Total Utility Division</b>	<b>\$ 7,122,594</b>	<b>\$ 7,322,594</b>	<b>\$ 6,068,805</b>	<b>\$ 1,253,789</b>	<b>83%</b>

## - - - Detail - Operations - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 1,014,641	\$ 1,014,641	\$ 879,116	\$ 135,525	87%
<i>Employee Benefits</i>	428,735	428,735	354,009	74,726	83%
<b>Total Personnel</b>	<b>\$ 1,443,376</b>	<b>\$ 1,443,376</b>	<b>\$ 1,233,125</b>	<b>\$ 210,251</b>	<b>85%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 177,303	\$ 177,303	\$ 127,036	\$ 50,267	72%
<i>Employee Development</i>	70,554	70,554	38,527	32,027	55%
<i>Supplies / Equipment</i>	93,830	93,830	70,428	23,402	75%
<i>Utilities</i>	404,356	404,356	286,794	117,562	71%
<i>Other (Well Lot Maintenance)</i>	467,150	467,150	276,464	190,686	59%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,213,193</b>	<b>\$ 1,213,193</b>	<b>\$ 799,249</b>	<b>\$ 413,944</b>	<b>66%</b>
<b>Wholesale Water / Wastewater</b>					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 4,955	\$ 4,955	\$ 4,954	\$ 1	100%
<i>UTRWD - Water Volume Cost</i>	936,196	836,196	726,718	109,478	87%
<i>UTRWD - Water Demand Charges</i>	1,202,130	1,202,130	1,094,500	107,630	91%
<i>UTRWD - Sewer Effluent Volume Rate</i>	592,191	892,191	797,481	94,710	89%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,201,048	1,201,048	1,102,092	98,956	92%
<i>UTRWD - HV Sewer Line to UTRWD</i>	334,005	334,005	304,686	29,319	91%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,270,525</b>	<b>\$ 4,470,525</b>	<b>\$ 4,030,431</b>	<b>\$ 440,094</b>	<b>90%</b>
<b>Total Services / Supplies</b>	<b>\$ 5,483,718</b>	<b>\$ 5,683,718</b>	<b>\$ 4,829,680</b>	<b>\$ 854,038</b>	<b>85%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	195,500	195,500	6,000	189,500	3%
<b>Total Capital</b>	<b>\$ 195,500</b>	<b>\$ 195,500</b>	<b>\$ 6,000</b>	<b>\$ 189,500</b>	<b>3%</b>
<b>Total Utility Division - Operations</b>	<b>\$ 7,122,594</b>	<b>\$ 7,322,594</b>	<b>\$ 6,068,805</b>	<b>\$ 1,253,789</b>	<b>83%</b>

# Utility Fund Working Capital FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 4,979,529	\$ 4,979,529	\$ 3,688,217	\$ 1,291,312	74%
<i>Sewer Sales</i>	3,618,840	3,618,840	3,096,720	522,120	86%
<i>Other Fees / Charges</i>	104,550	104,550	88,046	16,504	84%
<i>Electronic Payment Credit</i>	(100,000)	(100,000)	(84,773)	(15,228)	85%
<i>Interest</i>	4,000	4,000	9,008	(5,008)	225%
<b>Total Revenues</b>	<b>\$ 8,606,919</b>	<b>\$ 8,606,919</b>	<b>\$ 6,797,219</b>	<b>\$ 1,809,700</b>	<b>79%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$327,744	\$327,744	\$ 268,726	\$ 59,018	82%
<i>Operations</i>	2,328,825	2,328,825	1,763,648	565,177	76%
<i>UTRWD</i>	4,270,525	4,470,525	4,030,431	440,094	90%
<i>Debt Service</i>	1,282,789	1,282,789	1,088,579	194,210	85%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	195,500	195,500	6,000	189,500	3%
<b>Total Expenditures</b>	<b>\$ 8,405,383</b>	<b>\$ 8,605,383</b>	<b>\$ 7,157,384</b>	<b>\$ 1,447,999</b>	<b>83%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In (Applied Impact Fees)</i>	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	100%
<i>Operating Transfers Out / Utility Capital Projects</i>	(300,000)	(300,000)	-	(300,000)	0%
<i>Operating Transfers Out / General Fund</i>	(470,000)	(470,000)	-	(470,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ (620,000)</b>	<b>\$ (620,000)</b>	<b>\$ 150,000</b>	<b>\$ (770,000)</b>	<b>-24%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(418,464)	(618,464)	(210,166)
<b>Beginning Working Capital</b>			
<i>Operations</i>	2,104,471	2,104,471	2,104,471
<i>Available Impact Fees</i>	854,369	854,369	854,369
<b>Total Available Working Capital</b>	<b>\$ 2,958,840</b>	<b>\$ 2,958,840</b>	<b>\$ 2,958,840</b>
<b>Ending Working Capital</b>			
<i>Operations</i>	1,686,007	1,486,007	1,894,305
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	828,369	828,369	888,131
<b>Total Available Working Capital</b>	<b>\$ 2,514,376</b>	<b>\$ 2,314,376</b>	<b>\$ 2,782,436</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	854,369	854,369	854,369
+ <i>Collections</i>	124,000	124,000	183,762
- <i>Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<i>Ending Balance</i>	828,369	828,369	888,131

\*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 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 226,275	\$ 226,275	\$ 342,439	\$ (116,164)	151%
<i>Annual Park Passes</i>	20,000	20,000	25,770	(5,770)	129%
<i>Concession Sales</i>	-	-		-	0%
<i>Interest</i>	1,500	1,500	1,208	292	81%
<i>I-35 Mitigation</i>	125,000	125,000	15,927	109,073	13%
<b>Total Revenues</b>	<b>\$ 372,775</b>	<b>\$ 372,775</b>	<b>\$ 385,343</b>	<b>\$ (12,568)</b>	<b>103%</b>

I-35 Mitigation Revenue is recognized as it is used and / or to replace lost revenue. Initial total - \$641,834

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 217,904	\$ 217,904	\$ 166,613	\$ 51,290	76%
<i>Services / Supplies</i>	119,374	121,074	83,949	37,125	69%
<i>Capital</i>	34,000	62,000	17,320	44,680	28%
<b>Total Expenditures</b>	<b>\$ 371,278</b>	<b>\$ 400,978</b>	<b>\$ 267,882</b>	<b>\$ 133,096</b>	<b>67%</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>	\$ 18,338	\$ 48,566	\$ 48,566
<i>+ Net Increase (Decrease)</i>	1,497	(28,203)	117,461
<b>Ending Fund Balance</b>	<b>\$ 19,835</b>	<b>\$ 20,363</b>	<b>\$ 166,027</b>

**Audited FY15**

# Debt Service Fund

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,764,216	\$ 1,764,216	\$ 1,743,010	\$ 21,206	99%
<i>Interest Income</i>	300	300	1,240	(940)	413%
<i>Total Revenues</i>	\$ 1,764,516	\$ 1,764,516	\$ 1,744,249	\$ 20,267	99%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,855,000	\$ 1,855,000	\$ 2,055,000	\$ (200,000.00)	111%
<i>Interest Payments</i>	796,334	796,334	591,838	204,497	74%
<i>Paying Agent Fees</i>	4,000	4,000	3,196	804	80%
<i>Total Expenditures</i>	\$ 2,655,334	\$ 2,655,334	\$ 2,650,034	\$ 5,300	100%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Transfers In (Out) [To 4B]	898,117	898,117	736,879	-	82%
Proceeds from Refunding Debt	-	-	7,700,000	-	0%
Debt Issuance Cost	-	-	(78,344)	-	0%
Payment to Escrow Agent	-	-	(7,619,878)	-	0%
<i>Total Financing Sources</i>	\$ 898,117	\$ 898,117	\$ 738,658	\$ -	82%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 168,604	\$ 154,343	\$ 154,343
<i>+ Net Increase (Decrease)</i>	7,299	7,299	(167,126)
<i>Ending Fund Balance</i>	\$ 175,903	\$ 161,642	\$ (12,783)

**Audited FY15**

# Capital Projects Fund

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	-	-	2,983	(2,983)	0%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,983</b>	<b>\$ (2,983)</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2015 Tax Note</b> (CAD, Radio System, Screening Walls, Drainage)	\$ 1,500,724	\$ 1,500,724	\$ 1,005,935	\$ 494,789	67%
<b>2012 Certificate</b> (Parks/Streets/Drainage)	-	1,200,000	982,416	217,584	82%
<b>Total Expenditures</b>	<b>\$ 1,500,724</b>	<b>\$ 2,700,724</b>	<b>\$ 1,988,350</b>	<b>\$ 712,374</b>	<b>74%</b>

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ 1,500,724	\$ 1,500,724	\$ 1,535,000	\$ -	102%
Bond Discount / Premium	-	-	-	-	0%
Debt Issuance	-	-	(31,512)	-	0%
Transfers In	-	774,000	-	-	0%
Transfer Out	-	(150,000)	-	-	0%
<b>Total Financing Sources</b>	<b>\$ 1,500,724</b>	<b>\$ 2,124,724</b>	<b>\$ 1,503,488</b>	<b>\$ -</b>	<b>71%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ -	\$ 392,061	\$ 392,061
<i>+Net Increase (Decrease)</i>	-	(576,000)	(481,879)
<i>Ending Fund Balance</i>	<b>\$ -</b>	<b>\$ (183,939)</b>	<b>\$ (89,818)</b>

**Audited FY15**

Screening Walls portion of 2015 Tax Note expenditures (\$205,000) recorded in General Fund, thus providing for sufficient resources for remaining expenditures.

# Capital Projects Fund (Detail)

## FY 2015 Issue

Police, Drainage and Public Works Improvements

	<i>Original Budget</i>	<i>Revised Budget</i>	<i>YTD 2015 - 2016</i>
<b>Beginning Fund Balance</b>	-	-	-
<b>Revenues:</b>			
<b>Bond Proceeds</b> (Net of Premium/Discount)	(1,500,724)	(1,500,724)	1,503,488
<b>Interest Income</b>	-	-	2,983
<b>Total Revenues</b>	\$ (1,500,724)	\$ (1,500,724)	\$ 1,506,471
<b>Expenditures:</b>			
<i>Police CAD/RMS Software</i>	433,724	433,724	641,563
<i>Dispatch Radio System</i>	690,000	690,000	341,095
<i>Screening Walls</i>	205,000	205,000	-
<i>Drainage Projects</i>	172,000	172,000	23,277
<b>Total Expenditures</b>	\$ 1,500,724	\$ 1,500,724	\$ 1,005,935
<b>Other Sources (Uses):</b>			
<b>Transfers In</b>	-	-	-
<b>Transfers Out</b>	-	(150,000)	-
<b>Total Other Sources (Uses)</b>	\$ -	\$ (150,000)	\$ -
<b>Net Increase (Decrease)</b>	-	(150,000)	500,536
<b>Ending Fund Balance</b>	\$ -	\$ (150,000)	\$ 500,536

# Capital Projects Fund (Detail)

## FY 2012 Issue

### Streets, Drainage and Parks Improvements

	<i>Actual 2012 - 2013</i>	<i>Actual 2013 - 2014</i>	<i>Actual 2014 - 2015</i>	<i>Budget 2015 - 2016</i>	<i>Revised 2015 - 2016</i>	<i>YTD 2015 - 2016</i>
<b>Beginning Fund Balance</b>	-	785,228	641,828	-	392,061	392,061
<b>Revenues:</b>						
<b>Bond Proceeds</b> (Net of Premium/Discount)	2,919,049	-	-	-	-	-
<b>Interest Income</b>	8,655	761	779	-	-	-
<b>Total Revenues</b>	\$ 2,927,704	\$ 761	\$ 779	\$ -	\$ -	\$ -
<b>Expenditures:</b>						
<i>Issuance Costs</i>	67,639	-	-	-	-	-
<i>Street Projects (Sellmeyer Lane)</i>	1,158,783	2,965	250,546	-	1,200,000	982,416
<i>Drainage Projects</i>	71,060	-	-	-	-	-
<i>Parks Projects</i>	793,312	165,848	-	-	-	-
<b>Total Expenditures</b>	\$ 2,090,794	\$ 168,813	\$ 250,546	\$ -	\$ 1,200,000	\$ 982,416
<b>Other Sources (Uses):</b>						
<b>Transfers In</b>	28,032	28,381	-	-	774,000	-
<b>Transfers Out</b>	(79,714)	(3,729)	-	-	-	-
<b>Total Other Sources (Uses)</b>	\$ (51,682)	\$ 24,652	\$ -	\$ -	\$ 774,000	\$ -
<b>Net Increase (Decrease)</b>	785,228	(143,400)	(249,767)	-	(426,000)	(982,416)
<b>Ending Fund Balance</b>	\$ 785,228	\$ 641,828	\$ 392,061	\$ -	\$ (33,939)	\$ (590,355)

Remaining proceeds utilized on Sellmeyer Rd project with majority of remainder funded by GF. Will transfer appropriation with mid-year budget amendments.

# Drainage Utilities

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 5,165	\$ (5,165)	0%
<i>Drainage Fee Receipts</i>	480,000	480,000	421,012	58,988	88%
<i>Miscellaneous</i>	-	105,000	684	104,316	1%
<i>Interest</i>	75	75	390	(315)	520%
<b>Total Revenues</b>	<b>\$ 480,075</b>	<b>\$ 585,075</b>	<b>\$ 427,250</b>	<b>\$ 157,825</b>	<b>73%</b>

Anticipated FEMA  
reimbursement Canyon Creek

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 315,994	\$ 315,994	\$ 280,870	\$ 35,124	89%
<i>Services / Supplies</i>	147,033	147,033	91,323	55,710	62%
<i>Capital</i>	-	280,000	9,470	270,530	3%
<b>Total Expenditures</b>	<b>\$ 463,027</b>	<b>\$ 743,027</b>	<b>\$ 381,663</b>	<b>\$ 361,364</b>	<b>51%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 16,000	\$ 166,000	\$ -	\$ 166,000	0%
<i>Operating Transfers Out / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 158,220	\$ 165,456	\$ 165,456
<i>+ Net Increase (Decrease)</i>	17,048	(7,952)	45,588
<b>Ending Fund Balance</b>	<b>\$ 175,268</b>	<b>\$ 157,504</b>	<b>\$ 211,044</b>

**Audited FY15**



# Park Development Fee Fund

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 27	\$ 27	\$ 172	\$ (145)	637%
<i>Community Park Fees</i>	-	-	684	(684)	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>	\$ 27	\$ 27	\$ 856	\$ (829)	3171%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Capital Outlay (Unity Park)</i>	-	300,000	17,395	282,605	6%
<i>Capital Outlay (Village Park)</i>	-	-	-	-	0%
<i>Capital Outlay - (St James development, Area I)</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ -	\$ 300,000	\$ 17,395	\$ 282,605	6%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ 225,000	\$ -	\$ -	0%
<i>Operating Transfers Out (Funding for projects at Unity Park with FY2012 bond)</i>	-	-	-	-	0%
<b>Total Other Sources (Uses)</b>	\$ -	\$ 225,000	\$ -	\$ 225,000	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 71,850	\$ 71,856	\$ 71,856
<i>+ Net Increase (Decrease)</i>	27	(74,973)	(16,539)
<b>Ending Fund Balance</b>	\$ 71,877	\$ (3,117)	\$ 55,317

**Audited FY15**

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ -	12,787
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	(6,737)
<i>Neighborhood Park Fees (Area IV)</i>	-	49,267
<b>Total</b>	\$ -	\$ 55,317

# Public Safety Special Revenue Fund

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 89,600	\$ 30,692	\$ 58,908	34%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	32,600	4,206	28,394	13%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 32,600	\$ 4,206	\$ 28,394	0%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Operating Transfers In	\$ -	\$ -	\$ -	\$ -	0%
Operating Transfers Out	(22,000)	(24,000)	-	(24,000)	0%
Total Other Sources (Uses)	\$ (22,000)	\$ (24,000)	\$ -	\$ (24,000)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 15,866	\$ 16,396	\$ 16,396
+ Net Increase (Decrease)	-	33,000	26,486
Ending Fund Balance	\$ 15,866	\$ 49,396	\$ 42,882

**Audited FY15**

# Municipal Court Technology Fee Fund

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<b>Revenues</b>	\$ 5,500	\$ 5,500	\$ 3,521	1,979	64%

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
<b>Services / Supplies</b>	\$ 5,500	\$ 5,500	\$ 5,065	\$ 435	92%
<b>Total Expenditures</b>	\$ 5,500	\$ 5,500	\$ 5,065	\$ 435	92%

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

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<b>Beginning Fund Balance</b>	\$ 32,929	\$ 37,655	\$ 37,655
<b>+ Net Increase (Decrease)</b>	-	-	(1,543)
<b>Ending Fund Balance</b>	\$ 32,929	\$ 37,655	\$ 36,112

**Audited FY15**

# Municipal Court Building Security Fund

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 4,100	\$ 4,100	\$ 2,641	\$ 1,459	64%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel (Bailiff)	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	0%
Services / Supplies	5,000	5,000	3,980	1,020	80%
Total Expenditures	\$ 8,000	\$ 8,000	\$ 3,980	\$ 4,020	50%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 30,406	\$ 30,107	\$ 30,107
+ Net Increase (Decrease)	(3,900)	(3,900)	(1,339)
Ending Fund Balance	\$ 26,506	\$ 26,207	\$ 28,768

**Audited FY15**

# Highland Village Community Development Corporation

## Working Capital Analysis (FY 2016)

	<i>Actual 2013-2014</i>	<i>Actual 2014-2015</i>
<b>Beginning Fund Balance</b>	<b>\$ 594,537</b>	<b>\$ 717,764</b>
<b>Revenues</b>		
4B Sales Tax	1,171,495	1,197,263
DCTA ELAP	-	-
Linear Park Fees	607	11,934
Miscellaneous Income	-	-
Interest Income	151	6,112
<b>Total</b>	<b>\$ 1,172,253</b>	<b>\$ 1,215,309</b>
<b>Expenditures</b>		
<i>Personnel</i>	112,132	113,602
<i>Services / Supplies</i>	113,409	148,197
Reimburse GF (Support Functions)	28,000	28,000
Reimburse GF (Debt Service)	795,485	887,884
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,049,026</b>	<b>\$ 1,177,683</b>
<b>Capital</b>		
Engineering	-	-
Projects Funded Directly	-	-
Transfer to 4B Capital Projects	\$ -	\$ -
<b>Equipment</b>	<b>-</b>	<b>-</b>
<b>Net Increase / (Decrease)</b>	<b>123,227</b>	<b>37,626</b>
<b>Working Capital Balance</b>	<b>\$ 717,764</b>	<b>\$ 755,390</b>

<i>Budget 2015-2016</i>	<i>Revised Budget 2016-2017</i>	<i>YTD 2015-2016</i>
<b>\$ 366,259</b>	<b>\$ 755,390</b>	<b>\$ 755,390</b>
1,307,012	1,307,012	<b>938,167</b>
-	-	-
-	-	<b>1,060</b>
6,000	6,000	-
2,000	2,000	<b>576</b>
<b>\$ 1,315,012</b>	<b>\$ 1,315,012</b>	<b>\$ 939,803</b>
179,823	179,823	<b>143,783</b>
168,039	308,039	<b>225,600</b>
28,000	28,000	-
898,117	898,117	<b>736,879</b>
<b>\$ 1,273,979</b>	<b>\$ 1,413,979</b>	<b>\$ 1,106,263</b>
-	-	-
5,500	415,000	-
<b>\$ 5,500</b>	<b>\$ 415,000</b>	<b>\$ -</b>
-	-	-
<b>35,533</b>	<b>(513,967)</b>	<b>(166,460)</b>
<b>\$ 401,792</b>	<b>\$ 241,423</b>	<b>\$ 588,931</b>



# PEG Fee Fund

## FY 2015/2016 Budget

**YEAR TO DATE AUGUST**

**Percent of Budget Year Transpired**

**91.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 65,000	\$ 65,000	\$ 63,536	\$ 1,464	98%
<i>Total Revenues</i>	\$ 65,000	\$ 65,000	\$ 63,536	\$ 1,464	98%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	19,500	19,500	5,550	13,950	28%
<i>Capital</i>	48,500	48,500	11,640	36,860	24%
<i>Total Expenditures</i>	\$ 68,000	\$ 68,000	\$ 17,190	\$ 50,810	25%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out</i>	-	(55,000)	-	(55,000)	0%
<i>Total Other Sources (Uses)</i>	\$ -	\$ (55,000)	\$ -	\$ (55,000)	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 25,900	\$ 30,276	\$ 30,276
<i>+Net Increase (Decrease)</i>	(3,000)	(58,000)	46,346
<i>Ending Fund Balance</i>	\$ 22,900	\$ (27,724)	\$ 76,622

**Audited FY15**

Note:  
The Revised Transfers-Out displaces the majority of budgeted capital expenditures. As a result, the projected fund balance is \$2,601 rather than (\$27,724) shown

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 18**

**MEETING DATE: 09/27/16**

**SUBJECT: Consider Ordinance 2016-1215 Adopting the FY 2016-2017 Annual Budget**

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

### **BACKGROUND:**

City staff initiated the FY 2017 Budget process in May of this year with departments reviewing programs and related costs in their respective areas. The budget was developed with Council in a series of workshops: the Capital Improvement Program was presented, followed by the General Fund Budget, Special Revenue Funds, and the Utility Fund. The proposed budget has been available on the City Web Site for review by residents. The final document presented is a joint product of Staff and Council to reflect priorities established by Council in the initial stages of this budget process. The second of two public hearings will be conducted at this meeting (the previous public hearing at the August 23<sup>rd</sup> meeting).

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

The FY 2016/17 Budget is presented for Council approval. The presented budget mirrors the expressed consensus of Council from the budget work sessions.

Truth in Taxation - specifically Local Government Code Section 102.007, requires specific action in adoption of the budget. A vote to adopt the budget must be a record vote. And the adopted budget must contain a cover page that includes a number of specifically worded statements regarding revenue, delineation of the record vote to adopt the budget, tax rates, and debt obligations amounts. All the pertinent information is likewise included in the City Manager Recommended Budget posted on-line, save the record vote of council – which will be updated subsequent to the actual council vote.

Additionally, adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of council to ratify the property tax increase reflected in the budget. As this budget does indeed raise more revenue, this is to be presented as a separate companion agenda item with the 2<sup>nd</sup> read.

### **OPTIONS & RESULTS:**

The complete budget is available for viewing on the City website, and is on file in the City Secretary's Office.

<https://tx-highlandvillage2.civicplus.com/DocumentCenter/View/2487>

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



This item was presented to Council at their September 13<sup>th</sup> meeting, where Council took a record vote and approved the first read of Ordinance 2016-1215.

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

A budget ordinance follows. Fund expenditure totals are enumerated in the ordinance along with parameters regarding amendments to the approved budget.

**RECOMMENDATION:**

Council to take a record vote to approve the second and final read of Ordinance 2016-1215 adopting the FY 2016-2017 Budget.

**CITY OF HIGHLAND VILLAGE**

**ORDINANCE NO. 2016-1215**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017, AND CATEGORY APPROPRIATIONS FOR EACH FUND AND DEPARTMENT, PROJECT AND ACCOUNT; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR INTER-FUND TRANSFERS; PROVIDING FOR INVESTMENT OF CERTAIN FUNDS; PROVIDING FOR FISCAL AND BUDGETARY POLICY GUIDELINES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, as required by Article VI of the City Charter, the City Manager has prepared and submitted to the City Council a Budget Estimate of expenditures and revenues of all city departments, activities and offices for the fiscal year beginning October 1, 2016 and ending September 30, 2017, and

**WHEREAS**, said 2016-2017 budget has been filed with the City Secretary of the City of Highland Village as required by law; and

**WHEREAS**, notices of public hearings upon said 2016-2017 budget have been duly and legally posted or published as required by law; and,

**WHEREAS**, said public hearings were held on August 23, 2016 and September 13, 2016, and whereon full and final consideration was given said budget; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, has determined that the proposed FY 2016-2017 budget will be sufficient to provide the needed services to Highland Village residents;

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

**Section 1.** For the purpose of providing the funds necessary and proposed to be expended in the Budget of the City of Highland Village for the fiscal year beginning October 1, 2016 and ending September 30, 2017, the Budget heretofore prepared by the City Manager and submitted to the City Council for its consideration and approval, said Budget for the different funds of the City of Highland Village are hereby fixed as follows:

General Fund	\$16,339,850
Debt Service Fund	\$2,644,800
Corps Leased Parks Fund	\$418,234
HV Drainage Utility Fund	\$748,298
Capital Projects Fund	\$0
Public Safety Special Revenue Fund	\$3,600
Park Development Fee Fund	\$0
PEG Fee Fund	\$33,700
Municipal Court Technology Fee Fund	\$5,500

Municipal Court Building Security Fund	\$0
Utility Fund	\$9,179,586
HV Community Development Fund	\$396,987
Total Funds	\$29,770,555

The above said budget is hereby approved for a total of \$29,770,555 and the available resources and revenues of the City of Highland Village for said fiscal year be and the same are hereby appropriated and set aside for the maintenance and operation of the various departments of the Government of the City of Highland Village, together with the various activities and improvements as set forth in said Budget, and expenditures under these appropriations shall not exceed the enumerated line items unless and until the line item(s) shall be amended by a Council-approved budget amendment, and further the expenditures shall be in accordance with the uses and purposes of the respective departments, as such are more specifically identified by the line items, and activities as provided for in said Budget. Amendments to the budget, including appropriations and expenditures which deviate from this budget shall be approved by the City Council by presentation of the item on a form in substantial conformity to that attached hereto as Exhibit A. Notwithstanding the foregoing, the City Manager is hereby authorized to make expenditures under this budget, without budget amendment, which exceed specific line items within expenditure categories, these categories being Personnel, Services/Supplies, and Capital. In no event shall expenditures for any department, expended under the City Manager's authority, exceed the departmental appropriation for said department.

**Section 2.** The Budget for the fiscal year beginning October 1, 2016 and ending September 30, 2017, approved herein, is on file in the City Secretary Office.

**Section 3.** The expenditures during the fiscal year beginning October 1, 2016 and ending September 30, 2017 shall be made in accordance with the Budget approved by this ordinance unless otherwise authorized by duly enacted ordinance of the City of Highland Village.

**Section 4.** The City Manager be and is hereby authorized in accordance with the provisions of Section 6.17 of the City Charter to approve expenditures up to the amount set forth in the financial policies adopted by the City Council, with any expenditure over such amount requiring the approval of the City Council.

**Section 5.** The City Manager be and is hereby authorized to make interfund transfers in accordance with budgeted appropriations during the fiscal year.

**Section 6.** The City Manager and/or the designated Investment Officer is authorized to invest idle funds, whether operating funds or bond funds in accordance with the City's Investment Policy as prescribed by the Public Funds Investment Act.

**Section 7.** The administration and execution of said budget for fiscal year beginning October 1, 2016 and ending September 30, 2017 shall be subject to certain fiscal and budgetary policies as adopted by the City Council.

UPON CALLING FOR A VOTE FOR APPROVAL OF THIS ORDINANCE ON FIRST READING, THE MEMBERS OF THE CITY COUNCIL VOTED AS FOLLOWS:

	Aye	Nay
Charlotte Wilcox, Mayor- Place 1	X	
Michelle Schwolert, Councilmember-Place 2	X	
Mike Lombardo, Councilmember – Place 3	X	
Barbara Fleming, Councilmember – Place 4	X	
Fred Busche, Councilmember – Place 5	X	
John McGee, Councilmember – Place 6	X	
William Meek – Councilmember – Place 7	X	

WITH 7 VOTING “AYE” AND 0 VOTING “NAY,” THIS ORDINANCE NO. 2016-1215 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THE 13<sup>th</sup> DAY OF SEPTEMBER, 2016.

UPON CALLING FOR A VOTE FOR APPROVAL OF THIS ORDINANCE ON SECOND AND FINAL READING, THE MEMBERS OF THE CITY COUNCIL VOTED AS FOLLOWS:

	Aye	Nay
Charlotte Wilcox, Mayor- Place 1		
Michelle Schwolert, Councilmember-Place 2		
Mike Lombardo, Councilmember – Place 3		
Barbara Fleming, Councilmember – Place 4		
Fred Busche, Councilmember – Place 5		
John McGee, Councilmember – Place 6		
William Meek – Councilmember – Place 7		

WITH     VOTING “AYE” AND     VOTING “NAY,” THIS ORDINANCE NO. 2016-1215 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 27<sup>th</sup> DAY OF SEPTEMBER, 2016.

APPROVED:

\_\_\_\_\_  
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:9/1/16:78796)

## EXHIBIT A

### Budget Amendment Request Worksheet Expenditure Line Item for Proposed Change:

<u>Department</u>	<u>Category</u>	<u>Current Budget</u> (Annual)	<u>Proposed Budget</u> (Annual)	<u>Increase /</u> <u>Decrease</u>
<u>Expenditures</u>				
<u>Total</u>				-

#### Reason for Request

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#### FUND BALANCE

☐

GENERAL FUND BALANCE

Details:

**Net Change \$ -**

☐

UTILITY FUND WORKING CAPITAL BALANCE

Details:

**Net Change \$**

☒

**COUNCIL APPROVAL  
REQUIRED**

**Inter-Departmental, offset by equal decrease  
or offset by increase in revenue item.**

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 19**

**MEETING DATE: 09/27/16**

**SUBJECT: Consider Resolution No. 2016-2660 Ratifying the Property Tax Revenue Increase Reflected in the 2016-17 Fiscal Year Budget**

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

### **BACKGROUND:**

City Staff initiated the FY 2017 Budget process in May of this year with departments reviewing programs and related costs in their respective areas. The budget was developed with Council in a series of workshops: the Capital Improvement Program was presented, followed by the General Fund Budget, Special Revenue funds, and the Utility Fund. The proposed budget has been available in the Office of the City Secretary on the City's Web Site for review by residents for the required period of time. The final document presented is a joint product of Staff and Council to reflect priorities established by Council in the initial stages of this budget process. Two public hearings as required by law and the City Charter were conducted at the August 23<sup>rd</sup> and September 13<sup>th</sup> meetings.

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

In accordance with Local Government Code §102.007(c), adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of Council to "ratify the property tax increase reflected in the budget". Essentially, this action acknowledges that Council is aware this budget will cost more than last year's budget. As this budget does indeed raise more revenue, this is required action.

### **OPTIONS & RESULTS:**

While the property **tax rate is unchanged** from last year, overall tax dollars are increased – this year collecting \$11,483,760 compared to \$10,943,987 last year. The increase is reflective of a 4.9 percent increase in valuation, including new valuation of \$13,278,780 added to the tax base. .

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

N/A

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

### **RECOMMENDATION:**

Approve Resolution No. 2016-2660 "ratifying the property tax increase reflected in the budget" as required by Local Government Code §102.007(c).

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2016-2660**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE 2016-17 FISCAL YEAR BUDGET; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Texas Local Government Code §102.007(c) requires that adoption of a budget that raises more property tax revenue than was generated the previous year requires a vote of the City Council to ratify the property tax increase reflected in the budget in addition to and separate from the votes to approve the ordinance adopting the annual budget and the ordinance adopting the tax rate for the current tax year; and

**WHEREAS**, the City Council has approved Ordinance No. 2016-1215 adopting the 2016-17 fiscal year budget which will require the City to raise more revenue from property taxes than in the 2015-16 fiscal year budget by an amount of \$539,773, which is a 4.9% increase from the 2015-16 fiscal year budget, of which \$75,640 is tax revenue to be raised from new property added to the tax roll this year; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, desires to ratify the property tax increase reflected in Ordinance No. 2016-1215 approving the 2016-17 Fiscal Year Budget.

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

**SECTION 1.** The property tax increase reflected in the 2016-17 Fiscal Year Budget and approved pursuant to Ordinance No. 2016-1215 is hereby ratified.

**SECTION 2.** This Resolution shall take effect immediately from and after its passage.

**PASSED AND APPROVED THIS THE 27<sup>TH</sup> DAY OF SEPTEMBER, 2016.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:9/20/15:79362)



## CITY OF HIGHLAND VILLAGE

### COUNCIL BRIEFING

AGENDA#	20	MEETING DATE:	09/27/16
SUBJECT:	Consider Ordinance 2016-1216 Levying the Ad Valorem Taxes for the Year 2016 at a Rate of \$.56963 Per \$100 Assessed Valuation on all Property Within the Corporate Limits of the City of Highland Village as of January 1, 2016		
PREPARED BY:	Ken Heerman, Assistant City Manager		

### BACKGROUND:

Texas Tax Code §26.05 requires a tax rate be adopted by official action following passage of a budget. The tax rate must be adopted in two separate components – Maintenance and Operations (M&O), and Interest and Sinking (I&S). The total tax rate of \$.56963/\$100 is unchanged from last year. However, because the current M&O rate, if adopted for FY 2016-2017 will result in raising more funds from property taxes than the current fiscal year, state law requires two public hearings be held regarding the proposed tax rate, as well as placement of associated notices in the city's official newspaper, posting to the City Website, also broadcast on HVTV. State law also requires a public hearing be held prior to adoption of the city's annual budget.

### IDENTIFIED NEED/S:

Ordinance No. 2016-1215 provides for the adoption of the City's official budget for Fiscal Year 2016-2017. Pursuant to the direction of the City Council, the City Manager has prepared the FY 2016-2017 budget based on anticipated revenues to the City from various sources, including the assessment of taxes on real and business personal property located within the City. In order to provide for sufficient revenues to pay the City's operation and maintenance obligations as well as the City's outstanding debt obligations, the FY 2016-2017 budget requires the City receive property tax revenues that would be generated through the adoption of the same tax rate adopted for FY 2015-2016. Staff has prepared for consideration Ordinance No. 2016-1216 which provides for the adoption of a total tax rate of \$.56963 per \$100 valuation (composed of a Maintenance and Operation rate of \$0.48279 per \$100 valuation and a debt service rate of \$0.08684 per \$100 valuation) to fund the FY 2016-2017 budget. Because the proposed tax rate will exceed the effective tax rate of \$0.55058 per \$100 valuation (which is the rate that would provide the same amount of funds raised from property taxes for the current fiscal year), state law requires certain language in larger font be included in the ordinance adopting the tax rate for the next fiscal year (see Section 2 of Ordinance No. 2016-1216). In addition, as the proposed tax rate exceeds the effective tax rate, at least 60 percent of the governing body must vote in favor of the ordinance by a record vote. State law also requires that the motion approving an ordinance adopting a tax rate that is greater than the effective tax rate include specific language (see **Recommendation** section below).

### PROGRESS TO DATE: (if appropriate)

This item was presented to Council at their September 13<sup>th</sup> meeting, where Council took a

record vote and approved the first read of Ordinance 2016-1216.

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

The ordinance adopting the tax rate follows this briefing.

### **RECOMMENDATION:**

Staff recommends approval of Ordinance No. 2016-1216 on the second and final reading. State law requires the motion to approve Ordinance No. 2016-1216 on second reading be made in the following form:

***“I move that the property tax rate be increased by the adoption of a tax rate of \$.56963, which is effectively a 3 percent increase in the tax rate and, therefore, I further move that Ordinance No. 2016-1216 be approved on second and final reading.”***

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2016-1216**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, LEVYING THE AD VALOREM TAXES FOR THE YEAR 2016 AT A RATE OF \$0.56963 PER \$100 ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGHLAND VILLAGE AS OF JANUARY 1, 2016; TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENSES; PROVIDING AN INTEREST AND SINKING FUND FOR ALL OUTSTANDING DEBT OF THE CITY OF HIGHLAND VILLAGE; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; APPROVING THE 2016 TAX ROLL CERTIFIED BY THE CHIEF APPRAISER OF THE DENTON CENTRAL APPRAISAL DISTRICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, assessments and renditions of all taxable property in the City of Highland Village have been made for the year 2016 by the Denton Central Appraisal District; and

**WHEREAS**, the City Council has approved Ordinance No. 2016-1215 adopting the City's annual budget for fiscal year 2016-2017; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, has determined that a total tax rate of \$0.56963 per \$100 assessed valuation should be adopted in order to provide funds necessary for the operations and maintenance obligations of the City and to fund required debt payments; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, upon full consideration of the matter, is of the opinion that the tax rate hereinafter set forth is proper and should be approved and adopted.

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

**Section 1.** There should be and is hereby levied for the year 2016 on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Highland Village, Texas, and not exempt by the Constitution of the State and valid State laws, a tax of \$0.56963 on each \$100 assessed value of taxable property, which tax shall be apportioned and distributed as follows:

- (a) For the purpose of defraying the current operational and maintenance expenses of the municipal government of the City, a tax of \$0.48279 on each one hundred dollars (\$100.00) assessed value of all taxable property within the City of Highland Village.
- (b) For the purpose of creating a sinking fund to pay the interest and principal maturities of all outstanding debt of the City of Highland Village, not otherwise provided for, a tax of \$0.08684 on each one hundred dollars (\$100.00) of assessed value of taxable property within the City of Highland Village and shall be applied to the payment of interest and maturities of all such outstanding debt, including paying agent fees.

**Section 2. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 4 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$20.62.**

**Section 3.** All ad valorem taxes shall become due and payable on October 1, 2016, and all ad valorem taxes for the year shall become delinquent if not paid prior to February 1, 2017. There shall be no discount for payment of taxes prior to February 1, 2017. A delinquent tax shall incur all penalty and interest authorized by law, to wit:

- (a) A penalty of six percent on the amount of the tax for the first calendar month it is delinquent, plus one percent for each additional month or portion of a month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent.
- (b) Provided, however, a tax delinquent on July 1, 2017, incurs a total penalty of twelve percent of the amount of delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax shall also accrue interest at the rate of one percent for each month or portion of a month the tax remains unpaid. Taxes for the year 2015 and taxes for all future years that become delinquent on or after February 1 but not later than May 1, that remain delinquent on July 1 of the year in which they become delinquent, incur an additional penalty in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 6.30 and 33.07, as amended. Taxes assessed against tangible personal property for the year 2014 and for all future years that become delinquent on or after February 1 of a year incur an additional penalty on the later of the date the personal property taxes become subject to the delinquent tax attorney's contract, or 60 days after the date the taxes become delinquent, such penalty to be in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 33.11. Taxes for the year 2015 and taxes for all future years that remain delinquent on or after June 1 under Texas Property Tax Code Sections 26.07(f), 26.15(e), 31.03, 31.031, 31.032 or 31.04 incur an additional penalty in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 6.30 and Section 33.08, as amended.

**Section 4.** The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

**Section 5.** The assessments and renditions for the year 2016 on all taxable property and the Tax Roll certified by the Chief Appraiser of the Denton Central Appraisal District as presented to the City Council are hereby approved.

**Section 6.** The fact that it is necessary that this Ordinance be enacted in order to authorize the collection of ad valorem taxes for the fiscal year 2016-2017 requires that this Ordinance shall take effect immediately from and after its passage on second reading, as the law in such cases provides.

UPON CALLING FOR A VOTE FOR APPROVAL OF THIS ORDINANCE ON FIRST READING, THE MEMBERS OF THE CITY COUNCIL VOTED AS FOLLOWS:

	Aye	Nay
Charlotte Wilcox, Mayor- Place 1	X	
Michelle Schwolert, Councilmember-Place 2	X	
Mike Lombardo, Councilmember – Place 3	X	
Barbara Fleming, Councilmember – Place 4	X	
Fred Busche, Councilmember – Place 5	X	
John McGee, Councilmember – Place 6	X	
William Meek – Councilmember – Place 7	X	

WITH 7 VOTING “AYE” AND 0 VOTING “NAY,” THIS ORDINANCE NO. 2016-1216 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THE 13<sup>th</sup> DAY OF SEPTEMBER, 2016.

UPON CALLING FOR A VOTE FOR APPROVAL OF THIS ORDINANCE ON SECOND AND FINAL READING, THE MEMBERS OF THE CITY COUNCIL VOTED AS FOLLOWS:

	Aye	Nay
Charlotte Wilcox, Mayor- Place 1		
Michelle Schwolert, Councilmember-Place 2		
Mike Lombardo, Councilmember – Place 3		
Barbara Fleming, Councilmember – Place 4		
Fred Busche, Councilmember – Place 5		
John McGee, Councilmember – Place 6		
William Meek – Councilmember – Place 7		

WITH     VOTING “AYE” AND     VOTING “NAY,” THIS ORDINANCE NO. 2016-1216 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 27<sup>th</sup> DAY OF SEPTEMBER, 2016.

APPROVED:

\_\_\_\_\_  
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:9/1/16:78789)

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

<b>AGENDA#</b>	<b>21</b>	<b>MEETING DATE:</b>	<b>09/27/16</b>
<b>SUBJECT:</b>	<b>Consider Resolution 2016-2661 Appointing Members to Various Positions on the Board of Ethics, Parks and Recreation Advisory Board, Planning and Zoning Commission, Zoning Board of Adjustment, Highland Village Community Development Corporation (4B), and Public Art Advisory Board</b>		
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>		

### **BACKGROUND:**

City ordinances state 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 submit an application to the City Secretary's Office for consideration by the City Council.

Each appointment is for a term of two years, unless an individual is appointed to fill a vacancy. A "term year" shall be from October 1 until the following September 30. The terms shall expire on the 30<sup>th</sup> day of September of the second year. Citizens appointed by City Council are only allowed to serve four consecutive terms, with the exception of the board of directors for the Highland Village Community Development Corporation (4B). Per their Articles of Incorporation, no member shall serve more than three consecutive terms.

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 to fulfill the vacancy prior to appointing new applicants.

Council enacted a mandatory attendance policy that requires a member of a board or commission not miss more than three consecutive meetings, and in no event shall he or she miss more than 25% of the regular meetings during a single term year.

### **IDENTIFIED NEEDS:**

There are nineteen (19) positions with terms that expire on September 30, 2016. This includes six (6) positions that have/or will soon have a vacancy.

Following is a listing of all currently serving members of each board and commission, including their history of service and the expiration date for their current term. The highlighted positions are to be considered for appointment/reappointment at this time.

### **Board of Ethics**

<b>Name</b>	<b>Place</b>	<b>Expiration</b>	<b>Original Appt.</b>	<b>Reappointed</b>
Ms. Stephanie Askew *	n/a	09/30/2016	09/28/2010	09/25/2012 09/23/2014
Mr. Richard Rega	n/a	09/30/2017	09/22/2015	
Ms. Allison Lassahn **	n/a	09/30/2016	09/25/2012	09/23/2014
Ms. Latisha Davis	n/a	09/30/2017	09/27/2011	09/24/2013 09/22/2015
Ms. Pam Spooner	n/a	09/30/2017	09/24/2013	09/22/2015

### **Highland Village Community Development Corporation**

<b>Name</b>	<b>Place</b>	<b>Expiration</b>	<b>Original Appt.</b>	<b>Reappointed</b>
Ms. Charlotte Wilcox *	City Representative	09/30/2016	06/10/2014	09/23/2014
Ms. Michelle Schwolert	City Representative	09/30/2017	06/12/2012	09/24/2013 09/22/2015
Mr. Rett Dean **	Citizen Member	09/30/2016	09/23/2014	
Mr. Fred Busche	City Representative	09/30/2017	06/10/2014	09/22/2015
Mr. Kenneth Koonsman +	Citizen Member	09/30/2016	06/22/2010	09/28/2010 09/25/2012 09/23/2014
Ms. Heather Moody	Citizen Member	09/30/2017	09/24/2015	
Mr. William Meek	City Representative	09/30/2017	06/12/2012	09/24/2013 09/22/2015

### **Parks and Recreation Advisory Board**

<b>Name</b>	<b>Place</b>	<b>Expiration</b>	<b>Original Appt.</b>	<b>Reappointed</b>
Ms. Kim McKibben *	Place 1	09/30/2016	09/27/2011	09/25/2012 09/23/2014
<b>Originally appointed Alternate Place 1 on 9/27/11</b>				
Mr. Ross Pittman +	Place 2	09/30/2016	09/27/2011	09/25/2012 09/23/2014
<b>Originally appointed Alternate Place 2 on 9/27/11</b>				
Mr. Dave Rush *	Place 3	09/30/2016	09/24/2013	09/23/2014
<b>Originally appointed Alternate Place 2 on 9/24/13</b>				
Mr. Gary Patz	Place 4	09/30/2017	09/23/2014	09/22/2015
<b>Originally appointed Alternate Place 1 on 9/23/14</b>				
Ms. Tamara Lisby	Place 5	09/30/2017	10/13/2015	
<b>Originally appointed Alternate Place 1 on 9/22/15</b>				
Mr. Adam Auten	Alternate Place 1	09/30/2017	09/22/2015	10/13/2015
<b>Originally appointed Alternate Place 2 on 9/22/15</b>				
Mr. Kenneth Green **	Alternate Place 2	09/30/2016	10/13/2015	

\* interested in being reappointed to current board or commission

\*\* interested in being appointed to a different board or commission

+ has reached his/her term limit **or** does not wish to be reappointed



### Planning and Zoning Commission

Name	Place	Expiration	Original Appt.	Reappointed
Richard Turner	Place 1	09/30/2017	09/22/2015	
Mr. Stan Lemko *	Place 2	09/30/2016	09/24/2013	09/23/2014
Originally appointed Alternate Place 2 on 9/24/13				
Mr. Austin Adams *	Place 3	09/30/2016	09/28/2010	06/12/2012
Originally appointed Alternate Place 2 on 9/28/10				09/25/2012
				09/23/2014
Ms. Deedee Ricketts	Place 4	09/30/2017	09/27/2011	09/24/2013
				09/22/2015
Mr. Daniel Jaworski	Place 5	09/30/2017	09/23/2014	09/22/2015
Originally appointed Alternate Place 1 on 9/23/14				
Mr. Charles Holden	Alternate Place 1	09/30/2017	09/22/2015	
VACANT	Alternate Place 2	09/30/2016		

### Public Art Advisory Board

Name	Place	Expiration	Original Appt.	Reappointed
Ms. Linda Pomeroy	Place 1	09/30/2017	09/24/2013	09/22/2015
Ms. Lorraine Hayes	Place 2	09/30/2017	09/24/2013	09/22/2015
Mr. Chas Foreman	Place 3	09/30/2017	09/23/2014	09/22/2015
Originally appointed Alternate Place 1 on 9/23/14				11/10/2015
Ms. Linda Chidsey *	Place 4	09/30/2016	09/24/2013	09/23/2014
VACANT	Place 5	09/30/2016		
Mr. Christian Hart	Alternate Place 1	09/30/2017	11/10/2015	
VACANT	Alternate Place 2	09/30/2016		

### Zoning Board of Adjustment

Name	Place	Expiration	Original Appt.	Reappointed
Mr. James Archibald	Place 1	09/30/2017	09/25/2012	09/24/2013
Originally appointed Alternate Place 1 on 9/25/12				09/22/2015
Mr. Andrew Prychodko	Place 2	09/30/2017	09/23/2014	09/22/2015
Originally appointed Alternate Place 1 on 9/23/14				
Ms. Thomas Peck	Place 3	09/30/2017	09/22/2015	
Mr. Richard Metivier *	Place 4	09/30/2016	09/27/2011	09/25/2012
Originally appointed Alternate Place 2 on 9/27/11				09/23/2014
Ms. Darrah Boxberger *	Place 5	09/30/2016	09/24/2013	09/23/2014
Originally appointed Alternate Place 1 on 9/24/13				
Mr. Christian Hart	Alternate Place 1	09/30/2017	09/22/2015	
Mr. Walter Goin III **	Alternate Place 2	09/30/2016	09/23/2014	
VACANT	Alternate Place 3	09/30/2016		

\* interested in being reappointed to current board or commission

\*\* interested in being appointed to a different board or commission

+ has reached his/her term limit **or** does not wish to be reappointed

## **OPTIONS & RESULTS:**

Council to discuss making appointments to the Board of Ethics, Highland Village Community Development Corporation (4B), Parks and Recreation Advisory Board, Planning and Zoning Commission, Public Art Advisory Board, and Zoning Board of Adjustment.

## **PROGRESS TO DATE:**

A call for volunteers was advertised in the June, July and August utility bill inserts, the Summer Villager Newsletter, the City's Facebook Page, HVTN News, and on the City's website. To date, the City Secretary has received a total of thirty-one (31) applications, which include currently serving members who wish to be considered for reappointment to the same or a different position.

Members who are currently serving on Boards and Commissions with terms expiring on September 30, 2016 were contacted and given the opportunity to notify the City Secretary's Office if they were interested in being considered for reappointment.

- Nine (9) members wish to be considered for reappointed to the same Board or Commission.
- Four (4) members wish to be considered for appointed to a different Board or Commission.

In addition, seventeen (17) new applications were received by the City Secretary's Office for consideration by Council.

Council was provided with copies of all applications received by the City Secretary for their review and consideration during the early worksession at the August 23, 2016 Council Meeting. Attendance records for the various boards and commissions were also provided to Council at that time. Council hosted a "Meet and Greet" event on September 13, 2016 to allow an opportunity for applicants and Council to visit.

## **BUDGETARY IMPACT/ORDINANCE CHANGE:**

N/A

## **RECOMMENDATION:**

Council to discuss making appointments to various positions on City Boards and Commissions and approve Resolution 2016-2661.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2016-2661**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING MEMBERS TO VARIOUS POSITIONS ON THE BOARD OF ETHICS, HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION, PARKS AND RECREATION ADVISORY BOARD, PLANNING AND ZONING COMMISSION, ZONING BOARD OF ADJUSTMENT, AND PUBLIC ART ADVISORY BOARD;; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Highland Village desires to appoint citizens to serve for terms beginning October 1, 2016, for positions on various board and commissions;

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

**SECTION 1.** The following people are hereby appointed to the indicated positions on the Board of Ethics with a term commencing on October 1, 2016, and ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	N/A	September 30, 2018
_____	N/A	September 30, 2018

**SECTION 2.** The following people are hereby appointed to the indicated positions on the Parks and Recreation Advisory Board with a term commencing on October 1, 2016, and ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	Place 1	September 30, 2018
_____	Place 2	September 30, 2018
_____	Place 3	September 30, 2018
_____	Alternate 2	September 30, 2018
_____	Alternate 1	September 30, 2017 (if needed)

**SECTION 3.** The following people are hereby appointed to the indicated positions on the Planning and Zoning Commission with a term commencing on October 1, 2016, and ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	Place 2	September 30, 2018
_____	Place 3	September 30, 2018

_____	Alternate 2	September 30, 2018
_____	Alternate 1	September 30, 2017 (if needed)

**SECTION 4.** The following people are hereby appointed to the indicated positions on the Zoning Board of Adjustment with a term commencing on October 1, 2016, and ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	Place 4	September 30, 2018
_____	Place 5	September 30, 2018
_____	Alternate 2	September 30, 2018
_____	Alternate 3	September 30, 2018
_____	Alternate 1	September 30, 2017 (if needed)

**SECTION 5.** The following people are hereby appointed to the indicated positions on the Highland Village Community Development Corporation (4B) with a term commencing on October 1, 2016, and ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	City Representative	September 30, 2018
_____	Citizen Representative	September 30, 2018
_____	Citizen Representative	September 30, 2018

**SECTION 6.** The following people are hereby appointed to the indicated positions on the Public Art Advisory Board with a term commencing on October 1, 2016, and ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	Place 4	September 30, 2018
_____	Place 5	September 30, 2018
_____	Alternate 2	September 30, 2018
_____	Alternate 1	September 30, 2017 (if needed)

**SECTION 8.** This Resolution shall take effect immediately upon passage.

**PASSED AND APPROVED THIS THE 27<sup>th</sup> DAY OF SEPTEMBER, 2016.**

**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:9/21/16:79438)

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

<b>AGENDA#</b> 22	<b>MEETING DATE:</b> 09/27/16
<b>SUBJECT:</b>	<b>Status Reports on Current Projects and Discussion on Future Agenda Items</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**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.

- 35Express Update



## **UPCOMING EVENTS**

**Expected Absences:** None

**September 27, 2016**      **Regular City Council Mtg. 7:30 pm**

October 6, 2016      Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**October 11, 2016**      **Regular City Council Mtg. 7:30 pm**

October 17, 2016      Park Board Mtg. 6:00 pm (if needed)

October 18, 2016      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

October 20, 2016      Public Art Advisory Board Mtg. 7:00 pm (if needed)

**October 25, 2016**      **Regular City Council Mtg. 7:30 pm**

November 3, 2016      Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**November 8, 2016**      **Regular City Council Mtg. 7:30 pm**

November 15, 2016      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

November 17, 2016      Public Art Advisory Board Mtg. 7:00 pm (if needed)

November 21, 2016      Park Board Mtg. 6:00 pm (if needed)

**November 22, 2016**      **Regular City Council Mtg. 7:30 pm**

**November 24 & 25, 2016**      **City Offices Closed for the Thanksgiving Holiday**

December 1, 2016      Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**December 13, 2016**      **Regular City Council Mtg. 7:30 pm**

December 15, 2016      Public Art Advisory Board Mtg. 7:00 pm (if needed)

December 19, 2016      Park Board Mtg. 6:00 pm (if needed)

December 20, 2016      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

**December 23 & 26, 2016**      **City Offices Closed for the Christmas Holiday**

**December 27, 2016**      **Regular City Council Mtg. 7:30 pm**

\*\*\*Please visit [www.highlandvillage.org](http://www.highlandvillage.org) or the City Hall bulletin board for latest additions, updates and changes\*\*\*

By: Karen Bradley, Administrative Assistant - City Secretary Office