



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

**REGULAR MEETING  
OF THE CITY COUNCIL  
CITY OF HIGHLAND VILLAGE, TEXAS  
TUESDAY, MAY 9, 2017, 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. Presentation by University of Texas Arlington Capstone Program Graduates regarding an Emergency Outdoor Warning Siren Study
2. Discuss Selection of Mayor Pro Tem and Deputy Mayor Pro Tem
3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of May 9, 2017

(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 551.074 – Deliberate the appointment, evaluation and duties of public officers for the Planning and Zoning Commission
  - (b) Section 551.072 – Deliberate the purchase, sale, lease, or value of real property generally located north of FM 407 and east of Highland Village Road
  - (c) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)

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

5. Call to Order
6. Administration of Oaths of Office (*Ceremonial Purposes Only*)
7. Prayer to be led by Councilmember Dan Jaworski

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

## **CONSENT AGENDA**

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

13. **Consider Approval of Minutes of the Regular Meeting held on April 25, 2017**
14. **Consider Resolution 2017-2680 approving a Task Order for BW2 for the 2017 Overlay Project**
15. **Consider Resolution 2017-2681 authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with BlackEagle Real Estate Partners, LLC relating to the Revitalization of the Highland Village Town Center**
16. **Receive Budget Report for Period Ending March 31, 2017**
17. **Receive Investment Report for Period Ending March 31, 2017**

## **ACTION AGENDA**

18. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**
  - (a) **Section 551.074 – Deliberate the appointment, evaluation and duties of public officers for the Planning and Zoning Commission**
  - (b) **Section 551.072 – Deliberate the purchase, sale, lease, or value of real property generally located north of FM 407 and east of Highland Village Road.**

- (c) 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)
19. Conduct a Public Hearing and Consider Ordinance 2017-1223 Re-adopting in its Entirety Article 14.04 “Parks and Recreation” Division 7 “Youth Services Standards of Care” of the Code of Ordinances of the City of Highland Village, Texas, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (1<sup>st</sup> of two reads)
  20. Consider Ordinance 2017-1224 Amending Code of Ordinances Chapter 22, “Utilities” by Amending in its Entirety Division 2 “Rates, Charges and Billing” of Article 22.02 “Water Service” and Amending in its Entirety Division 2 “Rates and Charges” of Article 22.03 “Sewer Service. (1<sup>st</sup> of two reads)
  21. Consider Ordinance 2017-1221 amending Section 14.04.001 and Section 14, Division 2 of the Code of Ordinances relating to the Parks and Recreation Advisory Board (2<sup>nd</sup> and final read)
  22. Consider Ordinance 2017-1222 amending Section 1.04.005 of the Code of Ordinances relating to the appointment and duties of the Clerk of the City’s Municipal Court of Record (2<sup>nd</sup> and final read)
  23. Consider Resolution 2017-2679 Appointing a Member to Fill a Vacancy on the Planning and Zoning Commission

**LATE WORK SESSION**

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

24. Discuss Date of Special Meeting to Canvass the Results of the May 6, 2017 Special Election
25. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
  - 35Express Project Update
26. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 5<sup>TH</sup> DAY OF MAY, 2017 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 \_\_\_\_\_, 2017 at  
\_\_\_\_\_ am / pm by \_\_\_\_\_.

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

<b>AGENDA#</b> 1	<b>MEETING DATE:</b> 05/09/17
<b>SUBJECT:</b>	Presentation by UTA Capstone Graduate Students regarding the City's Emergency Outdoor Warning System
<b>PREPARED BY:</b>	Crystal Babcock, Public Affairs Admin Specialist

**COMMENTS**

Graduate students from the University of Texas Arlington Capstone program will present their project regarding the City's Outdoor Warning System.

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

<b>AGENDA#</b>	<b>2</b>	<b>MEETING DATE:</b>	<b>05/09/17</b>
<b>SUBJECT:</b>	<b>Discuss Selection of Mayor Pro Tem and Deputy Mayor Pro Tem</b>		
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>		

**BACKGROUND:**

In accordance with Chapter 3.12 and Chapter 13.12.1 of the City Charter, the Council shall select one of its members to serve as Mayor Pro Tem and one of its members to serve as Deputy Mayor Pro Tem.

Currently Councilmember Michelle Schwolert serves as Mayor Pro Tem and outgoing Councilmember William Meek was serving as Deputy Mayor Pro Tem. This item has been placed on the agenda for Council to discuss selection of a Mayor Pro Tem and Deputy Mayor Pro Tem.

There is an item on the regular agenda for tonight's meeting to formally select a Mayor Pro Tem and Deputy Mayor Pro Tem.

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

**AGENDA# 8**                      **MEETING DATE: 05/09/17**

**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: 05/09/17**

**SUBJECT: Selection of Mayor Pro Tem and Deputy Mayor Pro Tem**

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

**BACKGROUND:**

In accordance with Chapter 3.12 and Chapter 13.12.1 of the City Charter, the Council shall select one of its members to serve as Mayor Pro Tem and one of its members to serve as Deputy Mayor Pro Tem.

**IDENTIFIED NEED/S:**

To discuss and select Council members to serve as Mayor Pro Tem and Deputy Mayor Pro Tem. Currently, Councilmember Michelle Schwolert serves as Mayor Pro Tem, and outgoing Councilmember William Meek was serving as Deputy Mayor Pro Tem.

**OPTIONS & RESULTS:**

N/A

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

This item has been placed on the agenda for Council to select a Mayor Pro Tem and Deputy Mayor Pro Tem.

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

N/A

**RECOMMENDATION:**

To select a Mayor Pro Tem and a Deputy Mayor Pro Tem.



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

**AGENDA# 12**

**MEETING DATE: 05/09/17**

**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 – National Police Week



## PROCLAMATION

***WHEREAS,** There are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the HIGHLAND VILLAGE POLICE DEPARTMENT; and*

***WHEREAS,** Nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and*

***WHEREAS,** Since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and*

***WHEREAS,** The names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and*

***WHEREAS,** New names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 144 officers killed in 2016, with 19 from the State of Texas; and*

***WHEREAS,** The service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 29<sup>th</sup> Annual Candlelight Vigil, on the evening of May 15, 2017; and*

***WHEREAS,** May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and the U.S. flags should be flown at half staff.*

***NOW THEREFORE,** I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim May 15-21, 2017 in Highland Village as:*

### ***"NATIONAL POLICE WEEK"***

*And publicly salute the service of law enforcement officers in our community and in communities across the nation.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Highland Village to be affixed on this the 9<sup>th</sup> day of May 2017.*

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*Charlotte Wilcox, Mayor*

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

<b>AGENDA#</b> 13	<b>MEETING DATE</b> 05/09/17
<b>SUBJECT:</b>	<b>Consider Approval of Minutes of the Regular Meeting held on April 25, 2017</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

**OPTIONS & RESULTS:**

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

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

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

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

N/A

**RECOMMENDATION:**

To approve the April 25, 2017 City Council meeting minutes.

**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
TUESDAY, APRIL 25, 2017**

The City Council of the City of Highland Village, Texas met in Early Work Session on the 25<sup>th</sup> day of April, 2017, prior to the Regular Council Meeting.

**Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m. and introduced Mayor for the Day, Miss Gracie McWilliams.

**Roll Call**

Present:	Charlotte J. 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
	Scott Kriston	Public Works Director
	Jana Onstead	Human Resources Director
	Brad Goudie	Fire Chief
	Jeff Sun	Staff Accountant
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

**EARLY WORK SESSION**

**1. Presentation by Pat Cannon regarding Lion's Club Special Event**

Ms. Emily Rohne, Pilot Coordinator for the Highland Village Lion's Club Balloon Festival, reported on the insurance requirements of the pilots and stated that the Lion's Club also has a separate policy. Mr. Pat Cannon, Balloonmeister, provided his resume and stated he also serves as an FAA pilot examiner and FAA FFAST Team lead representative. Mr. Cannon stated he has been involved with the event in Highland Village since its inception and is also the Balloonmeister for the Plano Balloon Festival.

Mr. Cannon stated safety is the main priority of events he works on and reported he reviews the pilot's background to ensure quality pilots are used for the events. He also reported he works with weather experts from the FAA when making decisions regarding flight direction and landings. City Manager Michael Leavitt reported staff is working with the City Attorney to update the event agreement. He asked City Council to email him or the City Secretary if they have any questions they would like forwarded to Mr. Cannon.

**2. Discuss Utility Rate Increase**

Assistant City Manager Ken Heerman presented information regarding an adjustment to the City's utility rate structure. He reported the City in 2007 separated the rate structure into two parts: a Wholesale Pass-Through component and a City component. The City component has maintained the same utility rates for water and sewer services for the last ten (10) years. However, increased conservation awareness and several years of wet summers have resulted in reduced water sales. This, coupled with increased operating costs, has prompted the need for an adjustment to the rate structure of roughly 20%.

Along with need for increased revenues, a change in the rate structure for water was discussed. To accommodate sufficient irrigation for landscape needs, a flat rate is proposed for water usage up to 50,000 gallons. Usage incurred over this threshold will be charged a significantly higher rate to facilitate conservation. Mr. Heerman showed that bills associated with the proposed rates are in line with comparisons of other area cities. Due to time constraints, City Manager Michael Leavitt reported any remaining discussion on this item could be done during Late Work Session.

**3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of April 25, 2017**

Mayor Wilcox read Agenda Items #4(a), #4(b), and #4(c) and announced Council would convene into Closed Session.

**CLOSED SESSION**

Council convened into Closed Session at 7:00 p.m.

- 4. Hold a closed meeting in accordance with the following sections of the Texas Government Code:**
- (a) Section 551.074 – Personnel – Deliberate the Evaluation of the City Manager and City Secretary**
  - (b) Section 551.074 – Deliberate the appointment, evaluation and duties of public officers for the Planning and Zoning Commission**
  - (c) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**

Council concluded Closed Session at 7:30 p.m.

**OPEN SESSION**

**5. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:31 p.m.

**Roll Call**

Present:	Charlotte J. 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 Kevin B. Laughlin Ken Heerman Angela Miller Sheri Morrison Scott Kriston Jana Onstead Laurie Mullens Andrew Boyd Karen Bradley	City Manager City Attorney Assistant City Manager City Secretary Police Commander Public Works Director Human Resources Director Public Affairs Manager Media Specialist Administrative Assistant

**6. Prayer to be led by Councilmember John McGee**

Councilmember McGee gave the invocation.

**7. Pledge of Allegiance to the U.S. and Texas Flags to be led by Councilmember John McGee**

Councilmember McGee led the Pledge to the U.S. and Texas Flags.

**8. Visitor Comments**

The following person spoke:

Dan Jaworski (318 Singletree) – Mr. Jaworski thanked Deputy Mayor Pro Tem William Meek for his service to Highland Village and thanked him for his friendship and mentorship.

**9. City Manager/Staff Reports**

- **HVTV Update**

Doubletree Ranch Park Grand Opening Celebration – will be held on Saturday, May 13 from 11:00 a.m. to 1:00 p.m.; everyone is invited to enjoy a free concert, games and food

Special Election – will be held on Saturday, May 6, 2017 for residents to vote for or against ten proposed amendments to the Highland Village City Charter; during early voting, registered voters may vote at any Denton County polling site; Early Voting will take place April 24-29 from 8:00 a.m. to 5:00 p.m. and on May 1-2 from 7:00 a.m. to 7:00 p.m.; on May 6, the polls will be open from 7:00 a.m. to 7:00 p.m.; on Election Day, registered voters must vote at their assigned polling site

Unity Dog Park – the dog park is now open, and includes 1.5 acres with designated areas for small dogs and large dogs; the park is open from 6:00 a.m. to 11:00 p.m. daily, except on Wednesdays; the park is closed every Wednesday for maintenance

Highland Village Art Festival – this year's event will be held on Saturday, May 6 at The Shops at Highland Village from 10:00 a.m. to 6:00 p.m. and will include displays from local artists, artist demonstrations, live music and entertainment, and interactive children's art activities; free admission and parking

Paper Shredding Day – a free, on-site paper shredding service will be onsite at Pilot Knoll Park on April 29 from 2:00 p.m. to 5:00 p.m.; for Highland Village residents only, businesses are not allowed; present your ID at the gatehouse

10. **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 Greyhound Adoption League of Texas (GALT) will celebrate its 16<sup>th</sup> birthday/anniversary with a party at Doubletree Ranch Park this Saturday, April 29 from 11:00 a.m. to 3:00 p.m.

Mayor Pro Tem Schwolert reported Lewisville ISD will hold a Medication Disposal Day at Marcus High School on Saturday, April 29 from 10:00 a.m. to 2:00 p.m.; bring expired or unused over-the-counter or prescription medications, which will be properly disposed of by the DEA.

Mayor for the Day, Gracie McWilliams reminded everyone about early voting, which is being held Monday through Saturday, April 24-29 from 8:00 a.m. to 5:00 p.m., and on Monday and Tuesday, May 1-2 from 7:00 a.m. to 7:00 p.m.

- **Proclamation – Greyhound Adoption Week**

Mayor Wilcox presented a proclamation to Suzanne Burke from GALT celebrating April 29, 2017 as Greyhound Adoption Day.

- **Proclamation – Mayor for the Day**

Mayor Wilcox presented Miss Gracie McWilliams with a proclamation celebrating her as Mayor for the Day. Miss McWilliams is a student at Heritage Elementary.

- **Presentation to Outgoing Deputy Mayor Pro Tem William Meek**

Mayor Wilcox presented Deputy Mayor Pro Tem Meek with an eagle statue honoring his eight year tenure on City Council. Mayor Wilcox thanked him for his service and said he has been an outstanding advocate for the City of Highland Village. All Council members thanked Mr. Meek for his service and dedication.

- **Swearing In of Corporal Anita Sanchez and Corporal Cory Gullo**

Police Commander Sheri Morrison swore in Police Corporal Anita Sanchez and Police Corporal Cory Gullo. Both were recently promoted to the position of Corporal.

## **CONSENT AGENDA**

11. **Consider Approval of Minutes of the Regular Meeting held on April 11, 2017**

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

**ACTION AGENDA**

12. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:

(a) Section 551.074 – Personnel – Deliberate the Evaluation of the City Manager and City Secretary

**APPROVED (7 – 0)**

***Motion by Councilmember Fleming, seconded by Deputy Mayor Pro Tem Meek, that the City Secretary's employment agreement be amended to include an additional five personal days per year effective immediately. Motion carried 7 – 0.***

(b) Section 551.074 – Deliberate the appointment, evaluation and duties of public officers for the Planning and Zoning Commission

**NO ACTION TAKEN**

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

**NO ACTION TAKEN**

13. Consider Ordinance 2017-1221 amending Section 14.04.001 and Section 14, Division 2 of the Code of Ordinances relating to the Parks and Recreation Advisory Board (1<sup>st</sup> of two reads)

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

City Secretary Angela Miller reported a special election was called by the City Council on May 6, 2017, for the purpose of placing before the voters of Highland Village various propositions regarding amendments to the City's Home Rule Charter. Among the sections identified for amendment is Proposition 6, which amends Section 4.06(B) by deleting the specific organizational details of the Parks and Recreation Board from the Charter and adding such details to the Code of Ordinances section relating to the Parks and Recreation Advisory Board (Board). Mrs. Miller further reported if Proposition 6 is approved by the voters, and to provide for a seamless and continuous operation of the Board, an ordinance needs to be adopted amending the provisions of the Code of Ordinances relating to the Board. This ordinance will be effective concurrently with the effective date of the Charter amendments, if Proposition 6 is approved at the May 6, 2017 Special Election.

***Motion by Councilmember Busche, seconded by Councilmember McGee, to approve the first read of Ordinance 2017-1221 amending Section 14.04.001 and Section 14, Division 2 of the Code of Ordinances relating to the Parks and Recreation Advisory Board. Motion carried 7-0.***

14. Consider Ordinance 2017-1222 amending Section 1.04.005 of the Code of Ordinances relating to the appointment and duties of the Clerk of the City's Municipal Court of Record (1<sup>st</sup> of two reads)

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

Mrs. Miller reported the City Charter currently provides for the Municipal Court Judge to appoint the Clerk of the Municipal Court when, in fact, the Municipal Court Clerk is



presently hired by the City Manager. Included as an amendment to the City Charter is Proposition 5, which proposes to repeal Section 4.05 of the City Charter relating to the appointment of the Clerk of the Municipal Court. State law requires a city that operates a municipal court of record to provide by ordinance for the appointment of a Municipal Court Clerk. If Proposition 5 is approved by the voters, an ordinance amending the Code of Ordinances relating to the appointment and duties of the Clerk of the Municipal Court to reflect the current practice needs to be adopted to be effective concurrently with the effective date of the proposed charter amendment.

***Motion by Councilmember McGee, seconded by Deputy Mayor Pro Tem Meek, to approve the first read of Ordinance 2017-1222 amending Section 1.04.005 of the Code of Ordinances relating to the appointment and duties of the Clerk of the City's Municipal Court of Record. Motion carried 7-0.***

## **LATE WORK SESSION**

### **15. Discuss Appointment to Fill a Vacancy on the Planning and Zoning Commission**

This item was not discussed.

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

Mr. Leavitt provided the following update:

#### **FM 2499 Section 5 Update**

Section 5 of FM 2499 (Swisher Road to Mayhill/State School Road in Denton) is anticipated to be complete and open in November of this year.

#### **Prescription/Medicine Drop Off Box**

As part the City's proactive, community policing model, we have offered a way to collect unwanted or expired prescription drugs. Mr. Leavitt reported the City has modified the current collection system due to DEA recommendations and safety concerns, and there will no longer be outside drop off boxes. The City will continue to take unused and expired prescriptions and over-the-counter medications at the drop off box located inside the rotunda at City Hall. Be sure to put any unwanted drugs in a baggie or original unlabeled pill bottle and place them in the collection unit. If a resident is unable to drop off the medication, they can contact the Police Department and an officer will pick up their unwanted medications and safely dispose of them.

This program has been very successful. In our most recent trip to the destruction vendor, we took over 1500 pounds of collected items that had been deposited through the use of our drug drop off system. Mr. Leavitt stated these drugs will never have the chance to make it into the hands of our youth or into our water supply.

#### **35Express Project Update**

- Work on Highland Village Road at the I-35E southbound frontage road is scheduled for completion this spring.
- Construction of Copperas Branch Park and Highland Lakes Park are scheduled to begin this spring.
- Work on the new fencing along the pedestrian/bike path on the west side of the new Lewisville Lake bridge has begun. The path and the southbound frontage

road lanes are scheduled for completion this summer.

Mayor Wilcox stated since the Dog Park is closed on Wednesday for maintenance, she has been asked if the park could open at 5:00 p.m. Mr. Leavitt reported heavy watering is done on that day and until the sod is fully established the park needs to remain closed even in the evenings.

Councilmember Fleming asked how to stop motorized vehicles on City trails on weekends. Mr. Leavitt stated motorized vehicles on City trails are prohibited per City ordinance and to report violations by calling the Police Department's non-emergency number.

Mayor Pro Tem Schwolert voiced her appreciation to all of the Parks and Recreation staff and recognized the work they put in to the parks, specifically: preparing the ball fields at Unity Park, the work and finishing touches put in at the Dog Park and Doubletree Ranch Park, maintaining the grounds around the Municipal Complex and all of their recent activities and special events.

Mayor Wilcox thanked Mayor for the Day, Miss McWilliams, for assisting her with the meeting. Council took a short break at 8:20 p.m. and reconvened at 8:25 p.m. to continue the earlier discussion regarding Agenda Item #2.

## **2. Discuss Utility Rate Increase**

In discussion of proposed sewer rates, Mr. Heerman provided three options relating to potential rate structure for sewer, also providing comparisons with other area cities. In general, increases are to be focused toward the base rate, also providing for an equivalent commercial volume rate:

- ❖ Option 1 – \$10.25 base, \$5.40 volume rate (To keep base increase at \$10)
- ❖ Option 2 – \$27.00 base, \$4.00 volume rate (Includes 6,000 gal in base vs. 2,000)
- ❖ Option 3 – \$17.00 base, \$3.70 volume rate

Staff recommendation is Option 3. Mr. Heerman reported staff is seeking direction from Council regarding rates, determination to provide for an over age 65 discount, and the effective date of implementation. Council members voiced the importance of notifying and educating residents on the rate changes. The City Council directed staff to provide information to residents regarding the changes in upcoming water bills, the City's website and possibly town hall meeting(s). Consensus of Council is to move forward with Option 3 for sewer rates, in conjunction with the proposed water rates, with an effective date of October, and to allow for an over age 65 discount.

## **17. Adjournment**

Mayor Wilcox adjourned the meeting at 9:30 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# 14**

**MEETING DATE: 05/09/17**

**SUBJECT: Consider Resolution 2017-2680 authorizing the City Manager to execute a Task Order with BW2 Engineers, Inc. for the provision of Professional Services for the 2017 Overlay Project**

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

**BACKGROUND:**

The City desires to overlay several streets in Highland Village, including Hickory Ridge Drive (between North Clearwater and South Clearwater), Elmwood Drive, Mockingbird Drive and Post Oak Drive (between Pecan and Bluebonnet). Staff is including the overlay of Tharp Drive as an alternate street if desirable bids are received. These street sections are identified as asphalt overlay candidates in our Street Maintenance Program since the water lines have been replaced in these areas from previously completed utilities projects.

**IDENTIFIED NEED/S:**

As part of the City's on-going Street Maintenance Program, the City wishes to improve these street sections (identified above) by providing a new asphalt overlay on the existing pavement structure and crown restoration.

**OPTIONS & RESULTS:**

The overlay of the identified sections of streets will provide for a smoother riding surface and extended longevity for the pavement structure.

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

A Task Order has been received from BW2 Engineers, Inc, for the provision of professional engineering and surveying services required for this project.

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

The funds for this project will be provided from the General Fund (from the street budget). The cost for engineering design services is a not-to-exceed amount of \$33,200.00.

**RECOMMENDATION:**

Approve Resolution No. 2017-2680.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2017-2680**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE A TASK ORDER WITH BW2 ENGINEERS, INC. FOR DESIGN SERVICES FOR THE 2017 OVERLAY PROJECT IN THE AMOUNT OF \$33,200.00; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City Administration has determined that performing an asphalt overlay of Hickory Ridge Drive (between North Clearwater and South Clearwater), Elmwood Drive, Mockingbird Drive and Post Oak Drive (between Pecan and Bluebonnet) and including Tharp Drive as an add alternate ("the Project") is necessary for the continuation of safe and efficient travel along said Roads; and

**WHEREAS**, City Administration has solicited and received a task order for design services of the Project and recommends executing a task order with BW2 Engineers, Inc., per the General Engineering Services Agreement as amended and dated August 28, 2001, for the Project for an amount not to exceed \$33,200.00; and

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

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

**SECTION 1.** The City Manager is hereby authorized to execute a task order with BW2 Engineers, Inc. for the 2017 Overlay Project for an amount not to exceed \$33,200.00.

**SECTION 2.** The City Manager is further authorized to execute such change orders to said contract as he deems reasonable and necessary to the extent allowed by law and City policy and subject to the availability of current funds for said purpose.

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

**PASSED AND APPROVED** this the 9<sup>th</sup> day of May, 2017.

**APPROVED:**

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**Charlotte 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:5/4/17:85974)

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

<b>AGENDA#</b>	<b>15</b>	<b>MEETING DATE:</b>	<b>05/09/17</b>
<b>SUBJECT:</b>	<b>Consider Resolution 2017-2681 authorizing the City Manager to Execute a Professional Services Agreement with BlackEagle Real Estate Partners, LLC.</b>		
<b>PREPARED BY:</b>	<b>Michael Leavitt, City Manager</b>		

**BACKGROUND:**

BlackEagle Real Estate Partners, LLC has been identified by the City Manager as the preferred economic development consultant to assist the City with the City's role in redevelopment of Highland Village Town Center. BlackEagle has significant expertise in pricing, restructuring, and buying and selling non-performing real estate such as retail centers. In addition, the firm has an extensive network of highly respected owners and operators and other retail professionals. The company and its financial partners structure, invest and manage commercial real estate properties. Using a collaborative approach, attention to detail and market expertise, the company is well positioned to provide innovative solutions and maximize returns for retail centers such as Highland Village Town Center. In meeting with BlackEagle, the City Manager has identified the company's ability to create solutions rather than roadblocks, advise on redevelopment of the center and effectively communicate with all parties, including the centers owners and retailers.

**IDENTIFIED NEED/S:**

To assist and advise the City on the revitalization and repositioning of the Highland Village Town Center.

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

The City Attorney has drafted a Resolution for review and execution.

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

The estimated total cost of this professional service agreement is \$65,000, although the total cost of this agreement will be over three fiscal budget years.

**RECOMMENDATION:**

Approve Resolution 2017-2681.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2017-2681**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH BLACKEAGLE REAL ESTATE PARTNERS, LLC RELATING TO REVITALIZATION OF THE HIGHLAND VILLAGE TOWN CENTER; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, City administration, having obtained a proposal for a Professional Services Agreement from BlackEagle Real Estate Partners, LLC to advise the City on the revitalization and repositioning of the Highland Village Town Center in an estimated amount of \$65,000, recommends execution of the Professional Services Agreement approved for these professional services; and

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

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

**SECTION 1.** The City Manager is hereby authorized to negotiate and execute a Professional Services Agreement with BlackEagle Real Estate Partners, LLC to provide consultation and other professional services related to the revitalization and repositioning of the Highland Village Town Center with a fee not to exceed \$65,000 and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

**PASSED AND APPROVED THIS 9<sup>th</sup> DAY OF MAY, 2017.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:5/5/17:86001)

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

<b>AGENDA#</b> 16	<b>MEETING DATE:</b> 05/09/17
<b>SUBJECT:</b>	Receive Budget Reports for Period Ending March 31, 2017
<b>PREPARED BY:</b>	Ken Heerman, Assistant City Manager

**BACKGROUND:**

In accordance with the City Charter, Section 6.12, paragraph D, a budget report is submitted monthly for Council Review. The budget report submitted for March represents the mid-year report in the fiscal year. Our financial policies call for a narrative to be submitted with the 2<sup>nd</sup> and 3<sup>rd</sup> quarter reports to address significant variances between actual expenditures and associated appropriations. Detailed revenues and expenditures extracted for discussion are selected based on the variance associated with the relative elapsed percentage of the budget year – notwithstanding many revenues/expenditures being seasonal by nature.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

**General Fund** – In total, both revenues and expenditures are at expected levels at the midpoint of the fiscal year. Revenues are at 74% of budget, primarily due to most of the property taxes being collected (being due by the end of January). Expenditures are at 50% of budget with 50% of the year expired.

Revenues	Budget	Actual	%	Explanation
Property Tax	\$9,763,828	9,687,610	99	Taxes are due January 31 <sup>st</sup>
Sales Tax	2,700,218	874,068	32	There is a two-month delay in receiving sales tax receipts from the State. Five months of actual sales tax collected are at 95% of the seasonally adjusted budget.
Franchise Fees	1,714,328	395,328	23	Through March, we have only received one quarter of Gas franchise payment totaling \$43,412 and the first quarter of the electric franchise payment of \$202,538. Cable franchise first qtr payments totaled \$70,768.
Licensing/Permits	450,833	158,493	35	Building permit activity will increase second half of year, especially in regard to roof permits resulting from hail storm throughout City.
Charges for Services (EMS, Police Service)	466,921	261,432	56	Fire service fees received from Denton County were \$26,680, exceeding the anticipated amt of \$19,000 budgeted. EMS fees and Police Service fees are on track.
Park/Recreation	221,070	102,212	46	Tennis program revenues (comprising \$70,300 of the budgeted amount) are at



				59%. And \$10,000 was collected in revenues for the Father / Daughter dance.
Public Safety Fees	39,000	22,083	57	The primary component of this category is alarm permits – on track with \$18,867 collected of the budgeted \$30,000.
Rents	126,401	62,197	49	
Municipal Court	112,200	39,686	56	
Interest Income	32,000	26,268	82	Yields have increased somewhat from the previous year.
Miscellaneous	129,850	78,311	60	FEMA Grant reimb. \$20,797 TML Insurance Claim 13,560 TML Insurance Claim 2,429 Citibank Rebate 20,269 Other 21,256 \$ 78,311
Total	\$15,756,649	\$11,707,686	74	

## Expenditures

Reported on a category / sub-category level

GF Expenditures	Budget	Actual	%	Explanation
	<b>\$16,339,850</b>	<b>\$8,136,703</b>	<b>50</b>	
<i>Significant Variances provide explanation</i>				
<b>Personnel</b>	<b>11,486,094</b>	<b>5,512,380</b>	<b>48</b>	
Salaries / Wages	8,416,498	4,026,974	48	
Employee Benefits	3,069,597	1,485,406	48	
<b>Services / Supplies</b>	<b>4,369,755</b>	<b>2,120,152</b>	<b>49</b>	
Professional Services	1,313,594	665,701	51	
Employee Develop	313,817	125,112	40	Training to be conducted in second half of year.
Supplies / Equip	1,064,876	452,299	42	Radio Service Contract (\$33,000) to be paid in 2 <sup>nd</sup> half of year.
Utilities	328,432	131,020	40	City water usage (Budget \$58,600) has majority of expenditures in 2 <sup>nd</sup> half of year. (Current - \$13,396)
Other	1,349,037	746,020	55	
<b>Capital</b>	<b>484,000</b>	<b>504,170</b>	<b>104</b>	Majority of equipment replacement items ordered at start of fiscal year.

**Utility Fund** – Utility Revenues (primarily water / sewer sales – excluding impact fees) are at 37% of budget. These are seasonal in nature, with the highest volume occurring in the summer. To date, water sales are at 31% of the annual budget, while sewer sales are at 45%.

When compared to a 6 month seasonally adjusted budget, both water and sewer sales are running at about the same as the expected volumes.

	Seasonally adjusted – 6 mo. Budget	Actual - 6 mo.	Percent of adjusted budget
Water	\$1,569,579	\$1,513,432	96.4%
Sewer	\$1,598,404	\$1,630,803	102.0%

Overall, utility expenses are at 48% as these are seasonal as well. Additionally, only five months of invoices have been received related to wholesale water / wastewater.

**Capital Projects Fund** – This fund primarily accounts for bond issuances. There were no budgeted expenditures for this year, as all bond funds were projected to be expended by fiscal year-end last year. However, some expenditures did carry over regarding the 2015 \$1.5M Tax Note for Police CAD and Radio Systems and for Screening Wall and 2012 Certificate of Obligation Issue for Parks/Streets/Drainage Improvements. Expenditures to date include; (\$168,249) related to Police CAD and Radio Systems, and (\$47,433) residual expenditures of the Sellmeyer Lane project related to the remaining 2012 Certificate of Obligation Issue for Parks/Streets/Drainage Improvements.

**Corps Leased Parks Fund** – This fund accounts for Copperas and Pilot Knoll Parks, with the intent that these are self-supporting parks. Both revenues and expenditures are seasonal in nature – expenditures are at 42% of budget to date, while revenues are at 56%. Budgeted Capital expenditures of (\$71,500) are related to restroom improvements at Pilot Knoll. Expenditures to date of \$34,375 relate to initial stages of this project, but also include \$22,375 related to a boat dock extension – this project carried over from the previous year. The City obtained a grant to fund the majority of the boat dock, reflected by grant revenues to date of 24,622 (this also carried over from the previous year).

**Park Development Fee Fund** – This fund accounts for park development fees paid by developers – ultimately to be used in development of Unity Park, Inland Trail, and identified neighborhood parks. There have been no significant fees collected to date (only \$684) in Community Park fees. Expenditures of \$80,266 are related to the construction of the Dog Park at Unity Park, this carried over from last year. A transfer from General Fund will make up the funding deficit with the Mid-Year Budget Amendments.

**Public Safety Special Revenue Fund** – This fund basically accounts for grants to the City associated with both Police and Fire operations. Revenues received through March are \$66,741, mostly from Denton County Child Safety fees (\$18,339) and Drug Forfeiture monies received from Denton County of \$35,000 to be used to purchase a electronic fingerprint system – this reflective of a \$34,896 associated expenditure.

**Municipal Court Technology Fee Fund** – This fund accounts for a fee charged with court fines to fund technology related expenditures. There has been \$5,023 (91%) in expenditures so far this year of the \$5,500 that was budgeted (Software maintenance- \$4,612, Copier Rental - \$411). Revenues are below budgeted amounts (31%) due to lower volume of citations being issued.

**Municipal Court Building Security Fund** – This fund accounts for a fee charged with court fines related to security issues. The City has primarily used this for expenditures related to bailiff charges – There have been just a small expenditure of \$290 thus far related to bailiff. Fine revenues thus far are at 32% - this also reflecting the lower number of traffic citations issued to date.

**Debt Service Fund** – This fund is utilized to account for the debt obligations of the City. The majority of the revenues (associated with property tax) have been collected. Debt payments are semi-annual – in February and August. The first round of debt payments has been made this year as scheduled.

**HV Community Development Fund** – This fund was established to account for the revenues and expenditures associated with collection of the 4B Sales Tax and related expenditures for construction / maintenance of Inland Trail and Soccer Field projects. Sales tax collections reflect a two-month delay related to the actual allocation from the State, thus only reflecting 32% collection to date. However, for the months actually collected, receipts are at 95% of the budgeted amount. Services / supplies expenditures are at 46%, while the capital expenditures to date have totaled \$498,532 mostly related to last stages of construction of Double Tree Ranch Park.

**PEG Fee Fund** - This fund was established to account for a PEG Fee – the fee charged to cable providers and used to fund broadcasting equipment and supplies for public, educational, and governmental access channels. Received revenues to date total \$14,142 (22% - representing one quarter), and YTD expenditures are \$19,286 (57%), related to upgrades of broadcasting / recording equipment in Police Training room and Council Chambers.

**Drainage Utility Fund** – This fund was established to account for a collected drainage fee – the fee used to provide for an on-going drainage program. Revenues are at 47%, while Expenditures reflect a 98% level largely due to purchase of a Gradall (\$259,700) – accommodated by a transfer from the GF, and Canyon Creek drainage project (\$260,270) that will largely be offset by a FEMA grant.

### **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 March 31, 2017.

# General Fund Summary

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 9,763,828	\$ 9,763,828	\$ 9,687,610	\$ (76,218)	99%
Sales Tax	2,700,218	2,700,218	874,068	(1,826,150)	32%
Franchise Fees	1,714,328	1,714,328	395,328	(1,319,000)	23%
Licensing & Permits	450,833	450,833	158,493	(292,340)	35%
Park/Recreation Fees	221,070	221,070	102,212	(118,858)	46%
Public Safety Fees	39,000	39,000	22,083	(16,917)	57%
Rents	126,401	126,401	62,197	(64,204)	49%
Municipal Court	112,200	112,200	39,686	(72,514)	35%
Public Safety Charges for Svc	466,921	466,921	261,432	(205,489)	56%
Interest Income	32,000	32,000	26,268	(5,732)	82%
Miscellaneous	129,850	129,850	78,311	(51,539)	60%
<b>Total Revenues</b>	<b>\$ 15,756,649</b>	<b>\$ 15,756,649</b>	<b>\$ 11,707,686</b>	<b>\$ (4,048,963)</b>	<b>74%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 16,290,649</b>	<b>\$ 16,290,649</b>	<b>\$ 11,707,686</b>	<b>\$ (4,582,963)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 646,560	\$ 646,560	\$ 221,974	\$ 424,586	34%
Finance (includes Mun. Court)	1,483,887	1,483,887	842,294	641,593	57%
Human Resources	552,948	552,948	240,495	312,453	43%
City Secretary Office	304,402	304,402	151,167	153,235	50%
Information Services	1,109,963	1,109,963	379,672	730,291	34%
Police	4,676,887	4,676,887	2,220,686	2,456,200	47%
Fire	2,846,905	2,846,905	1,889,931	956,975	66%
Community Services	425,512	425,512	204,769	220,743	48%
Streets/Drainage	1,374,669	1,374,669	818,573	556,097	60%
Maintenance	898,459	898,459	306,159	592,300	34%
Parks	1,571,130	1,571,130	703,815	867,316	45%
Recreation	448,527	448,527	157,168	291,359	35%
<b>Total Expenditures</b>	<b>\$ 16,339,850</b>	<b>\$ 16,339,850</b>	<b>\$ 8,136,703</b>	<b>\$ 8,203,147</b>	<b>50%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 484,000	\$ 484,000	\$ 504,170	\$ (20,170)	104%

Other Uses					
Transfers Out	\$ 266,000	\$ 266,000	\$ -	266,000	0%
<b>Total Expenditures</b>	<b>\$ 16,605,850</b>	<b>\$ 16,605,850</b>	<b>\$ 8,136,703</b>	<b>\$ 8,469,147</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,024,986	5,456,225	5,456,225
+ Net Increase (Decrease)	(315,201)	(315,201)	3,570,984
Ending Fund Balance	\$ 3,709,785	\$ 5,141,024	\$ 9,027,209

Audited FY16

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,450,977	\$ 2,450,977	\$ 1,220,505
Restricted	11,500	11,500	11,500
Unassigned	1,247,308	2,678,547	7,795,203
<b>Total Fund Balance</b>	<b>\$ 3,709,785</b>	<b>\$ 5,141,024</b>	<b>\$ 9,027,209</b>

# General Fund Expenditure Summary

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,486,094	\$ 11,486,094	\$ 5,512,380	\$ 5,973,714	48%
Services / Supplies	4,369,755	4,369,755	2,120,152	2,249,603	49%
Capital	484,000	484,000	504,170	(20,170)	104%
	\$ 16,339,850	\$ 16,339,850	\$ 8,136,703	\$ 8,203,147	50%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 8,416,498	\$ 8,416,498	\$ 4,026,974	\$ 4,389,523	48%
<i>Employee Benefits</i>	3,069,597	3,069,597	1,485,406	1,584,191	48%
<i>Total Personnel</i>	\$ 11,486,094	\$ 11,486,094	\$ 5,512,380	\$ 5,973,714	48%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,313,594	\$ 1,313,594	\$ 665,701	\$ 647,892	51%
<i>Employee Development</i>	313,817	313,817	125,112	188,705	40%
<i>Office Supplies / Equipment</i>	1,064,876	1,064,876	452,299	612,577	42%
<i>Utilities</i>	328,432	328,432	131,020	197,412	40%
<i>Other</i>	1,349,037	1,349,037	746,020	603,017	55%
<i>Total Services / Supplies</i>	\$ 4,369,755	\$ 4,369,755	\$ 2,120,152	\$ 2,249,603	49%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 484,000	\$ 484,000	\$ 504,170	\$ (20,170)	104%
<i>Total Capital</i>	\$ 484,000	\$ 484,000	\$ 504,170	\$ (20,170)	104%
<i>Total General Fund Expenditure Summary</i>	\$ 16,339,850	\$ 16,339,850	\$ 8,136,703	\$ 8,203,147	50%

# General Fund Revenue

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 9,763,828	\$ 9,763,828	\$ 9,687,610	\$ (76,218)	99%
Sales Tax	2,700,218	2,700,218	874,068	(1,826,150)	32%
Franchise Fees	1,714,328	1,714,328	395,328	(1,319,000)	23%
Licensing & Permits	450,833	450,833	158,493	(292,340)	35%
Park/Recreation Fees	221,070	221,070	102,212	(118,858)	46%
Public Safety Fees	39,000	39,000	22,083	(16,917)	57%
Rents	126,401	126,401	62,197	(64,204)	49%
Municipal Court	112,200	112,200	39,686	(72,514)	35%
Public Safety Charges for Svc	466,921	466,921	261,432	(205,489)	56%
Interest Income	32,000	32,000	26,268	(5,732)	82%
Miscellaneous	129,850	129,850	78,311	(51,539)	60%
<b>Total Revenues</b>	<b>\$ 15,756,649</b>	<b>\$ 15,756,649</b>	<b>\$ 11,707,686</b>	<b>\$ (4,048,963)</b>	<b>74%</b>

# City Manager Office

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 382,973	\$ 382,973	\$ 173,943	\$ 209,030	45%
Services / Supplies	263,587	263,587	48,032	215,555	18%
Capital	-	-	-	-	0%
	\$ 646,560	\$ 646,560	\$ 221,974	\$ 424,586	34%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 312,211	\$ 312,211	\$ 138,251	\$ 173,960	44%
<i>Employee Benefits</i>	70,761	70,761	35,691	35,070	50%
<b>Total Personnel</b>	\$ 382,973	\$ 382,973	\$ 173,943	\$ 209,029	45%

<b>Services / Supplies</b>					
<i>Professional Services</i> <i>(City-wide legal - \$120,500)</i>	\$ 135,750	\$ 135,750	\$ 40,906	\$ 94,844	30%
<i>Employee Development</i>	12,875	12,875	4,360	8,515	34%
<i>Supplies / Equipment</i>	4,710	4,710	1,765	2,945	37%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,252	110,252	1,000	109,252	1%
<b>Total Services / Supplies</b>	\$ 263,587	\$ 263,587	\$ 48,032	\$ 215,555	18%

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

<b>Total City Manager</b>	\$ 646,560	\$ 646,560	\$ 221,974	\$ 424,585	34%
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# Finance Department FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 928,120	\$ 928,120	\$ 459,531	\$ 468,589	50%
Services / Supplies	555,767	555,767	382,762	173,004	69%
Capital	-	-	-	-	0%
	\$ 1,483,887	\$ 1,483,887	\$ 842,294	\$ 641,593	57%

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

<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 682,779	\$ 682,779	\$ 337,587	\$ 345,192	49%
<i>Employee Benefits</i>	245,341	245,341	121,944	123,397	50%
<b>Total Personnel</b>	\$ 928,120	\$ 928,120	\$ 459,531	\$ 468,589	50%

<b>Services / Supplies</b>					
<i>Professional Services</i> (City-wide liability insurance - \$107,201 / DCAD - \$74,670)	\$ 502,763	\$ 502,763	\$ 357,483	\$ 145,279	71%
<i>Employee Development</i>	19,938	19,938	6,007	13,931	30%
<i>Supplies / Equipment</i>	10,176	10,176	3,609	6,567	35%
<i>Utilities</i>	-	-	1,675	(1,675)	0%
<i>Other (Special Events)</i>	22,890	22,890	13,989	8,901	61%
<b>Total Services / Supplies</b>	\$ 555,767	\$ 555,767	\$ 382,762	\$ 173,004	69%

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

<b>Total Finance Department</b>	\$ 1,483,887	\$ 1,483,887	\$ 842,294	\$ 641,593	57%
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# Human Resources

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 450,958	\$ 450,958	\$ 207,315	\$ 243,643	46%
Services / Supplies	101,990	101,990	33,179	68,811	33%
Capital	-	-	-	-	0%
	\$ 552,948	\$ 552,948	\$ 240,495	\$ 312,453	43%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 362,545	\$ 362,545	\$ 161,747	\$ 200,798	45%
<i>Employee Benefits</i>	88,413	88,413	45,569	42,844	52%
<b>Total Personnel</b>	\$ 450,958	\$ 450,958	\$ 207,315	\$ 243,642	46%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 26,350	\$ 26,350	\$ 8,035	\$ 18,315	30%
<i>Employee Development</i>	67,590	67,590	24,304	43,286	36%
<i>Supplies / Equipment</i>	2,050	2,050	392	1,658	19%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	6,000	6,000	448	5,552	7%
<b>Total Services / Supplies</b>	\$ 101,990	\$ 101,990	\$ 33,179	\$ 68,811	33%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 552,948	\$ 552,948	\$ 240,495	\$ 312,452	43%

# City Secretary Office

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 180,137	\$ 180,137	\$ 90,981	\$ 89,156	51%
Services / Supplies	124,265	124,265	60,186	64,079	48%
Capital	-	-	-	-	-
	\$ 304,402	\$ 304,402	\$ 151,167	\$ 153,235	50%

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 143,137	\$ 143,137	\$ 72,245	\$ 70,892	50%
<b>Employee Benefits</b>	37,001	37,001	18,736	18,264	51%
<b>Total Personnel</b>	\$ 180,137	\$ 180,137	\$ 90,981	\$ 89,155	51%

#### Services / Supplies

<b>Professional Services</b>	\$ 26,650	\$ 26,650	\$ 5,328	\$ 21,322	20%
<b>Employee Development</b> <i>(City Council related \$31,280)</i>	42,560	42,560	22,493	20,067	53%
<b>Supplies / Equipment</b>	16,355	16,355	6,865	9,490	42%
<b>Utilities</b>	-	-	-	-	0%
<b>Other</b>	38,700	38,700	25,500	13,200	66%
<b>Total Services / Supplies</b>	\$ 124,265	\$ 124,265	\$ 60,186	\$ 64,079	48%

#### Capital

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

<b>Total City Secretary Office</b>	\$ 304,402	\$ 304,402	\$ 151,167	\$ 153,234	50%
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# Information Services

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 565,776	\$ 565,776	\$ 255,941	\$ 309,835	45%
Services / Supplies	319,187	319,187	123,731	195,456	39%
Capital	225,000	225,000	-	225,000	0%
	<u>\$ 1,109,963</u>	<u>\$ 1,109,963</u>	<u>\$ 379,672</u>	<u>\$ 730,291</u>	<u>34%</u>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 418,823	\$ 418,823	\$ 194,534	\$ 224,289	46%
<i>Employee Benefits</i>	146,954	146,954	61,408	85,546	42%
<b>Total Personnel</b>	<b>\$ 565,776</b>	<b>\$ 565,776</b>	<b>\$ 255,941</b>	<b>\$ 309,835</b>	<b>45%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 155,020	\$ 155,020	\$ 82,422	\$ 72,598	53%
<i>Employee Development</i>	24,425	24,425	18,408	6,017	75%
<i>Supplies / Equipment</i>	2,560	2,560	1,278	1,282	50%
<i>Utilities</i>	15,032	15,032	6,299	8,733	42%
<i>Other (Data Processing)</i>	122,150	122,150	15,323	106,827	13%
<b>Total Services / Supplies</b>	<b>\$ 319,187</b>	<b>\$ 319,187</b>	<b>\$ 123,731</b>	<b>\$ 195,456</b>	<b>39%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	225,000	225,000	-	225,000	0%
<b>Total Capital</b>	<b>\$ 225,000</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ 225,000</b>	<b>0%</b>
<b>Total City Secretary Office</b>	<b>\$ 1,109,963</b>	<b>\$ 1,109,963</b>	<b>\$ 379,672</b>	<b>\$ 730,291</b>	<b>34%</b>

# Police Department FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,198,439	<b>\$ 4,198,439</b>	<b>\$ 1,937,226</b>	\$ 2,261,213	46%
Services / Supplies	378,448	<b>378,448</b>	<b>167,403</b>	211,044	44%
Capital	<u>100,000</u>	<u><b>100,000</b></u>	<u><b>116,056</b></u>	<u>(16,056)</u>	<u>116%</u>
	<b>\$ 4,676,887</b>	<b>\$ 4,676,887</b>	<b>\$ 2,220,686</b>	\$ 2,456,200	47%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 3,091,914	<b>\$ 3,091,914</b>	<b>\$ 1,433,468</b>	\$ 1,658,446	46%
<i>Employee Benefits</i>	<u>1,106,525</u>	<u><b>1,106,525</b></u>	<u><b>503,758</b></u>	<u>602,766</u>	<u>46%</u>
<b>Total Personnel</b>	<b>\$ 4,198,439</b>	<b>\$ 4,198,439</b>	<b>\$ 1,937,226</b>	\$ 2,261,213	46%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 133,147	<b>\$ 133,147</b>	<b>\$ 74,866</b>	\$ 58,281	56%
<i>Employee Development</i>	44,924	<b>44,924</b>	<b>14,541</b>	30,383	32%
<i>Supplies / Equipment</i>	135,249	<b>135,249</b>	<b>51,485</b>	83,763	38%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$49,420)</i>	<u>65,128</u>	<u><b>65,128</b></u>	<u><b>26,511</b></u>	<u>\$ 38,617</u>	<u>41%</u>
<b>Total Services / Supplies</b>	<b>\$ 378,448</b>	<b>\$ 378,448</b>	<b>\$ 167,403</b>	\$ 211,044	44%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	100,000	<b>100,000</b>	<b>116,056</b>	(16,056)	116%
<b>Total Capital</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 116,056</b>	\$ (16,056)	116%
<b>Total Police Department</b>	<b>\$ 4,676,887</b>	<b>\$ 4,676,887</b>	<b>\$ 2,220,686</b>	\$ 2,456,200	47%

# Fire Department FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

## --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,207,017	\$ 2,207,017	\$ 1,112,344	\$ 1,094,673	50%
Services / Supplies	581,888	581,888	464,043	117,845	80%
Capital	58,000	58,000	313,543	(255,543)	541%
	\$ 2,846,905	\$ 2,846,905	\$ 1,889,931	\$ 956,975	66%

## --- Detail ---

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

<b>Salaries / Wages</b>	\$ 1,597,162	\$ 1,597,162	\$ 793,545	\$ 803,617	50%
<b>Employee Benefits</b>	609,856	609,856	318,799	291,056	52%
<b>Total Personnel</b>	\$ 2,207,017	\$ 2,207,017	\$ 1,112,344	\$ 1,094,673	50%

### Services / Supplies

<b>Professional Services</b>	\$ 61,676	\$ 61,676	\$ 27,382	\$ 34,294	44%
<b>Employee Development</b> (Training - \$42,000)	57,520	57,520	23,139	34,381	40%
<b>Supplies / Equipment</b>	187,692	187,692	147,284	40,408	78%
<b>Utilities</b>	1,800	1,800	776	1,024	43%
<b>Other</b>	273,200	273,200	265,461	7,739	97%
<b>Total Services / Supplies</b>	\$ 581,888	\$ 581,888	\$ 464,043	\$ 117,845	80%

### Capital

<b>Equipment / Vehicles</b>	58,000	58,000	313,543	(255,543)	541%
<b>Total Capital</b>	\$ 58,000	\$ 58,000	\$ 313,543	\$ (255,543)	541%

<b>Total Fire Department</b>	\$ 2,846,905	\$ 2,846,905	\$ 1,889,931	\$ 956,975	66%
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New ambulance received that was budgeted in FY 2016 (\$250,780)

# Community Services

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 402,319	\$ 402,319	\$ 201,677	\$ 200,642	50%
Services / Supplies	23,193	23,193	3,092	20,101	13%
Capital	-	-	-	-	0%
	\$ 425,512	\$ 425,512	\$ 204,769	\$ 220,743	48%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 290,160	\$ 290,160	\$ 144,820	\$ 145,340	50%
<i>Employee Benefits</i>	112,158	112,158	56,856	55,302	51%
<b>Total Personnel</b>	\$ 402,319	\$ 402,319	\$ 201,677	\$ 200,642	50%

#### Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 807	8,394	9%
<i>Employee Development</i>	4,765	4,765	1,196	3,569	25%
<i>Supplies / Equipment</i>	7,228	7,228	1,089	6,139	15%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	2,000	2,000	-	2,000	0%
<b>Total Services / Supplies</b>	\$ 23,193	\$ 23,193	\$ 3,092	\$ 20,101	13%

#### Capital

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

<b>Total Building Operations</b>	\$ 425,512	\$ 425,512	\$ 204,769	\$ 220,743	48%
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# Streets Division

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 671,743	\$ 671,743	\$ 347,495	\$ 324,249	52%
Services / Supplies	672,926	672,926	396,507	276,419	59%
Capital	<u>30,000</u>	<u>30,000</u>	<u>74,571</u>	<u>(44,571)</u>	<u>249%</u>
	\$ 1,374,669	\$ 1,374,669	\$ 818,573	\$ 556,097	60%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 452,166	\$ 452,166	\$ 242,628	\$ 209,538	54%
<i>Employee Benefits</i>	<u>219,577</u>	<u>219,577</u>	<u>104,867</u>	<u>114,710</u>	<u>48%</u>
<i>Total Personnel</i>	\$ 671,743	\$ 671,743	\$ 347,495	\$ 324,249	52%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 64,676	\$ 64,676	\$ 4,500	\$ 60,176	7%
<i>Employee Development</i>	10,150	10,150	2,463	7,687	24%
<i>Supplies / Equipment</i>	47,550	47,550	22,862	24,688	48%
<i>Utilities</i>	90,000	90,000	41,864	48,136	47%
<i>Other (Street Maintenance)</i>	<u>460,550</u>	<u>460,550</u>	<u>324,818</u>	<u>135,732</u>	<u>71%</u>
<i>Total Services / Supplies</i>	\$ 672,926	\$ 672,926	\$ 396,507	\$ 276,419	59%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	30,000	30,000	74,571	(44,571)	249%
<i>Total Capital</i>	\$ 30,000	\$ 30,000	\$ 74,571	\$ (44,571)	249%
<i>Total Streets</i>	\$ 1,374,669	\$ 1,374,669	\$ 818,573	\$ 556,097	60%

# Maintenance Division

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 305,832	\$ 305,832	\$ 133,174	\$ 172,659	44%
Services / Supplies	592,627	592,627	172,985	419,642	29%
Capital	-	-	-	-	0%
	\$ 898,459	\$ 898,459	\$ 306,159	\$ 592,300	34%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 217,185	\$ 217,185	\$ 94,925	\$ 122,260	44%
<i>Employee Benefits</i>	88,648	88,648	38,248	50,399	43%
<b>Total Personnel</b>	\$ 305,832	\$ 305,832	\$ 133,174	\$ 172,659	44%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 64,480	\$ 64,480	\$ 18,357	\$ 46,123	28%
<i>Employee Development</i>	5,535	5,535	942	4,593	17%
<i>Supplies / Equipment (Fuel &amp; Oils - \$135,777, Repair Parts / Contract Repairs - \$188,000)</i>	437,512	437,512	123,203	314,309	28%
<i>Utilities</i>	85,000	85,000	30,484	54,516	36%
<i>Other</i>	100	100	-	100	0%
<b>Total Services / Supplies</b>	\$ 592,627	\$ 592,627	\$ 172,985	\$ 419,642	29%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Maintenance</b>	\$ 898,459	\$ 898,459	\$ 306,159	\$ 592,300	34%



# Parks Division FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,001,680	<b>\$ 1,001,680</b>	<b>\$ 509,017</b>	\$ 492,663	51%
Services / Supplies	498,450	<b>498,450</b>	<b>194,798</b>	303,652	39%
Capital	<u>71,000</u>	<u><b>71,000</b></u>	<u>-</u>	<u>71,000</u>	<u>0%</u>
	<b>\$ 1,571,130</b>	<b>\$ 1,571,130</b>	<b>\$ 703,815</b>	\$ 867,316	45%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 708,555	<b>\$ 708,555</b>	<b>\$ 354,716</b>	\$ 353,839	50%
<i>Employee Benefits</i>	<u>293,125</u>	<u><b>293,125</b></u>	<u><b>154,301</b></u>	<u>138,824</u>	<u>53%</u>
<b>Total Personnel</b>	<b>\$ 1,001,680</b>	<b>\$ 1,001,680</b>	<b>\$ 509,017</b>	\$ 492,663	51%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 133,882	<b>\$ 133,882</b>	<b>\$ 45,616</b>	\$ 88,266	34%
<i>Employee Development</i>	14,980	<b>14,980</b>	<b>6,620</b>	8,360	44%
<i>Supplies / Equipment</i>	212,288	<b>212,288</b>	<b>92,160</b>	120,128	43%
<i>Utilities</i>	136,600	<b>136,600</b>	<b>49,921</b>	86,679	37%
<i>Other</i>	<u>700</u>	<u><b>700</b></u>	<u><b>480</b></u>	<u>220</u>	<u>69%</u>
<b>Total Services / Supplies</b>	<b>\$ 498,450</b>	<b>\$ 498,450</b>	<b>\$ 194,798</b>	\$ 303,652	39%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	71,000	<b>71,000</b>	-	71,000	0%
<b>Total Capital</b>	<b>71,000</b>	<b>71,000</b>	-	71,000	0%
<b>Total Parks</b>	<b>\$ 1,571,130</b>	<b>\$ 1,571,130</b>	<b>\$ 703,815</b>	\$ 867,316	45%

# Recreation Division FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 191,099	\$ 191,099	\$ 83,736	\$ 107,363	44%
Services / Supplies	257,428	257,428	73,433	183,995	29%
Capital	-	-	-	-	0%
	\$ 448,527	\$ 448,527	\$ 157,168	\$ 291,359	35%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 139,861	\$ 139,861	\$ 58,509	\$ 81,352	42%
<i>Employee Benefits</i>	51,238	51,238	25,227	26,011	49%
<b>Total Personnel</b>	\$ 191,099	\$ 191,099	\$ 83,736	\$ 107,363	44%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	8,555	8,555	637	7,919	7%
<i>Supplies / Equipment</i>	1,506	1,506	305	1,201	20%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	247,367	247,367	72,491	174,876	29%
<b>Total Services / Supplies</b>	\$ 257,428	\$ 257,428	\$ 73,433	\$ 183,995	29%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 448,527	\$ 448,527	\$ 157,168	\$ 291,359	35%

# Equipment Replacement / Capital Schedule

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

*Percent of Budget Year Transpired*

**50.0%**

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	225,000	<b>225,000</b>	-	-	0%
Police Dept Capital Outlay	100,000	<b>100,000</b>	<b>116,056</b>	(16,056)	116%
Fire Dept Capital Outlay	58,000	<b>58,000</b>	<b>313,543</b>	(255,543)	541%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	30,000	<b>30,000</b>	<b>74,571</b>	(44,571)	249%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	71,000	<b>71,000</b>	-	71,000	0%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 484,000</b>	<b>\$ 484,000</b>	<b>\$ 504,170</b>	<b>\$ (20,170)</b>	<b>104%</b>

# Utility Fund Revenues

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

<b>Percent of Budget Year Transpired</b>	<b>50.0%</b>
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<b>Fees</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Electronic Payment</i>	\$ (100,000)	\$ (100,000)	\$ (44,765)	\$ (55,235)	45%
<i>Charges / Penalties</i>	81,950	81,950	36,226	45,724	44%
<b>Total Fees</b>	\$ (18,050)	\$ (18,050)	\$ (8,539)	\$ (9,511)	47%

### Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 1,275	\$ 8,725	13%
<b>Total Licenses &amp; Permits</b>	\$ 10,000	\$ 10,000	\$ 1,275	\$ 8,725	13%

### Charges for Services

<i>Water Sales</i>	\$ 4,859,679	\$ 4,859,679	\$ 1,513,432	\$ 3,346,247	31%
<i>Sewer Sales</i>	3,585,708	3,585,708	1,630,803	1,954,905	45%
<i>Inspection Fees</i>	3,300	3,300	1,200	2,100	36%
<b>Total Charges for Service</b>	\$ 8,448,687	\$ 8,448,687	\$ 3,145,435	\$ 5,303,252	37%

### Interest

<i>Interest (Operations)</i>	\$ 7,000	\$ 7,000	\$ 8,640	\$ (1,640)	123%
<i>Interest (Capital Projects)</i>	10,000	10,000	2,578	7,422	26%
<b>Total Interest</b>	\$ 17,000	\$ 17,000	\$ 11,218	\$ 5,782	66%

### Impact Fees

<i>Impact Fees</i>	\$ 192,000	\$ 192,000	\$ 71,371	\$ 120,629	37%
<b>Total Impact Fees</b>	\$ 192,000	\$ 192,000	\$ 71,371	\$ 120,629	37%

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 1,961	\$ 3,039	39%
<b>Total Miscellaneous Income</b>	\$ 5,000	\$ 5,000	\$ 1,961	\$ 3,039	39%

<b>Total Utility Fund Revenues</b>	\$ 8,654,637	\$ 8,654,637	\$ 3,222,721	\$ 5,431,916	37%
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# Utility Division FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

## --- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,529,725	\$ 1,529,725	\$ 798,178	\$ 731,547	52%
Services / Supplies	5,569,211	5,569,211	2,462,041	3,107,170	44%
Capital	95,000	95,000	175,699	(80,699)	185%
<b>Total Utility Division</b>	<b>\$ 7,193,936</b>	<b>\$ 7,193,936</b>	<b>\$ 3,435,918</b>	<b>\$ 3,758,018</b>	<b>48%</b>

## --- Detail - Operations ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 1,077,784	\$ 1,077,784	\$ 547,263	\$ 530,522	51%
<i>Employee Benefits</i>	451,941	451,941	250,915	201,026	56%
<b>Total Personnel</b>	<b>\$ 1,529,725</b>	<b>\$ 1,529,725</b>	<b>\$ 798,178</b>	<b>\$ 731,547</b>	<b>52%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 255,447	\$ 255,447	\$ 131,258	\$ 124,189	51%
<i>Employee Development</i>	58,379	58,379	37,028	21,351	63%
<i>Supplies / Equipment</i>	83,159	83,159	30,757	52,403	37%
<i>Utilities</i>	404,380	404,380	133,922	270,458	33%
<i>Other (Well Lot Maintenance)</i>	497,027	497,027	53,718	443,309	11%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,298,392</b>	<b>\$ 1,298,392</b>	<b>\$ 386,683</b>	<b>\$ 911,709</b>	<b>30%</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>	916,014	916,014	422,454	493,560	46%
<i>UTRWD - Water Demand Charges</i>	1,234,500	1,234,500	617,250	617,250	50%
<i>UTRWD - Sewer Effluent Volume Rate</i>	495,680	495,680	221,567	274,113	45%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,329,595	1,329,595	664,797	664,798	50%
<i>UTRWD - HV Sewer Line to UTRWD</i>	290,075	290,075	144,335	145,740	50%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,270,819</b>	<b>\$ 4,270,819</b>	<b>\$ 2,075,358</b>	<b>\$ 2,195,461</b>	<b>49%</b>
<b>Total Services / Supplies</b>	<b>\$ 5,569,211</b>	<b>\$ 5,569,211</b>	<b>\$ 2,462,041</b>	<b>\$ 3,107,170</b>	<b>44%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	95,000	95,000	175,699	(80,699)	185%
<b>Total Capital</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 175,699</b>	<b>\$ (80,699)</b>	<b>185%</b>
<b>Total Utility Division - Operations</b>	<b>\$ 7,193,936</b>	<b>\$ 7,193,936</b>	<b>\$ 3,435,918</b>	<b>\$ 3,758,018</b>	<b>48%</b>

# Utility Fund Working Capital FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 4,859,679	\$ 4,859,679	\$ 1,513,432	\$ 3,346,247	31%
<i>Sewer Sales</i>	3,585,708	3,585,708	1,630,803	1,954,905	45%
<i>Other Fees / Charges</i>	100,250	100,250	40,662	59,588	41%
<i>Electronic Payment Credit</i>	(100,000)	(100,000)	(44,765)	(55,235)	45%
<i>Interest</i>	7,000	7,000	8,640	(1,640)	123%
<b>Total Revenues</b>	<b>\$ 8,452,637</b>	<b>\$ 8,452,637</b>	<b>\$ 3,148,772</b>	<b>\$ 5,303,865</b>	<b>37%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$331,316	\$331,316	\$ 178,338	\$ 152,978	54%
<i>Operations</i>	2,496,801	2,496,801	1,006,523	1,490,279	40%
<i>UTRWD</i>	4,270,819	4,270,819	2,075,358	2,195,461	49%
<i>Debt Service</i>	1,285,650	1,285,650	1,153,779	131,871	90%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	95,000	95,000	175,699	(80,699)	185%
<b>Total Expenditures</b>	<b>\$ 8,479,586</b>	<b>\$ 8,479,586</b>	<b>\$ 4,589,697</b>	<b>\$ 3,889,889</b>	<b>54%</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>	-	-	-	-	0%
<i>Operating Transfers Out / General Fund</i>	(470,000)	(470,000)	-	(470,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ (320,000)</b>	<b>\$ (320,000)</b>	<b>\$ 150,000</b>	<b>\$ (470,000)</b>	<b>-47%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(346,949)	(346,949)	(1,290,926)
<b>Beginning Working Capital</b>			
<i>Operations</i>	1,729,103	1,729,103	1,729,103
<i>Available Impact Fees</i>	889,804	889,804	889,804
<b>Total Available Working Capital</b>	<b>\$ 2,618,907</b>	<b>\$ 2,618,907</b>	<b>\$ 2,618,907</b>
<b>Ending Working Capital</b>			
<i>Operations</i>	1,382,154	1,382,154	438,177
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	931,804	931,804	811,175
<b>Total Available Working Capital</b>	<b>\$ 2,313,958</b>	<b>\$ 2,313,958</b>	<b>\$ 1,249,352</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	889,804	889,804	889,804
+ <i>Collections</i>	192,000	192,000	71,371
- <i>Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<i>Ending Balance</i>	931,804	931,804	811,175

\*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 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 351,300	\$ 351,300	\$ 202,623	\$ 148,677	58%
<i>Annual Park Passes</i>	20,000	20,000	9,260	10,740	46%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	1,300	1,300	392	908	30%
<i>I-35 Mitigation</i>	50,000	50,000	24,622	25,378	49%
<b>Total Revenues</b>	<b>\$ 422,600</b>	<b>\$ 422,600</b>	<b>\$ 236,897</b>	<b>\$ 185,703</b>	<b>56%</b>

I-35 Mitigation Revenue is recognized as it is used and / or to replace lost revenue.  
Initial total - \$641,834 (Est balance as of 9/30/2016 \$219,280)

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 199,564	\$ 199,564	\$ 87,726	\$ 111,838	44%
<i>Services / Supplies</i>	147,171	147,171	55,370	91,801	38%
<i>Capital</i>	71,500	71,500	34,375	37,125	48%
<b>Total Expenditures</b>	<b>\$ 418,234</b>	<b>\$ 418,234</b>	<b>\$ 177,471</b>	<b>\$ 240,764</b>	<b>42%</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>	\$ 84,919	\$ 252,198	\$ 252,198
<i>+ Net Increase (Decrease)</i>	4,366	4,366	59,427
<b>Ending Fund Balance</b>	<b>\$ 89,285</b>	<b>\$ 256,564</b>	<b>\$ 311,625</b>

**Audited FY16**

# Debt Service Fund

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,761,728	\$ 1,761,728	\$ 1,743,471	\$ 18,257	99%
<i>Interest Income</i>	1,400	1,400	1,211	189	86%
<i>Total Revenues</i>	\$ 1,763,128	\$ 1,763,128	\$ 1,744,682	\$ 18,446	99%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,015,000	\$ 2,015,000	\$ 2,015,000	\$ -	100%
<i>Interest Payments</i>	625,801	625,801	338,115	287,686	54%
<i>Paying Agent Fees</i>	4,000	4,000	1,750	2,250	44%
<i>Total Expenditures</i>	\$ 2,644,801	\$ 2,644,801	\$ 2,354,865	\$ 289,936	89%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	890,071	890,071	747,429	\$ 142,642	84%
<i>Proceeds from Refunding Debt</i>	-	-	2,435,000	(2,435,000)	0%
<i>Debt Issuance Cost</i>	-	-	(25,154)	25,154	0%
<i>Payment to Escrow Agent</i>	-	-	(2,405,000)	2,405,000	0%
<i>Total Financing Sources</i>	\$ 890,071	\$ 890,071	\$ 752,275	\$ 137,796	85%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 137,811	\$ 141,058	\$ 141,058
<i>+ Net Increase (Decrease)</i>	8,398	8,398	142,092
<i>Ending Fund Balance</i>	\$ 146,209	\$ 149,456	\$ 283,150

Audited FY16



# Capital Projects Fund

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	-	-	965	(965)	0%
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 965</b>	<b>\$ (965)</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)	\$ -	\$ -	\$ 168,249	\$ (168,249)	0%
<b>2012 Certificate</b> (Parks/Streets/Drainage)	-	-	47,433	(47,433)	0%
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 215,683</b>	<b>\$ (215,683)</b>	<b>100%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ -	\$ 438,834	\$ 438,834
<i>+Net Increase (Decrease)</i>	-	-	(214,718)
<b>Ending Fund Balance</b>	<b>\$ -</b>	<b>\$ 438,834</b>	<b>\$ 224,116</b>

**Audited FY16**

# Drainage Utilities

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 1,375	\$ (1,375)	0%
<i>Drainage Fee Receipts</i>	480,000	480,000	222,323	257,677	46%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	468	(393)	624%
<b>Total Revenues</b>	<b>\$ 480,075</b>	<b>\$ 480,075</b>	<b>\$ 224,166</b>	<b>\$ 255,909</b>	<b>47%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 331,943	\$ 331,943	\$ 177,667	\$ 154,276	54%
<i>Services / Supplies</i>	166,355	166,355	35,720	130,635	21%
<i>Capital</i>	250,000	250,000	519,970	(269,970)	208%
<b>Total Expenditures</b>	<b>\$ 748,298</b>	<b>\$ 748,298</b>	<b>\$ 733,357</b>	<b>\$ 14,941</b>	<b>98%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund (\$250,000 transfer from GF related to purchase of Gradall)</i>	\$ 266,000	\$ 266,000	\$ -	\$ 266,000	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 164,197	\$ 240,467	\$ 240,467
<i>+ Net Increase (Decrease)</i>	(18,223)	(18,223)	(509,191)
<b>Ending Fund Balance</b>	<b>\$ 145,974</b>	<b>\$ 222,244</b>	<b>\$ (268,724)</b>

**Audited FY16**

# Park Development Fee Fund

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ -	\$ -	\$ 227	\$ (227)	0%
<i>Community Park Fees</i>	684	684	684	-	100%
<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>	\$ 684	\$ 684	\$ 911	\$ (227)	133%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ -	\$ -	\$ 80,266	\$ (80,266)	0%
<i>Capital Outlay (Unity Park)</i>	-	-	-	-	0%
<i>Capital Outlay (Village Park)</i>	-	-	-	-	0%
<i>Capital Outlay - (St James development, Area I)</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ -	\$ -	\$ 80,266	\$ (80,266)	0%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ -	\$ 10,026	\$ 10,026
<i>+ Net Increase (Decrease)</i>	684	684	(79,356)
<b>Ending Fund Balance</b>	\$ 684	\$ 10,710	\$ (69,330)

**Audited FY16**

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 684	(69,330)
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ 684	\$ (69,330)

# Public Safety Special Revenue Fund

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 66,741	\$ (41,141)	261%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	4,008	(408)	111%
Capital	-	-	34,896	(34,896)	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 38,903	\$ (35,303)	0%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 17,905	\$ 13,522	\$ 13,522
+ Net Increase (Decrease)	-	-	27,838
Ending Fund Balance	\$ 17,905	\$ 13,522	\$ 41,360

**Audited FY16**

# Municipal Court Technology Fee Fund

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
Revenues	\$ 5,000	\$ 5,000	\$ 1,552	3,448	31%

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
Services / Supplies	\$ 5,500	\$ 5,500	\$ 5,023	\$ 477	91%
<b>Total Expenditures</b>	\$ 5,500	\$ 5,500	\$ 5,023	\$ 477	91%

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

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
Beginning Fund Balance	\$ 36,256	\$ 36,298	\$ 36,298
+ Net Increase (Decrease)	(500)	(500)	(3,471)
Ending Fund Balance	\$ 35,756	\$ 35,798	\$ 32,827

**Audited FY16**

# Municipal Court Building Security Fund

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 3,600	\$ 3,600	\$ 1,164	\$ 2,436	32%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel (Bailiff)	\$ -	\$ -	\$ 290	\$ (290)	0%
Services / Supplies	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ 290	\$ (290)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 29,016	\$ 28,675	\$ 28,675
+ Net Increase (Decrease)	3,600	3,600	874
Ending Fund Balance	\$ 32,616	\$ 32,275	\$ 29,549

**Audited FY16**

Highland Village Community Development Corporation  
Working Capital Analysis (FY 2016)

	<i>Actual 2014-2015</i>	<i>Actual 2015-2016</i>	<i>Budget 2016-2017</i>	<i>YTD 2016-2017</i>
<b>Beginning Fund Balance</b>	<b>\$ 717,764</b>	<b>\$ 755,390</b>	<b>\$ 401,792</b>	<b>\$ 304,663</b>
<b>Revenues</b>				
4B Sales Tax	1,197,263	1,231,754	1,317,305	426,362
Park Fees (Rental)		1,263	19,240	8,383
Linear Park Fees	11,934	287	500	287
Miscellaneous Income	-	-	-	-
Interest Income	6,112	2,601	2,000	477
<b>Total</b>	<b>\$ 1,215,309</b>	<b>\$ 1,235,905</b>	<b>\$ 1,339,045</b>	<b>\$ 435,509</b>
<b>Expenditures</b>				
Personnel	113,602	164,137	180,617	96,198
Services / Supplies	148,197	261,960	153,690	70,013
Reimburse GF (Support Functions)	28,000	28,000	-	-
Reimburse GF (Debt Service)	887,884	889,309	918,071	747,429
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,177,683</b>	<b>\$ 1,343,406</b>	<b>\$ 1,252,378</b>	<b>\$ 913,640</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ -	\$ 300,000	\$ -	\$ -
Equipment	-	43,226	42,680	-
Net Increase / (Decrease)	37,626	(450,727)	43,987	(478,131)
<b>Working Capital Balance</b>	<b>\$ 755,390</b>	<b>\$ 304,663</b>	<b>\$ 445,779</b>	<b>\$ (173,468)</b>

Highland Village Community Development Corporation  
Capital Projects

	<i>Actual 2014-2015</i>	<i>Actual 2014-2015</i>
<b>Beginning Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding</b>		
Debt Issuance	-	-
Bond Discount	-	-
Debt Issuance Cost	-	-
Funding from Operations	-	300,000
Capital Projects (HV RR Crossing)	-	-
Denton County	-	-
I-35 Mitigation	-	-
Interest Earnings	-	-
<b>Total Available Project Funding</b>	<b>\$ -</b>	<b>\$ 300,000</b>

[illegible]

Expenditures		
<b>Castlewood Trail</b>		
Engineering - \$131,200	-	-
Project Cost - \$1.312M (Estimated)	400,236	-
<b>Copperas Trail</b>		
Engineering - \$112,380	-	-
Project Cost - \$1.5M (Estimated)	-	-
<b>HV Rd Trail</b> (Phase IIa - CH to Svc Cntr)		
Engineering - \$25,000	-	-
Project Cost - \$250,982 (Estimated)	-	-
<b>HV Rd Trail</b> (Phase IIb - Lions Club Park to Doubletree Ranch Park)		
Engineering (Mostly included in Copperas Trail Eng.) - \$25,714 (Remain)	-	-
Project Cost - \$250,000 (Estimated)	-	-
<b>FM 2499 Sidewalk</b>		
Engineering - \$12,500	-	-
Project Cost - \$117,678 (Estimated)	-	-
<b>Pedestrian Crosswalk Enhancement</b>		
Engineering	-	-
Project Cost - \$26,000/Crossing	-	-
<b>Marauder Park Lake Access</b>		
Engineering - \$31,000 (Estimated)	-	-
Project Cost - \$58,178 (Estimated)	-	-
<b>HV Rd RR Crossing</b>		
Engineering - \$7,200 (Estimated)	-	-
Project Cost - \$48,000 (Estimated)	-	-
<b>Lakeside Community Park</b> (707 HV Rd Trailhead)		
Engineering - \$40,000	-	-
Project Cost - \$420,000	630,385	-
<b>Misc. Small, Fill-In/Connector Sections</b>		
Project Cost - \$20,000 (Per Year)	9,375	1,875
<b>Doubletree Ranch Park</b>		
Engineering - \$779,300	-	1,444,637
Project Cost - \$8,500,000 (Estimated)	5,889,393	

[illegible]

Total Capital Projects	\$ 6,929,389	\$ 1,446,512
Remaining Project Funding	\$ 1,593,694	\$ 447,182

\$	20,000	\$	498,532
\$	427,182	\$	(51,350)



# PEG Fee Fund

## FY 2016/2017 Budget

**YEAR TO DATE MARCH**

**Percent of Budget Year Transpired**

**50.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 65,000	\$ 65,000	\$ 14,142	\$ 50,858	22%
<i>Total Revenues</i>	\$ 65,000	\$ 65,000	\$ 14,142	\$ 50,858	22%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	21,700	21,700	4,095	17,605	19%
<i>Capital</i>	12,000	12,000	15,191	(3,191)	127%
<i>Total Expenditures</i>	\$ 33,700	\$ 33,700	\$ 19,286	\$ 14,414	57%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 2,601	\$ 36,094	\$ 36,094
<i>+Net Increase (Decrease)</i>	31,300	31,300	(5,144)
<i>Ending Fund Balance</i>	\$ 33,901	\$ 67,394	\$ 30,950

**Audited FY16**

# **CITY OF HIGHLAND VILLAGE**

## **COUNCIL BRIEFING**

**AGENDA# 17**

**MEETING DATE: 05/09/17**

**SUBJECT: Investment Report for Quarter Ending March 31, 2017**

**PREPARED BY: Heather Miller, Assistant Finance Director**

### **BACKGROUND:**

The Public Funds Investment Act, Chapter 2256.023 of the Government Code requires the investment officer of each local government to submit its governing body a quarterly report of investment transactions. The City staff has compiled the following information for your review and to comply with this reporting requirement.

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

N/A

### **OPTIONS & RESULTS:**

The detailed transactions for December 31, 2016 through March 31, 2017 follow this briefing.

- TexPool (Texas Local Government Investment Pool, a public funds investment pool that matures April 1, 2017)
- TexSTAR (Texas Short Term Asset Reserve Program, a public funds investment pool, custodial, and depository services are provided by JP Morgan Chase Bank and subsidiary J.P. Morgan Investor Services Co. that matures April 1, 2017)
- Independent DDA (Demand Deposit Account that matures April 1, 2017 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Independent NOW (Negotiable Order of Withdraw that matures April 1, 2017 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Southside MMA (Money Market Account that matures April 1, 2017, collateralized by pledged securities held in custody by the Federal Home Loan Bank)
- Wallis State Bank CD (Certificates of Deposit that matures January 26, 2017 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- LegacyTexas Bank CD (Certificates of Deposit that matures January 29, 2017 collateralized by a letter of credit held in custody by the Federal Home

Loan Bank)

- Wallis State Bank CD (Certificates of Deposit that matures July 26, 2017 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- LegacyTexas Bank CD (Certificates of Deposit that matures July 29, 2017 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Herring Bank CDARS (Certificates of Deposit placed through the Certificates of Deposit Account Registry Service that matures January 18, 2018 fully insured by the Federal Deposit Insurance Corporation)

This information reports that the beginning market value for all cash and investments was \$13,192,223 and the ending market value on March 31, 2017 was \$14,035,646. The rate of return for the quarter ending March 31, 2017 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (0.64%) is greater than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at December 31, 2016 was \$8,919,586 and the ending balance at March 31, 2017 was \$7,856,612 or 56% of the City's total portfolio. The weighted average maturity of the City's portfolio at March 31, 2017 is 96 days.

The average total portfolio yield for the quarter ending March 31, 2017 was 0.82%.

The book value and market value for the City's total portfolio for the beginning and end of the reporting period is as follows:

	<u>Book Value</u>	<u>Market Value</u>
December 31, 2016	\$13,192,223	\$13,192,223
March 31, 2017	\$14,035,646	\$14,035,646

I hereby certify that the attached report is in compliance with the Public Funds Investment Act and that all investments held and transactions made during the reporting period were duly authorized and properly recorded and valued.



Heather Miller  
Investment Officer



Ken Heerman  
Assistant City Manager

<sup>1</sup>Note:

Par is the stated legal dollar value or principal value at maturity.

Book value is what we paid for the instrument adjusted by any accretion or amortization costs.

Market value is what we could reasonably sell the instrument for in the current market.

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

N/A

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

**RECOMMENDATION:**

Council to receive the Investment Reports for the period ending March 31, 2017.



## **QUARTERLY INVESTMENT REPORT**

**For the Quarter Ended**

**March 31, 2017**

**Prepared by**

**Valley View Consulting, L.L.C.**

The investment portfolio of the City of Highland Village is in compliance with the Public Funds Investment Act and the City of Highland Village Investment Policy and Strategies.

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Ken Heerman, Assistant City Manager

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Heather Miller, Assistant Finance Director

**Disclaimer:** These reports were compiled using information provided by the City of Highland Village. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

## Summary

### Quarter End Results by Investment Category:

Asset Type	Ave. Yield	March 31, 2017		December 31, 2016	
		Book Value	Market Value	Book Value	Market Value
MMA/NOW/Pools	0.64%	\$ 7,856,612	\$ 7,856,612	\$ 8,919,586	\$ 8,919,586
Securities/CDs	1.05%	6,179,034	6,179,034	4,272,637	4,272,637
<b>Totals</b>		<b>\$ 14,035,646</b>	<b>\$ 14,035,646</b>	<b>\$ 13,192,223</b>	<b>\$ 13,192,223</b>

Current Quarter Average Yield <sup>(1)</sup>

Total Portfolio 0.82%

Fiscal Year-to-Date Average Yield <sup>(2)</sup>

Total Portfolio 0.71%

Rolling Three Mo. Treas. Yield 0.60%

Rolling Six Mo. Treas. Yield 0.64%

Rolling Three Mo. Treas. Yield 0.52%

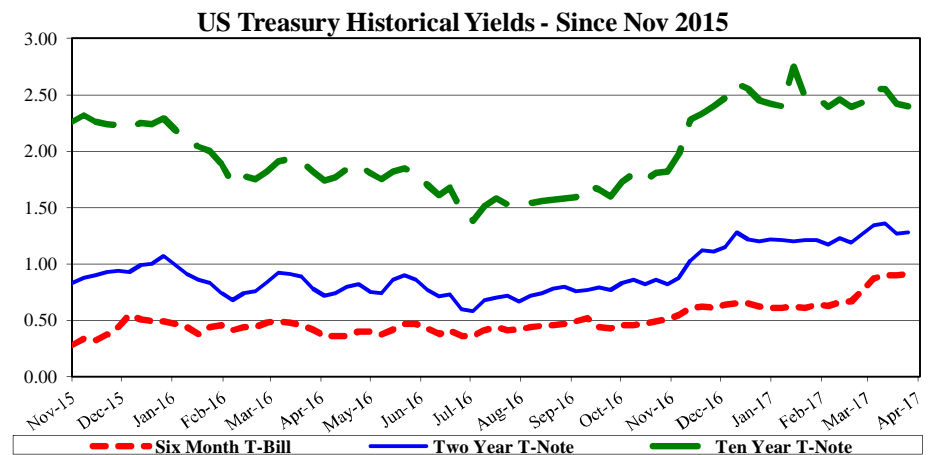
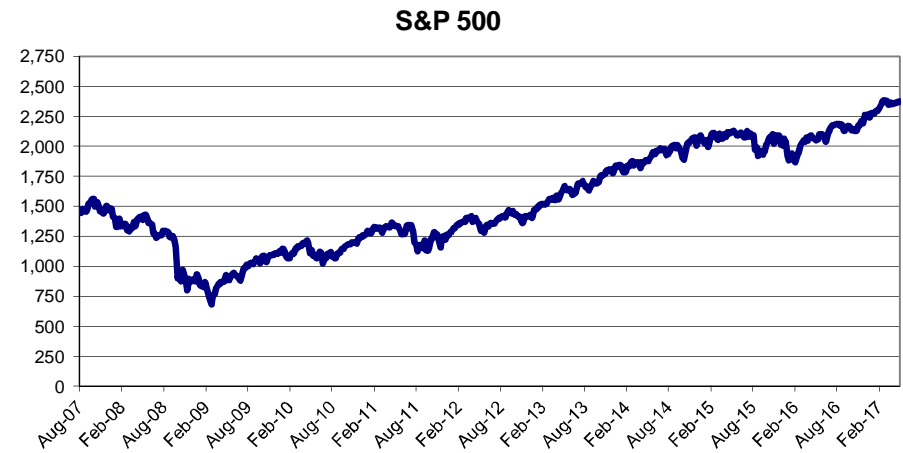
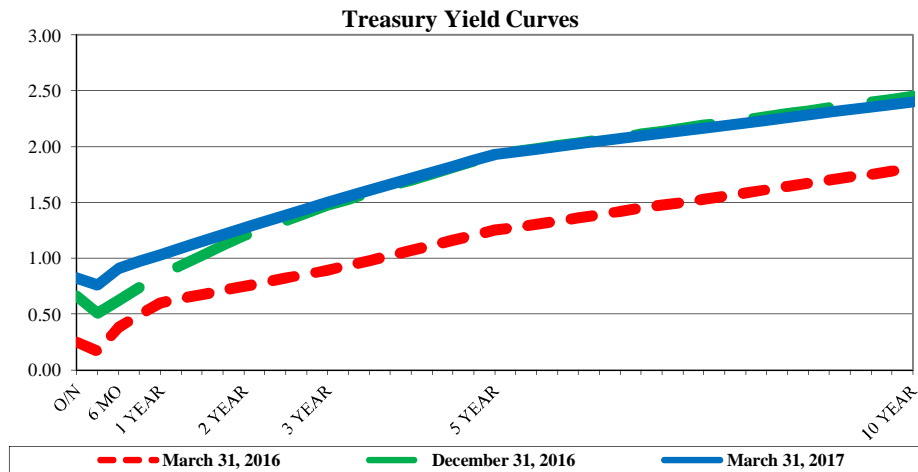
Rolling Six Mo. Treas. Yield 0.57%

Average Quarterly TexPool Yield 0.54%

(1) Average Yield calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

(2) Fiscal Year-to-Date Average Yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

The Federal Open Market Committee (FOMC) raised the Fed Funds target range of 0.75% - 1.00% (actual Fed Funds are trading +/-90 bps). There are mixed anticipations for additional FOMC actions this year. Some look for another rise as early as the June FOMC meeting. Final revision 4th Quarter 2016 GDP increased to 2.1%. US data reflects continuing modest to moderate economic growth. The Stock Markets recorded new highs. Financial Institution deposits (MMAs and CDs) generally offer the best interest earnings opportunity.



## Investment Holdings

March 31, 2017

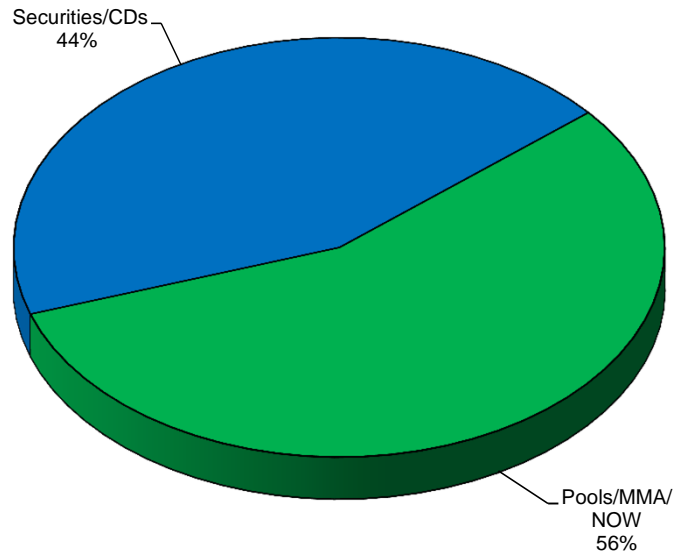
Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
TexPool	AAAm	0.62%	04/01/17	03/31/17	\$ 3,770,291	\$ 3,770,291	1.00	\$ 3,770,291	1	0.62%
TexSTAR	AAAm	0.63%	04/01/17	03/31/17	1,774,345	1,774,345	1.00	1,774,345	1	0.63%
Independent DDA		0.35%	04/01/17	03/31/17	204,645	204,645	1.00	204,645	1	0.35%
Independent NOW		0.40%	04/01/17	03/31/17	294,362	294,362	1.00	294,362	1	0.40%
Southside MMA		0.76%	04/01/17	03/31/17	1,812,968	1,812,968	1.00	1,812,968	1	0.76%
Wallis State Bank CD		0.85%	07/26/17	01/26/16	2,017,101	2,017,101	100.00	2,017,101	117	0.85%
LegacyTexas Bank CD		0.85%	07/29/17	07/29/16	653,687	653,687	100.00	653,687	120	0.85%
Herring Bank CDARS		1.20%	01/18/18	01/18/17	3,508,245	3,508,245	100.00	3,508,245	293	1.20%
					<b>\$ 14,035,646</b>	<b>\$ 14,035,646</b>		<b>\$ 14,035,646</b>	<b>96</b>	<b>0.82%</b>
										(1) (2)

(1) **Weighted average life** - For purposes of calculating weighted average life, pool and bank account investments are assumed to have a one day maturity.

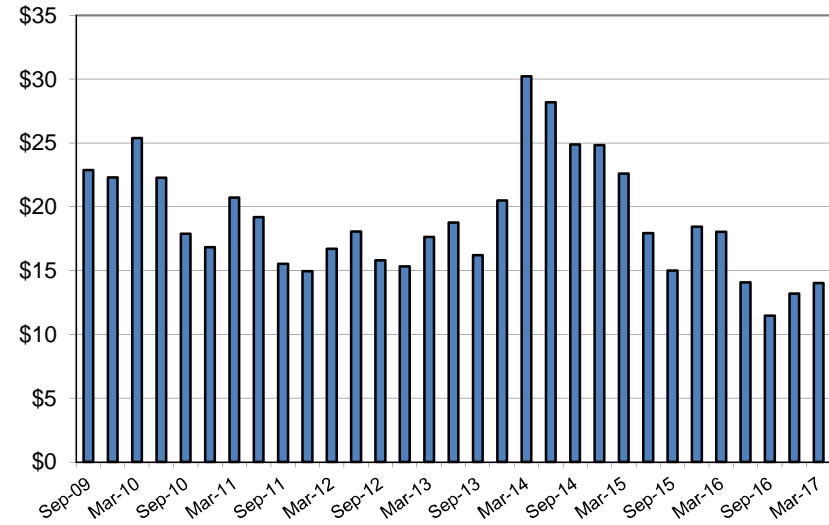
(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered.



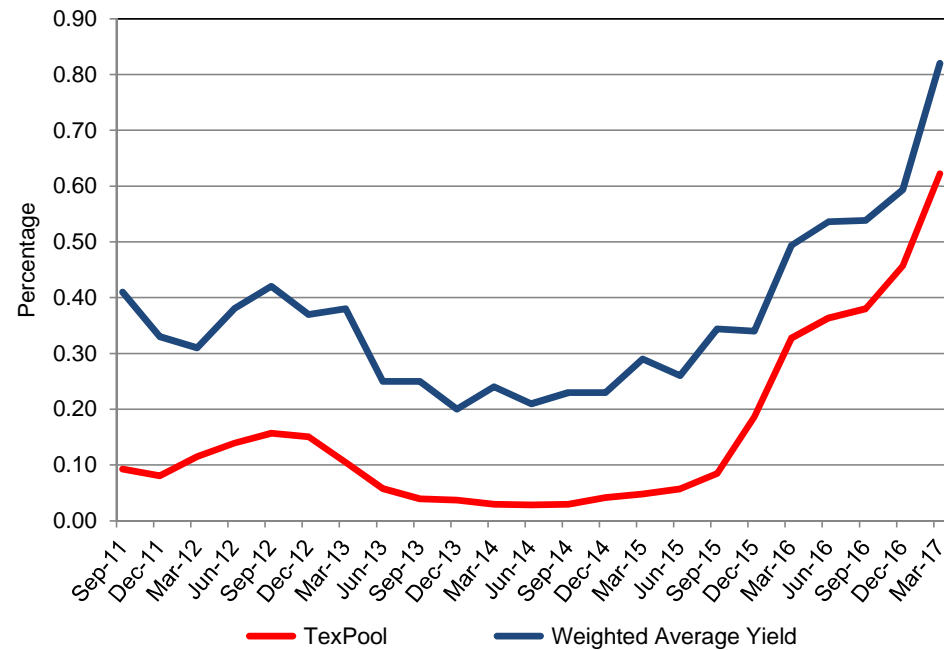
**Portfolio Composition**



**Total Portfolio (Millions)**



**Total Portfolio Performance**



## Book Value Comparison

Description	Coupon/ Discount	Maturity Date	December 31, 2016		Purchases/ Accretions	Amortizations/ Sales/Maturities	March 31, 2017	
			Original Face/ Par Value	Book Value			Original Face/ Par Value	Book Value
TexPool	0.62%	04/01/17	\$ 2,287,925	\$ 2,287,925	\$ 1,482,366	\$ —	\$ 3,770,291	\$ 3,770,291
TexSTAR	0.63%	04/01/17	4,013,619	4,013,619		(2,239,273)	1,774,345	1,774,345
Independent DDA	0.35%	04/01/17	514,189	514,189		(309,543)	204,645	204,645
Independent NOW	0.40%	04/01/17	294,072	294,072	290		294,362	294,362
Southside MMA	0.76%	04/01/17	1,809,782	1,809,782	3,186		1,812,968	1,812,968
Wallis State Bank CD	0.75%	01/26/17	1,005,641	1,005,641		(1,005,641)	—	—
LegacyTexas Bank CD	0.75%	01/29/17	601,889	601,889		(601,889)	—	—
Wallis State Bank CD	0.85%	07/26/17	2,012,789	2,012,789	4,312		2,017,101	2,017,101
LegacyTexas Bank CD	0.85%	07/29/17	652,319	652,319	1,368		653,687	653,687
Herring Bank CDARS	1.20%	01/18/18	—	—	3,508,245		3,508,245	3,508,245
<b>TOTAL</b>			<b>\$ 13,192,223</b>	<b>\$ 13,192,223</b>	<b>\$ 4,999,769</b>	<b>\$ (4,156,346)</b>	<b>\$ 14,035,646</b>	<b>\$ 14,035,646</b>

## Market Value Comparison

Description	Coupon/ Discount	December 31, 2016			Qtr-to-Qtr Change	March 31, 2017		
		Original Face/ Par Value	Market Price	Market Value		Original Face/ Par Value	Market Price	Market Value
TexPool	0.62%	\$ 2,287,925	1.00	\$ 2,287,925	\$ 1,482,366	\$ 3,770,291	1.00	\$ 3,770,291
TexSTAR	0.63%	4,013,619	1.00	4,013,619	(2,239,273)	1,774,345	1.00	1,774,345
Independent DDA	0.35%	514,189	1.00	514,189	(309,543)	204,645	1.00	204,645
Independent NOW	0.40%	294,072	1.00	294,072	290	294,362	1.00	294,362
Southside MMA	0.76%	1,809,782	1.00	1,809,782	3,186	1,812,968	1.00	1,812,968
Wallis State Bank CD	0.75%	1,005,641	100.00	1,005,641	(1,005,641)	—	—	—
LegacyTexas Bank CD	0.75%	601,889	100.00	601,889	(601,889)	—	—	—
Wallis State Bank CD	0.85%	2,012,789	100.00	2,012,789	4,312	2,017,101	100.00	2,017,101
LegacyTexas Bank CD	0.85%	652,319	100.00	652,319	1,368	653,687	100.00	653,687
Herring Bank CDARS	1.20%	—	—	—	3,508,245	3,508,245	100.00	3,508,245
<b>TOTAL</b>		<b>\$ 13,192,223</b>		<b>\$ 13,192,223</b>	<b>\$ 843,422</b>	<b>\$ 14,035,646</b>		<b>\$ 14,035,646</b>

**Allocation by Fund  
March 31, 2017  
Book and Market Value**

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Southside MMA	Certificates of Deposit			Total	Interest This Quarter
						07/26/2017	07/29/2017	01/18/2018		
Interest & Sinking	\$ 192,301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192,301	\$ 678
Replacement Reserve	449,627								449,627	635
Operations	341,491				264,351				605,843	1,262
Impact Fees	162,230				42,185		653,687		858,103	1,686
2013 CO Utility Capital Projects		353,634			503,622				857,256	1,399
<b>Sub Total</b>	<b>\$ 1,145,650</b>	<b>\$ 353,634</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 810,158</b>	<b>\$ -</b>	<b>\$ 653,687</b>	<b>\$ -</b>	<b>\$ 2,963,130</b>	<b>\$ 5,659</b>
<b>General Funds</b>										
Operations	\$ 2,204,981	\$ 1,253,663	\$ -	\$ 97,602	\$ 1,002,810	\$ 2,017,101	\$ -	\$ 3,508,245	\$ 10,084,402	\$ 21,006
Pooled Cash			204,645						204,645	789
Interest & Sinking	218,554	62,588							281,141	1,031
Drainage Utility	200,221								200,221	272
<b>Sub Total</b>	<b>\$ 2,623,756</b>	<b>\$ 1,316,250</b>	<b>\$ 204,645</b>	<b>\$ 97,602</b>	<b>\$ 1,002,810</b>	<b>\$ 2,017,101</b>	<b>\$ -</b>	<b>\$ 3,508,245</b>	<b>\$ 10,770,410</b>	<b>\$ 23,098</b>
<b>General Capital Project Funds</b>										
Park Development	\$ 733	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 733	\$ 49
2015 Tax Note Capital Projects		98,693							98,693	471
<b>Sub Total</b>	<b>\$ 733</b>	<b>\$ 98,693</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,426</b>	<b>\$ 520</b>
<b>Corp Leased Park Funds</b>										
Corp LeasedTXDot Mitigation	\$ -	\$ 3		\$ 196,760	\$ -	\$ -	\$ -	\$ -	\$ 196,763	\$ 194
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ -</b>	<b>\$ 196,760</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 196,763</b>	<b>\$ 194</b>
<b>HV Community Development Funds</b>										
Operations	\$ 152	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152	\$ 152
HVCDC TXDot Mitigation		5,765							5,765	8
2014 CO HVCDC Capital Projects									-	14
<b>Sub Total</b>	<b>\$ 152</b>	<b>\$ 5,765</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,917</b>	<b>\$ 174</b>
<b>Totals</b>	<b>\$ 3,770,291</b>	<b>\$ 1,774,345</b>	<b>\$ 204,645</b>	<b>\$ 294,362</b>	<b>\$ 1,812,968</b>	<b>\$ 2,017,101</b>	<b>\$ 653,687</b>	<b>\$ 3,508,245</b>	<b>\$ 14,035,646</b>	<b>\$ 29,645</b>

**Allocation by Fund  
December 31, 2016  
Book and Market Value**

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Southside MMA	Certificates of Deposit				Total	Interest This Quarter
						01/26/2017	01/29/2017	07/26/2017	07/29/2017		
Interest & Sinking	\$ 781,194	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 781,194	\$ 700
Replacement Reserve	448,992									448,992	467
Operations	44,152				263,887		601,889			909,927	1,565
Impact Fees	200,608				42,111				652,319	895,038	1,647
2013 CO Utility Capital Projects		377,765			502,737					880,502	1,179
<b>Sub Total</b>	<b>\$ 1,474,945</b>	<b>\$ 377,765</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 808,734</b>	<b>\$ -</b>	<b>\$ 601,889</b>	<b>\$ -</b>	<b>\$ 652,319</b>	<b>\$ 3,915,652</b>	<b>\$ 5,559</b>
<b>General Funds</b>											
Operations	\$ 29,650	\$ 3,134,992	\$ -	\$ 97,506	\$ 1,001,048	\$ 1,005,641	\$ -	\$ 2,012,789	\$ -	\$ 7,281,625	\$ 8,292
Pooled Cash			514,189							514,189	690
Interest & Sinking	144,113	62,499								206,612	180
Drainage Utility	188,987									188,987	196
<b>Sub Total</b>	<b>\$ 362,751</b>	<b>\$ 3,197,491</b>	<b>\$ 514,189</b>	<b>\$ 97,506</b>	<b>\$ 1,001,048</b>	<b>\$ 1,005,641</b>	<b>\$ -</b>	<b>\$ 2,012,789</b>	<b>\$ -</b>	<b>\$ 8,191,413</b>	<b>\$ 9,358</b>
<b>General Capital Project Funds</b>											
Park Development	\$ 170,987	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,987	\$ 178
2015 Tax Note Capital Projects		404,831								404,831	494
<b>Sub Total</b>	<b>\$ 170,987</b>	<b>\$ 404,831</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 575,818</b>	<b>\$ 671</b>
<b>Corp Leased Park Funds</b>											
Corp LeasedTXDot Mitigation	\$ -	\$ 3		\$ 196,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 196,569	\$ 198
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ -</b>	<b>\$ 196,566</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 196,569</b>	<b>\$ 198</b>
<b>HV Community Development Funds</b>											
Operations	\$ 279,241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,241	\$ 215
HVCDC TXDot Mitigation		5,758								5,758	6
2014 CO HVCDC Capital Projects		27,771								27,771	82
<b>Sub Total</b>	<b>\$ 279,241</b>	<b>\$ 33,529</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 312,770</b>	<b>\$ 303</b>
<b>Totals</b>	<b>\$ 2,287,925</b>	<b>\$ 4,013,619</b>	<b>\$ 514,189</b>	<b>\$ 294,072</b>	<b>\$ 1,809,782</b>	<b>\$ 1,005,641</b>	<b>\$ 601,889</b>	<b>\$ 2,012,789</b>	<b>\$ 652,319</b>	<b>\$ 13,192,223</b>	<b>\$ 16,090</b>

## **CITY OF HIGHLAND VILLAGE**

### **CITY COUNCIL BRIEFING**

**AGENDA# 19**

**MEETING DATE: 05/09/17**

**SUBJECT: Conduct a Public Hearing and Consider Ordinance 2017-1223 Re-adopting “Youth Standards of Care” of the Code of Ordinances of the City of Highland Village, Texas, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department**

**PREPARED BY: Linda Cornelius, Director of Parks and Recreation**

#### **BACKGROUND:**

In 1995 The Texas Legislature amended Section 42.041 (b) (14), Human Resources Code to exempt elementary-age (5-13) municipal youth recreation programs from the State’s child-care licensing requirement under certain conditions. The programs operated by the city are recreational in nature and are not child-care facilities.

This law requires that a city annually adopt standards of care by ordinance after a public hearing. Adopted standards must be provided to the parents of each program participant and must include, at a minimum, staffing ratios, minimum staff qualifications, minimum facility, health and safety standards.

State Law also requires that parents be informed that the program is not licensed by the State and that the program may not be advertised as a child-care facility.

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

Annual adoption of Highland Village Youth Program Standards of Care for our youth programs, specifically Kids Kamp. With the annual adoption, the City will be exempt from child care licensing as allowed by law.

#### **OPTIONS & RESULTS:**

To conduct a public hearing on the proposed Highland Village Youth Program Standards of Care. Council approval of the proposed Highland Village Youth Program Standards of Care.

#### **RECOMMENDATION:**

Conduct a public hearing and approve Ordinance 2017-1223 (1<sup>st</sup> of two reads).

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2017-1223**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, READOPTING IN ITS ENTIRETY ARTICLE 14.04 "PARKS AND RECREATION" DIVISION 7 "YOUTH SERVICES STANDARDS OF CARE" OF THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, TEXAS, SETTING FORTH AND ADOPTING THE STANDARDS OF CARE FOR YOUTH PROGRAMS OFFERED BY THE PARKS AND RECREATION DEPARTMENT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Texas Human Resource Code, Section 42.041 (b)(4), establishes requirements to exempt recreational programs operated by municipalities for elementary age (5-13) children from State child care licensing; and

**WHEREAS**, in order to receive exempt status for a youth recreation program, a municipality must adopt standards of care by ordinance after a public hearing for the program, then submit a copy of program standards, a notice of the public hearing for the program and a copy of the ordinance adopting the standards to the State; and

**WHEREAS**, the City Council in prior years has adopted such standards of care, which are presently codified as Article 14.04, Division 7 of the Code of Ordinances; and

**WHEREAS**, the City Council, after conducting a public hearing and affording a full and fair hearing to all citizens, and in the exercise of legislative discretion, has concluded that the standards of care as previously codified should be readopted;

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

**SECTION 1.** The standards of care for youth programs offered by the Parks and Recreation Department of the City of Highland Village, Texas, as codified in Article 14.04 "Parks and Recreation," Division 7 "Youth Services Standard of Care," a true and correct copy of which is attached hereto as Exhibit "A," are hereby readopted in their entirety without amendment in accordance with Texas Human Resource Code, Section 42.041(b)(14).

**SECTION 2.** If any section, paragraph, clause or provision of this Ordinance shall for any reason be held invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

**SECTION 3.** This ordinance shall take effect immediately from and after its passage on Second Reading and publication in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 9<sup>TH</sup> DAY OF MAY, 2017.**

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS, ON SECOND READING ON THIS THE \_\_\_\_\_ DAY OF MAY, 2017.

APPROVED:

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

ATTEST:

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

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
Kevin B. Laughlin, City Attorney  
(kbl:5/1/17:85850)

**Exhibit A to  
Ordinance No. 2017-1223**

**ARTICLE 14.04 PARKS AND RECREATION**

**Division 7. Youth Services Standards of Care**

**Sec. 14.04.221            Purpose**

The following standards of care ("standards") have been adopted by the city council, to comply with section 42.041(b)(14) of the Texas Human Resources Code. The standards are intended to be minimum standards by which the city parks and recreation department will operate the city's youth programs. The programs operated by the city are recreational in nature and are not licensed by the state as certified day-care programs. The state department of family and protective services has issued an exemption determination certificate to the city.

**Sec. 14.04.222            General administration; definitions**

(a)     Definitions. The following words and phrases as used in these standards shall have the following meaning:

Department. The parks and recreation department of the city.

Director. The director of the department or the director's designee.

Parent. One parent or both parents or other adult with legal custody and authority to enroll their child(ren) in the youth programs.

Participant. A child age five (5) to thirteen (13) whose parent(s) have completed all required registration procedures and determined to be eligible for a youth program.

Program manual. The notebook of policies, procedures, required forms, and organizational and programming information relevant to the youth programs.

Program site. The physical location where the youth program is being conducted.

Program staff. The person or persons who have been hired or have volunteered to work for the city and been assigned responsibilities for managing, administering, or implementing some or all portions of one or more youth programs.

Recreation coordinator. The full-time department employee who performs the functions responsible for administration and implementation of the youth programs.

Site director. The person who has been hired to directly administer and oversee the daily operations of a youth program to include, but not be limited to, the supervision of staff, safety of participants, and programming.

Youth program or program. A fee based children's program or activity offered and supervised by the department that requires a participant to enroll or register in order to participate, including,



but not limited to, city's youth programs consisting of the Kid's Kamp and other non-school day programs which last one week (5 days) or longer.

(b) Organization.

- (1) The governing body of the youth program is the city council.
- (2) Implementation of the youth programs standard of care is the responsibility of the director and program staff.
- (3) Youth programs to which these standards of care will apply are the Kid's Kamp and other non-school day programs that last one week (5 days) or longer.
- (4) Each program site will have a current copy of these standards available for the public and program staff.
- (5) Parents of participants will be provided a current copy of these standards prior to the start of the youth program, preferably during the registration process.
- (6) Program staff must pass a background investigation including testing for illegal substances.

(c) Inspection/monitoring/enforcement.

- (1) The recreation coordinator will perform weekly inspections of the program to confirm adherence to these standards.
  - (A) Inspection reports will be sent to the director for review and kept on record for at least two years.
  - (B) The director will review the report and establish deadlines and criteria for compliance with these standards.
- (2) Complaints regarding enforcement of these standards will be directed to the recreation coordinator. The recreation coordinator will be responsible for taking the necessary steps to resolve the problems. The recreation coordinator will record complaints regarding enforcement of these standards and their resolution. The director will address serious complaints regarding enforcement of these standards and the complaints and the resolution will be noted.
- (3) The director may make a report during the annual budget process to the city council on the overall status of youth programs.

(d) Enrollment. Before a child may become a participant, the parent must complete and sign registration forms that contain information pertaining to the participant and their parent(s). The following information must be provided:

- (1) Name, address and home telephone number.

- (2) Name, address and telephone number of parent(s) where the parent(s) may be contacted during the hours the participant is participating in the youth program.
  - (3) In case of emergency, contact names and telephone numbers of one or more people who are not a parent of the participant who may be contacted regarding the participant during the hours the participant is participating in the youth program.
  - (4) The names, telephone numbers and driver's license numbers of people to whom the participant may be released to.
  - (5) A statement of the participant's special problems or needs, including allergies.
  - (6) Emergency medical authorization, the name and phone number of the doctor to be called regarding the participant.
  - (7) A liability release that encompasses all personal injury, including death, and property damage resulting from the participant's participation in the program signed by a person authorized to grant such release on behalf of the participant.
- (e) Suspected abuse.
- (1) Program staff will report suspected child abuse to the state department of family and protective services, in accordance with the Texas Family Code.
  - (2) Program staff will receive basic training related to child abuse prevention and how to report suspected abuse.

**Sec. 14.04.223      Staff responsibilities and training**

- (a) Site director qualifications. A site director must meet the following minimum qualifications:
- (1) Must be an employee of the city.
  - (2) Must be at least 19 years of age.
  - (3) Must have a high school diploma or GED.
  - (4) Must have two years experience planning and implementing recreational activities.
  - (5) Must have previous experience in supervising children and possess knowledge of recreational games, crafts and activities.
  - (6) Must be skilled in supervising children of varying age levels in a group setting.
  - (7) Must pass a background investigation including a test for illegal substances.

- (8) Must have a current certification in first aid, cardio pulmonary resuscitation (CPR) based on either American Heart Association or American Red Cross standards.

(b) Site director responsibilities.

- (1) A site director administers the daily operations of the program in compliance with these standards.
- (2) A site director recommends for hire, supervises, and evaluates program staff.
- (3) A site director plans, implements, and evaluates the daily activities of programs.
- (4) A site director will investigate allegations or concerns regarding suspected child abuse and will report suspected child abuse or neglect in accordance with the Texas Family Code.

(c) Program staff.

- (1) Program staff will be part-time or temporary employees of the department.
- (2) Program staff working with children must be 17 years of age or older; however, each program site will have at least one employee 18 years or older present at all times during the hours a program is conducted at the program site.
- (3) Program staff must pass a background investigation including a test for illegal substances.
- (4) Program staff must have successfully completed a course in first aid and CPR based on either American Heart Association or American Red Cross standards. An exception can be made for no more than one staff person at each program site, and that person shall successfully complete a first aid and CPR course within four weeks of starting work.

(d) Program staff responsibilities.

- (1) Program staff must be able to consistently exhibit competency, tolerance, and patience.
- (2) Program staff must relate to children with courtesy, respect, tolerance, and patience.
- (3) Program staff will provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- (4) Program staff will be responsible to know and follow all city, departmental, and program standards, policies and procedures that apply to the youth programs.

- (5) Program staff must ensure that participants are released only to a parent or an adult designated by the parent. All program sites will have a copy of the department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the program staff.
- (e) Training/orientation.
  - (1) The department will provide training and orientation to program staff in working with participants and for specific job responsibilities. Each program staff will be provided with a program manual specific to each youth program.
  - (2) Program staff will be trained in appropriate procedures to handle emergencies.
  - (3) Program staff will receive a two-day training course in areas including city, departmental, and program policies and procedures, provision of recreation activities, safety issues, child psychology, and city organization.
  - (4) Program staff will be required to sign an acknowledgment that they received the required training and are expected to conduct activities in accordance with training and these standards.

**Sec. 14.04.224      Operations**

- (a) Staff-participant ratio. In a youth program, the standard ratio of participants to counselors will be twenty (20) participants to one (1) program staff member. In the event a program staff member is unable to report to the program site, a replacement will be assigned.
- (b) Discipline.
  - (1) Program staff will implement discipline and guidance in a consistent manner based on the best interests of participants.
  - (2) There shall be no cruel or harsh punishment or treatment.
  - (3) Program staff may use brief, supervised separation from the group if necessary.
  - (4) As necessary, program staff will initiate discipline reports to the parent(s) of participants. Parents will be asked to sign discipline reports to indicate they have been advised about specific problems or incidents.
  - (5) A sufficient number and/or severe nature of discipline reports as detailed in the program manual may result in a participant being suspended from a program.
  - (6) In instances where there is a danger to participants or program staff, the offending participant will be removed from the program site as soon as possible.

(c) Programming.

- (1) Program staff will attempt to provide activities for each group according to the participants' ages. The activities must be appropriate to participants' health, safety, and wellbeing. The activities also must be flexible and attempt to promote the participants' emotional, social, and mental growth.
- (2) Program staff will attempt to provide that programs include:
  - (A) Alternating active and passive activities;
  - (B) Opportunity for individual and group activities; and
  - (C) Outdoor time each day if weather permits.
- (3) Program staff will be attentive and considerate of the safety of participants on field trips and during any transportation provided by the program.
  - (A) During trips, program staff supervising participants must have immediate access to emergency medical forms and emergency contact information for each participant.
  - (B) Program staff must have a written list of the participants in the group and must check the roll frequently.
  - (C) Program staff must have first aid supplies and a guide to first aid and emergency care available on field trips.

(d) Communication. Each program site will have a mobile phone or radio to allow program staff at the program site to be contacted by department personnel. Each program site will have access to a telephone or radio for use in contacting the municipal complex or making emergency calls. The recreation coordinator will post the following telephone numbers adjacent to a telephone accessible to all program staff at each program site:

- (1) City ambulance or emergency medical services;
- (2) City police department;
- (3) City fire department;
- (4) City municipal complex;
- (5) City parks and recreation department;
- (6) Numbers at which parents of participants attending the program(s) at the program site may be reached; and
- (7) The telephone number for the program site itself.

(e) Transportation.

- (1) Before a participant may be transported to and from a youth program by program staff, a transportation release form, completed by the parent of the participant, must be filed with the site director.
- (2) First aid supplies and a first aid and emergency care guide will be available in all vehicles used by program staff to transport participants.
- (3) All vehicles used by program staff for transporting participants must have available a 6-BC portable fire extinguisher which is easily accessible.

**Sec. 14.04.225 Facility standards**

(a) Safety.

- (1) Program staff will inspect program sites daily to detect sanitation and safety concerns that might affect the health and safety of the participants.
- (2) Buildings, grounds, and equipment on the program site will be inspected, cleaned, repaired, and maintained to protect the health and safety of the participants.
- (3) Program equipment and supplies must be safe for the participants' use.
- (4) Program staff must have first aid supplies and a guide to first aid and emergency care readily available at each site, during transportation to an off-site activity, and for the duration of any off-site activity.

(b) Fire.

- (1) In case of fire, danger of fire, explosion, or other emergency, the first priority of program staff is to evacuate the participants to a designated safe area.
- (2) Emergency evacuation and relocation plans will be posted at each indoor facility of a program site.

(c) Health.

(1) Illness or injury to participant.

- (A) A participant who is considered to be a health or safety concern to other participants or program staff will not be admitted to the program.
- (B) Illnesses and injuries will be handled in a manner to protect the health of all participants and program staff.

- (C) Program staff will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the program manual.
  - (D) Program staff will follow the recommendation of the state department of health concerning the admission or readmission of any participant after a communicable disease.
- (2) Medication. Program staff will administer medication to a participant only if:
- (A) Parent(s) complete and sign a medication form that provides authorization for program staff to dispense medication with details as to time and dosages. The form will include a hold harmless clause to protect the city.
  - (B) Prescription medications are in the original containers labeled with the participant's name, a date, directions, and the physician's name. Program staff will administer the medication only as stated on the label. Program staff will not administer medication after the expiration date.
  - (C) Nonprescription medications are labeled with the participant's name and the date the medication was brought to the program site. Nonprescription medication must be in the original container. Program staff will administer it only according to label direction.
  - (D) Medication dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of program staff. No injections will be administered by the program staff.
  - (E) Program staff must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available). Medications will be kept separate from food.
- (3) Toilet facilities.
- (A) The program site will have inside toilets located and equipped so participants can use them independently and program staff can supervise as needed.
  - (B) There must be one flush toilet for every 30 participants. Urinals may be counted in the ratio of toilets to participants, but they must not exceed 50 percent of the total number of toilets.
  - (C) Exceptions on flush toilet to participants may be adjusted when program activities take place at primitive or outdoor park locations.

(4) Sanitation.

- (A) The facilities at the program site must have adequate light, ventilation, and heat.
- (B) The program site must have an adequate supply of water meeting the standards of the state department of health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.

(5) Special needs. Participants with special needs requiring personal assistance, i.e., feeding, changing of clothes, using the restroom, must provide an attendant for the duration of the program. Program staff will not provide personal assistance. The attendant will be admitted to the program free of charge.



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

<b>AGENDA#</b> 20	<b>MEETING DATE:</b> 05/09/17
<b>SUBJECT:</b>	<b>Consider Ordinance 2017-1224 amending Identified Sections of Chapter 22 of the Code of Ordinances, related to Water and Sewer Regulations and Services</b>
<b>PREPARED BY:</b>	<b>Ken Heerman, Assistant City Manager</b>

**BACKGROUND:**

Delivery of the City's utility services (water / wastewater) is solely funded by revenues derived by rates charged to customers. Rate structures have been established with primary objective to provide sufficient revenues to operate system, within scope of achieving fairness - also with secondary consideration of conservation. Rates are adjusted periodically as needed. In 2007, the rate structure was changed to provide for a wholesale pass-through charge to be reviewed annually to address costs associated with the UTRWD. These represent roughly one half of the operational costs. The rate structure associated with City operations has not been changed since 2007.

**IDENTIFIED NEED/S:**

The current rate structure, implemented in 2007, was developed in consideration of prevailing usage patterns, with a graduated rate structure that provided a higher percentage of revenues associated with higher usage tiers. This effectively provided sufficient revenues – particularly in 2011 and 2012 due to exceptionally dry summers, providing increased revenues that resulted in a healthy level of reserves. However, in years subsequent to 2012, usage patterns have decreased considerably – likely for dual factors of increased rainfall and general awareness of conservation by residents. Accordingly, the reduced revenues have resulted in annual deficits, depleting working capital balances to minimum levels. This prompts an immediate need to update the rate schedule to ensure sufficient revenues for continued utility operations.

Overall parameter:

In general, the lion's share of operational costs to maintain City utility infrastructure are fixed in nature. And this would support a general view that all customers equally share in providing the availability of service. This in turn would support a higher percentage of charges be included with the base charge. The primary objective is to find the appropriate balance between the base charge and volume rate to distribute charges fairly while providing for sufficient revenues to support system. In contrast to the current rate structure of progressively higher rates with increased usage, a determination was made after discussions with Council to greatly increase the percentage of costs covered by the base charge. The primary advantage of this approach is to provide more consistency in monthly revenue generation and reduce volatility – a view shared by a growing number of utilities that are in the same process of re-evaluating their respective rate structures.

Specific Considerations

## Water

- Adaptation of the current progressive rate structure to discourage excessive usage, but not however discourage “responsible” irrigation so that residents can properly maintain their landscape. The City has a well system, in addition to surface water obtained from the URTWD, which is utilized to address peak summer usage resulting from irrigation. Accordingly, there is sufficient water delivery capacity to provide for usage within these general parameters.
  - o Based on average lot sizes in the City, roughly 30,000 gal monthly usage (inclusive of interior water usage) should be sufficient for landscape irrigation (Based on general assumption of 1” of water per week on yards).
  - o Larger sized lots in the City – using an average of the top 20%, could require up to roughly 50,000 gal monthly using the same criteria.
  - o With 4,000 gal usage included in the base charge, a flat volume rate is proposed for usage over 4,000 gal and up to 50,000 gallons. Usage above the 50,000 gal threshold will be subject to a substantially higher rate.

## Sewer

- Sewer usage is not directly metered, instead based on water usage. Using water usage as the basis for sewer charges is appropriate given the high correlation with related sewer volume – however with need to factor out any irrigation usage. Accordingly, residential water use utilized for sewer volume determination is capped at 15,000 gal. And a winter average program is used to determine a specific maximum usage for each residence – with intent of capturing typical household usage that excludes irrigation.
  - o The volume rate for Commercial will be the same as Residential, as there is no difference in treatment cost. Currently, the Commercial volume rate over 8,000 gal is charged at a lower rate. However, given larger volumes and demand on the system for Commercial, the base charge will reflect a higher amount.

In FY 2017, the current rate structure is projected to have a shortfall of \$869,000 to address operational costs. The proposed changes will provide sufficient revenues to address associated expenditures for both water and sewer costs, while also addressing considerations as listed previously.

The proposed rate changes will provide for roughly a 20% increase in total. However, with change to the rate structure, the percentage increase will vary with usage level. In general, the increase for both water and sewer is impacted at the lower usage levels. While the numbers of accounts at minimum levels is relatively small (roughly 6%), there is a small component of seniors, likely on fixed income. Total accounts with Over-65 designation are currently 425. To help mitigate the effect of this, an Over-65 Discount is suggested (\$5.00 / month) for residents meeting that qualification.

In review of the Utility Ordinance, a number of items were identified for need to be updated:

### **Sec. 22.02.042 Application for service; deposit generally**

- Increase deposit amount to \$150 from current amount of \$50. Deposit amount has not changed in over 20 years. The amount of \$150 is suggested to cover at least one month’s average billing.
- With increased deposit amount, it is proposed to refund deposit if customer achieves at least 12 consecutive months with no late payments.

### **Sec. 22.02.043 Deposit for oversize connection**

Except as provided in section 22.02.042 of this article, deposits for connections shall be as follows:

Size of Meter (inches)	Deposit (Current)	Proposed
1	\$80.00	\$200.00
1-1/2	\$180.00	\$250.00
2	\$250.00	\$350.00
3	\$450.00	\$500.00

**Sec. 22.02.044 Refund of deposit to customers 65 years of age or older**

- Ordinance currently states that residents qualifying for over-65 deposit refund can make application through the City Manager Office with condition of not being past due within the 12-month period preceding the request. This item was modified to read that customers are not required to provide a deposit when setting up a utility account, and references previous deposit section for refunding deposits, as with everyone with 12 months of timely payments.

**Sec. 22.02.048 Billing procedures**

- Leak adjustment – Residents that experience a leak can qualify for an adjustment, if the usage for the affected month exceeds a seasonal average by 50%. The adjustment amount is 50% of the difference between the billed amount and amount associated with the seasonal average. Proposed change is to expand options for determination of the adjustment amount. With hourly reading information available, it is possible to isolate usage associated with the leak – this providing another tool for determination of an appropriate adjustment.
- Resolution of disputed billed usage – Currently, if an adjustment is approved, it is the difference between the seasonal average and disputed usage. Proposed is to change the adjustment calculation to be consistent with that of the leak adjustment – 50% of the difference between the billed amount and associated charges with the seasonal average. And consistent with the leak adjustment, ability to consider hourly reading data information in determination of the adjustment, if warranted.

**Sec. 22.02.049 Disconnection of service for failure to pay charges; late payment charge**

- Currently, reconnect charges to re-establish service after being disconnected for non-payment are escalated amounts based on the number of reconnections in the preceding 24 months. And mirrored higher charges are to be assessed for reconnects after 5:00 p.m.
- Proposed change is to eliminate the second set of reconnection amounts based on after-hours – however retaining the associated higher amounts according to the chart following:

Number of Reconnection Requests Within the Preceding 24-Mounth Period	Reconnection Amount
1	\$25.00

2	\$50.00
3	\$75.00
Over 3	\$100.00

**Sec. 22.03.046 Billing Method (Sewer winter average)**

- For sewer charges, a process of determination of a maximum usage basis is established for each resident in accordance to the average comprised of the lowest three of four winter month's water usage. Currently the new average is updated each year with the June billing. A change is proposed to update instead with the May billing.

**OPTIONS & RESULTS:**

A two-step approach is proposed to adjust the Utility Rates:

**Step 1:**

- Proceed with update of Wholesale Pass-Through rates for both water and sewer with May 2017 billing. (This is typically performed in November of each year, however withheld in 2016 due to anticipated review of utility rates). The annual update of the wholesale rates does not require Council action.

**Current**

Water Wholesale	
Base Charge	\$ 18.50
Rate / 1,000 gal	\$ 0.90

Sewer Wholesale	
Base Charge	\$ 25.00
Rate / 1,000 gal	\$ 1.50
Max (15,000 gal)	\$ 47.50

**Proposed**

Water Wholesale	
Base Charge	\$ 20.00
Rate / 1,000 gal	\$ 1.00

Sewer Wholesale	
Base Charge	\$ 26.00
Rate / 1,000 gal	\$ 1.50
Max (15,000 gal)	\$ 48.50

**Step 2:**

- Update of Utility Ordinance presented at this Council Meeting to update various billing procedures and delineate proposed change in rate structure.
  - Billing procedure changes to take effect immediately upon ordinance approval.
  - Implementation of new Water / Sewer Rates to be delayed October billing of this year to allow sufficient time for education and notification to City residents.

## Water (City portion) Rate Changes (Effective with October billing)

### Current

City Residential (Current)	
Min (4,000 gal)	\$ 9.55
Rate / 1,000 gal	
4,000-10,000	\$ 0.85
10,000-20,000	2.85
20,000-30,000	4.00
30,000-40,000	5.10
40,000-	6.55

City Commercial (Current)	
Min (4,000 gal)	\$ 11.85
Rate / 1,000 gal	
4,000-	\$ 2.55

City Irrigation (Current)	
Min (4,000 gal)	\$ 11.85
Rate / 1,000 gal	
4,000-10,000	\$ 0.85
10,000-20,000	2.85
20,000-30,000	4.00
30,000-40,000	5.10
40,000-	6.55

### Proposed

City Residential (Proposed)	
Min (4,000 gal)	\$ 11.00
Rate / 1,000 gal	
4,000-50,000	\$ 3.00
50,000-	15.00

City Commercial (Proposed)	
Min (4,000 gal)	\$ 33.00
Rate / 1,000 gal	
4,000-	\$ 3.00

City Irrigation (Proposed)	
Min (4,000 gal)	\$ 33.00
Rate / 1,000 gal	
4,000-50,000	\$ 3.00
50,000 -	8.00

Residential Water				
	Current	Proposed	Change	%
4,000 gal	\$ 33.55	\$ 35.00	\$ 1.45	4%
8,000 gal	40.95	51.00	10.05	25%
20,000 gal	83.15	99.00	15.85	19%
40,000 gal	194.15	179.00	(15.15)	-8%
70,000 gal	420.65	539.00	118.35	28%

Commercial Water				
	Current	Proposed	Change	%
8,000 gal	\$ 50.05	\$ 73.00	\$ 22.95	46%
30,000 gal	128.15	161.00	32.85	26%
70,000 gal	270.15	321.00	50.85	19%
100,000 gal	376.65	441.00	64.35	17%

<b>Commercial Irrigation</b>				
	<u>Current</u>	<u>Proposed</u>	<u>Change</u>	<u>%</u>
8,000 gal	\$ 43.25	\$ 73.00	\$ 29.75	69%
30,000 gal	135.45	161.00	25.55	19%
100,000 gal	649.45	691.00	41.55	6%
200,000 gal	1,404.45	1,591.00	186.55	13%

### **Sewer (City portion) Rate Changes (Effective with October billing)**

#### **Current**

<b>Sewer (City)</b>	
Base Chg (2,000 gal)	\$ 1.25
Rate / 1,000 gal	\$ 5.60
Max (15,000 gal)	\$ 74.05

<b>Commercial Sewer</b>	
Base Chg (2,000 gal)	\$ 1.25
Rate / 1,000 gal	
2,000-6,000 gal	8.05
6,000 gal -	2.85

#### **Proposed**

<b>Sewer (City)</b>	
Base Chg (2,000 gal)	\$ 17.00
Rate / 1,000 gal	\$ 3.70
Max (15,000 gal)	\$ 63.80

<b>Commercial Sewer</b>	
Base Chg (2,000 gal)	\$ 34.00
Rate / 1,000 gal	\$ 3.70

<b>Residential Sewer</b>				
	<u>Current</u>	<u>Proposed</u>	<u>Change</u>	<u>%</u>
5,500 gal	\$ 55.10	\$ 64.20	\$ 9.10	17%
8,000 gal	72.85	77.20	4.35	6%
12,000 gal	101.25	98.00	(3.25)	-3%

<b>Commercial Sewer</b>				
	<u>Current</u>	<u>Proposed</u>	<u>Change</u>	<u>%</u>
8,000 gal	\$ 77.15	\$ 94.20	\$ 17.05	22%
30,000 gal	172.85	208.60	35.75	21%
70,000 gal	346.85	416.60	69.75	20%

To illustrate the average residential bill (citywide), two benchmarks can be utilized: average usage in months with and without irrigation.

- Non-irrigation month average: 8,000 gal water usage, 5,500 gal sewer usage (sewer

usage based on average winter average quantity).

- Average Irrigation month average: 20,000 gal water usage, 5,500 gal sewer usage
- High irrigation month average: 40,000 gal water usage, 5,500 gal sewer usage

Non-Summer Representative Bill (8,000 gal Water)				
	<u>Current</u>	<u>Proposed</u>	<u>Change</u>	<u>%</u>
<b>Water</b>				
Wholesale	\$ 28.00	\$ 28.00	\$ -	0%
City	<u>12.95</u>	<u>23.00</u>	<u>10.05</u>	<u>78%</u>
Total Water	\$ 40.95	\$ 51.00	\$ 10.05	25%
Average Sewer Bill (5,500 gal)				
	<u>Current</u>	<u>Proposed</u>	<u>Change</u>	<u>%</u>
<b>Sewer</b>				
Wholesale	34.25	34.25	-	0%
City	<u>20.85</u>	<u>29.95</u>	<u>9.10</u>	<u>44%</u>
Total Sewer	55.10	64.20	9.10	17%
<b>Total</b>	<b>\$ 96.05</b>	<b>\$ 115.20</b>	<b>\$ 19.15</b>	<b>20%</b>

Summer Representative Bill (20,000 gal Water)				
	<u>Current</u>	<u>Proposed</u>	<u>Change</u>	<u>%</u>
<b>Water</b>				
Wholesale	\$ 40.00	\$ 40.00	\$ -	0%
City	<u>43.15</u>	<u>59.00</u>	<u>15.85</u>	<u>37%</u>
Total Water	\$ 83.15	\$ 99.00	\$ 15.85	19%
Average Sewer Bill (5,500 gal)				
	<u>Current</u>	<u>Proposed</u>	<u>Change</u>	<u>%</u>
<b>Sewer</b>				
Wholesale	34.25	34.25	-	0%
City	<u>20.85</u>	<u>29.95</u>	<u>9.10</u>	<u>44%</u>
Total Sewer	55.10	64.20	9.10	17%
<b>Total</b>	<b>\$ 138.25</b>	<b>\$ 163.20</b>	<b>\$ 24.95</b>	<b>18%</b>

Summer - Higher Usage Bill (40,000 gal Water)				
	<u>Current</u>	<u>Proposed</u>	<u>Change</u>	<u>%</u>
<b>Water</b>				
Wholesale	\$ 60.00	\$ 60.00	\$ -	0%
City	<u>134.15</u>	<u>119.00</u>	<u>(15.15)</u>	<u>11%</u>
Total Water	\$ 194.15	\$ 179.00	\$ (15.15)	-8%
Average Sewer Bill (5,500 gal)				
	<u>Current</u>	<u>Proposed</u>	<u>Change</u>	<u>%</u>
<b>Sewer</b>				
Wholesale	34.25	34.25	-	0%
City	<u>20.85</u>	<u>29.95</u>	<u>9.10</u>	<u>44%</u>
Total Sewer	55.10	64.20	9.10	17%
<b>Total</b>	<b>\$ 249.25</b>	<b>\$ 243.20</b>	<b>\$ (6.05)</b>	<b>-2%</b>

A comparison of utility rates to surrounding cities shows Highland Village generally consistent with the other cities for water, however on the higher end in regard to sewage rates. Of the listed cities, for water, Corinth and Lake Cities are the most comparable – as these cities are also serviced by the Upper Trinity Regional Water District. For sewer, Lake Cities is the only directly comparable city to Highland Village - having all sewage treated by the UTRWD.

Water (Residential)						
Usage(gal)	HV	FM	Corinth	Lake Cities	Frisco	Southlake
4,000	35.00	39.60	43.33	50.00	24.63	46.12
8,000	51.00	54.60	43.33	70.00	39.55	54.54
20,000	99.00	115.52	91.03	148.00	87.36	103.24
50,000	219.00	283.80	300.75	412.50	232.46	283.17
70,000	539.00	409.60	476.15	630.50	340.06	404.57

Water (Commercial)						
Usage(gal)	HV	FM	Corinth	Lake Cities	Frisco	Southlake
8,000	73.00	55.32	61.69	70.00	41.83	79.30
50,000	241.00	283.82	308.50	412.50	203.53	299.47
70,000	321.00	409.62	442.10	630.50	280.53	420.87
100,000	441.00	598.32	642.50	957.50	396.03	602.97
Water (Commercial Irrigation)						



8,000	73.00	55.32	61.69	70.00	41.83	79.30
30,000	161.00	171.62	173.10	232.00	126.53	186.77
50,000	241.00	283.82	308.50	412.50	218.83	299.47
70,000	421.00	409.62	442.10	630.50	326.43	420.87
100,000	691.00	598.32	642.50	957.50	487.83	602.97

<b>Sewer (Residential)</b>						
<u>Usage(gal)</u>	<u>HV</u>	<u>Corinth</u>	<u>Lake Cities</u>	<u>FM</u>	<u>Frisco</u>	<u>Southlake</u>
2,000	46.00	32.59	41.20	19.44	33.18	27.47
5,500	64.20	52.19	60.80	33.27	50.40	38.50
8,000	77.20	66.19	74.80	43.14	62.70	46.37
12,000	98.00	88.59	97.20	58.94	82.38	58.97

<b>Sewer (Commercial)</b>						
<u>Usage(gal)</u>	<u>HV</u>	<u>Corinth</u>	<u>Lake Cities</u>	<u>FM</u>	<u>Frisco</u>	<u>Southlake</u>
8,000	94.20	66.19	77.80	43.14	80.36	46.37
50,000	312.60	301.39	313.00	209.04	287.00	178.67
70,000	416.60	413.39	425.00	288.04	385.40	241.67
100,000	572.60	581.39	593.00	406.54	533.00	336.17

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

N/A

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

An ordinance is attached. The new rate structure would become effective 30 days after passage of the ordinance.

## **RECOMMENDATION:**

Council to approve first read of Ordinance 2017-1224.

**CITY OF HIGHLAND VILLAGE**

**ORDINANCE NO. 2017-1224**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING CODE OF ORDINANCES CHAPTER 22, "UTILITIES" BY AMENDING IN ITS ENTIRETY DIVISION 2 "RATES, CHARGES AND BILLING" OF ARTICLE 22.02 "WATER SERVICE" AND AMENDING IN ITS ENTIRETY DIVISION 2 "RATES AND CHARGES" OF ARTICLE 22.03 "SEWER SERVICE"; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council finds that it is necessary to establish rates and charges for the provision of retail water and sanitary sewer services that will generate sufficient revenues to allow the City to pay for maintenance and operation of the City's public water and sanitary sewer system, pay debt service related to such utilities, and to create additional reserves to buffer the effects of fluctuation in water and sewer sales and to pay unanticipated expenses for repairs to said systems from time to time; and

**WHEREAS**, decreased water and sanitary sewer sales over recent years related to increased rainfall and increased water conservation efforts by the City's water customers, compounded by increased operating costs, has resulted in annual deficit funding in the City's water and sewer enterprise funds; and

**WHEREAS**, the water and sewer reserve funds have been used to accommodate such annual funding deficits, resulting in said reserve funds being reduced to minimum levels; and

**WHEREAS**, the rates and charges for the provision of water and sanitary sewer service have not been amended since 2007; and

**WHEREAS**, City Administration, based on projected water and sanitary sewer service usage and related revenue projections, has recommended amending the current water and sanitary sewer rates and charges to generate the revenues necessary to operate, maintain, and pay debt service related to the City's water and sanitary sewer systems; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest and necessary for the protection of the health and safety of the residents of the City of Highland Village to concur in said recommendation:

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

**SECTION 1.** Chapter 22 "Utilities," Article 22.02 "Water Service" of the Code of Ordinances of the City of Highland Village, Texas, is amended by amending in its entirety Division 2 "Rates, Charges, and Billing" to read as follows:

## **Division 2. Rates, Charges and Billing**

### **Sec. 22.02.041 Free service prohibited**

No customer shall be provided and take delivery of water from the City's public water system without paying for such water in accordance with the provisions of this Division. When a City department or division takes delivery of water from the City's public water system, the City shall make payment of the reasonable value thereof out of funds from sources other than the revenues of the City's public water system. For purposes of this Division, "customer" shall mean any person (not including the City, its departments or divisions) who makes application to the City and is authorized to take delivery of water from the City's public water system.

### **Sec. 22.02.042 Application for service; deposit generally**

Any customer desiring water service from the City's water system must make application to the City and, except as set forth in Sections 22.02.043 and 22.02.044, pay to the City a deposit of \$150.00. The amount of the deposit to be paid will be billed on the customer's initial monthly billing. The deposit shall be held by the City until such time the customer records twelve consecutive months of monthly payments with no instance of late payment, at which time the deposit shall be refunded to the customer. The City shall not be obligated to pay interest on any deposit held pursuant to this section unless required by state law. Upon termination of the service, any unpaid balance due for the provision of water shall be charged against the deposit with any balance of the deposit remaining, if any, refunded to the customer.

### **Sec. 22.02.043 Deposit for oversize connection**

Deposits for customers receiving delivery of water through a water meter with a one-inch diameter pipe or larger shall be as follows:

<b>Size of Meter (inches)</b>	<b>Deposit</b>
1.0	\$200.00
1.5	\$250.00
2.0	\$350.00
3.0	\$500.00

### **Sec. 22.02.044 Deposit not required for customers 65 years of age or older**

A customer who is 65 years of age or older shall not be required to pay the deposit required by Section 22.02.42.

### **Sec. 22.02.045 Tapping charge**

(a) **Developments created after September 8, 1978.** In the Highland Hills subdivision and the Village Estates III subdivision and in all subdivisions created,

developed or otherwise presented to the City after September 8, 1978, the charge for tapping the water mains and conveying the water up to and including the curb cocks at the property line for standard sized residential meters shall be \$250.00, plus all costs and expenses for labor and materials incurred by the city, which costs include, but are not limited to, meters, meter box, couplings, tubing and excavation work necessary and proper. The charge for larger meters shall be a negotiated amount.

**(b) Developments created before September 8, 1978.** In all developments and subdivisions which have been created, developed or otherwise presented to the City prior to September 8, 1978, the charge for tapping the water mains and conveying the water up to and including the curb cocks at the property line for standard sized residential meters shall be \$330.00, plus all costs and expenses for labor and materials incurred by the City, which costs include, but are not limited to, meters, meter box, couplings, tubing and excavation work necessary and proper. The charge for larger meters shall be a negotiated amount.

**Sec. 22.02.046            Monthly rates**

(a) The monthly rates for water service shall include all current charges for wholesale water and sewer billed to the city by the Upper Trinity Regional Water District (UTRWD) as follows:

**RESIDENTIAL AND SPRINKLER WATER SERVICES**

(Per 1,000 gallons)

(1) **UTRWD pass-through wholesale water charges.** A pass-through charge will be maintained as a separate item in accordance with amounts actually billed to the City by the Upper Trinity River Water District (UTRWD). In each fiscal year budget, a projected number of billings and projected total usage will be determined and used as the basis for distributing wholesale water treatment and delivery cost charged by UTRWD to the City as a rate per 1,000 gallons. The pass-through charge shall consist of (a) a minimum monthly billing charge related to wholesale costs other than volume charges charged by UTRWD to the City, and (b) a charge per gallon related to wholesale volume charges charged by UTRWD to City. Each year, effective with the November billing, this rate will be updated to reflect increases or decreases in rates from the City's wholesale provider, UTRWD, adjusted by a reconciliation of billed amounts compared to actual charges incurred by the City in the previous fiscal year.

(2) **Rates.** In addition to the UTRWD pass-through charge described in paragraph (1) of this Section, water customer shall pay the City a fee for the receipt of water service. The rates for the provision of water service for residential, commercial, and commercial irrigation accounts are as follows:

(A) Residential:

<b>Metered Usage</b>	<b>Water Charge</b>
0 to 4000 gallons	\$11.00 regardless of amount used
4,001 to 50,000 gallons	Additional \$3.00 for each 1000 gallons used
>50,000 gallons	Additional \$15.00 for each 1000 gallons used

(B) Commercial:

<b>Metered Usage</b>	<b>Water Charge</b>
0 to 4000 gallons	\$33.00 regardless of amount used
>4,000 gallons	Additional \$3.00 for each 1000 gallons used

(C) Commercial irrigation:

<b>Metered Usage</b>	<b>Water Charge</b>
0 to 4000 gallons	\$33.00 regardless of amount used
4,001 to 50,000 gallons	Additional \$3.00 for each 1000 gallons used
>50,000 gallons	Additional \$8.00 for each 1000 gallons used

(b) A \$5.00 credit shall be applied to each monthly water bill authorized by a customer to be paid to the City through an electronic draft of the customer's checking or savings account.

(c) A \$5.00 credit shall be applied to each monthly residential water bill where the property served by the meter has qualified Over-65 exemption with the Denton Central Appraisal District.

**Sec. 22.02.047 Effective date of rate changes**

Unless otherwise stated in the ordinance amending the rates and charges set forth in Section 22.02.046, an amendment to the rates and charges set forth in Section 22.02.046 shall become effective on the first regular billing date after the effective date of the ordinance enacting such amendment.

**Sec. 22.02.048 Billing procedures**

(a) Monthly billing. The City will read all water meters once each month and render a monthly bill for water and sewer services to each customer. The bill shall be payable by the established due date of the month in which received. The due date must be at least 15 days after the date the bills are mailed. If the due date falls on a Saturday, Sunday or federal or state holiday on which City offices

are not open for regular business, payment shall be due on the next City business day.

(b) Meter re-reads and testing. Upon the request of a customer, the customer's water meter will be re-read at no charge once during any four-month period. Each additional re-read of the water meter occurring sooner than four months after a prior re-read is subject to a \$25.00 charge; provided, however, if a re-reading of the meter results in a determination that the initial reading was incorrect, no charge will be assessed to the customer for the subsequent re-reading.

(c) Meter Replacement. Replacement of meters shall be at the discretion of the Director of Public Works. A meter will be replaced upon the written request of a customer only if the metered usage for the most recent month exceeds by not less than 50 percent the seasonal average usage for the same meter during prior periods. However, if upon testing, the meter reads accurately, the water customer is subject to the replacement cost of a new meter, or a service charge of \$25.00 if the same meter is placed back into service.

(d) Leak adjustment. A residential customer may be entitled to a billing adjustment upon providing proof of repairing a water leak in plumbing or water distributions lines on the customer side of the meter subject to the following:

- (1) Only one month's billing may be considered for adjustment;
- (2) The water use for the month during which the leak was found to exist must exceed a seasonal average by at least 50 percent;
- (3) The seasonal average may be established by using hourly read information to determine water loss related to the leak, water use in months preceding and following, the corresponding three months of previous years, or any combination thereof;
- (4) The customer must provide to the City proof the water leak has been repaired;
- (5) The billing adjustment provided may not exceed 50 percent of the difference of the billed water amount and water charges associated with the seasonal average usage; and
- (6) A resident may only receive one leak adjustment within a two-year period.

(d) Resolution of disputed billed usage. If, after reasonable efforts by the City to verify the accuracy of the meter reading and metering equipment, a customer continues to dispute the billed usage for a specific billing period, the customer may request a review hearing if the usage in question exceeds a seasonal average by not less than 50 percent and the increased usage did not result from a water leak. A review panel consisting of the finance director and city manager shall review the request by the customer and shall have authority to provide an adjustment. An adjustment made pursuant to this subsection (d) shall not

exceed 50 percent of the difference of the water charges on the bill that is disputed and the amount that would have been billed for the same period based on the seasonal average usage. A customer may only receive one bill adjustment within any two-year period pursuant to this subsection (d).

(e) Determination of Seasonal Averaging. For purposes of this section, the seasonal average may be established by using hourly reading information, metered usage in months preceding and following the period in question, the metered usage for the corresponding three months of previous years, or any combination thereof.

**Sec. 22.02.049 Disconnection of service for failure to pay charges; late payment charge**

(a) Disconnection of service authorized. The City reserves the right to suspend or terminate a customer's water service for failure to pay a water bill on or before the 25th day of the month after the bill was mailed to the customer. Payment by the customer by dishonored check shall constitute failure to pay.

(b) Restrictions on time of disconnection or reconnection. The City shall not discontinue water service to any customer on a Friday or on a day preceding a legal holiday which is observed by the City. No water service shall be reconnected by the City on a Saturday, Sunday or legal holiday which is observed by the city, or on any other day, Monday through Friday, during the hours of 7:00 p.m. to 8:00 a.m.

(c) Reconnection fee; additional deposit.

(1) Each customer's request for reconnection of water service shall include consideration of the customer's payment record for the previous 24-month period and payment of the required reconnection fee. A customer whose water service has been discontinued shall be required to pay the following applicable fee for reconnection of service:

<b>Number of Reconnection Requests Within the Preceding 24-Month Period</b>	<b>Reconnection Fee</b>
1	\$25.00
2	\$50.00
3	\$75.00
>3	\$100.00

(2) In addition to the payment of the reconnection fee, a customer whose water service has been discontinued on three separate occasions within the preceding 24-month period shall be required to provide a security deposit equal to the customer's two highest water bills within such previous 24-month period.

(d) Penalty for late payment. If a bill is not paid in accordance with the provisions of Section 22.02.048, a late charge of \$5.00 or ten percent of the

outstanding balance, whichever is greater, but, in no case, greater than \$20.00, shall be assessed.

**SECTION 2.** Chapter 22 “Utilities,” Article 22.03 “Sewer Service” of the Code of Ordinances of the City of Highland Village, Texas, is amended by amending in its entirety Division 2 “Rates and Charges” to read as follows:

## **Division 2. Rates and Charges**

### **Sec. 22.03.041      User charge system**

(a) Each recipient or class of recipients of sewer service must pay its proportionate share of the operation and maintenance costs of all wastewater collection and treatment service.

(b) The City will review the operation and maintenance costs annually and periodically adjust the user charges to pay all of the estimated costs for the coming year.

(c) The City will maintain records of all costs and receipts associated with the operation and maintenance of the system.

(d) Quantity discounts to large volume consumers will not be allowed.

### **Sec. 22.03.042      Tapping charge**

The charge for tapping the sewer mains at the property line for standard size residential lines shall be \$375.00. Each property owner is responsible and shall be liable for the construction of the necessary laterals from his structure to the property line and for making the tap onto the sewer line. All laterals must meet city codes and inspections

### **Sec. 22.03.043      Monthly rates**

The monthly charges for sanitary sewer service shall be based upon the following:

(1) UTRWD pass-through wholesale sewer charges. A pass-through charge will be charged as a separate item in accordance with amounts billed to the City by the Upper Trinity River Water District (UTRWD) for the treatment of wastewater delivered to UTRWD through the City’s wastewater collection system. In each fiscal year budget, a projected number of billings and projected total usage will be determined and used as the basis for distributing wholesale cost as a rate per 1,000 gallons. The pass-through charge shall consist of (a) a minimum monthly billing charge related to wholesale costs other than volume charges charged by UTRWD to the City, and (b) a charge per gallon related to wholesale volume charges charged by UTRWD to City. Each year, effective with the November billing, the UTRWD pass-through rate will be updated to reflect increases or decreases in rates charged by UTRWD to the City for wholesale wastewater treatment, adjusted by a reconciliation of billed



amounts compared to actual charges incurred by the City in the previous fiscal year.

(2) Rates for Sanitary Sewer Service. In addition to the UTRWD pass-through charge described in paragraph (1) of this Section and subject to Section 22.03.046, sewer customer shall pay the City a fee for the receipt of sanitary sewer service. The rates for the provision of sanitary service for residential and commercial accounts are as follows:

(A) Residential.

<b>Metered Usage</b>	<b>Sewer Charge</b>
0-2000 gallons	\$17.00 regardless of amount used
2,001-15,000 gallons	\$3.70 for each additional 1,000 gallons used
>15,000	\$65.10 flat rate

(B) Commercial.

<b>Metered Usage (based on water meter)</b>	<b>Sewer Charge</b>
0-2000 gallons	\$34.00 regardless of amount used
>2,001 gallons	\$3.70 for each additional 1,000 gallons used

**Sec. 22.03.044      Effective date of rate changes**

Unless otherwise stated in the ordinance amending the rates and charges set forth in Section 22.03.043, an amendment to the rates and charges set forth in Section 22.03.043 shall become effective on the first regular billing date after the effective date of the ordinance enacting such amendment.

**Sec. 22.03.045      Due date for payment of bill; late payment charge**

Charges for sanitary sewer service will be billed concurrently with charges for water service as provided in Section 22.02.048. If charges for sewer service are not paid in accordance with the provisions of section 22.02.048, a late charge of \$5.00 or ten percent of the outstanding balance, whichever is greater, and not to exceed \$20.00, shall be assessed.

**Sec. 22.03.046      Billing Method**

(a) Winter Averaging Maximum Charge Calculation. A maximum monthly sewer charge, based on the preceding four-month winter average, (i.e. December, January, February, and March) of water usage metered for said period shall be established. Each year, a new maximum monthly sewer charge will be established based on the average water usage of the three lowest months

of the four winter months. Monthly sewer charges for the following year, beginning with the May billing, will be determined by comparing, each month, the winter average quantity with the actual metered water usage, with charges based on the lower usage.

(b) New Customers. New customers will be charged for actual metered water usage for determination of sewer charges up to a maximum usage of 8,000 gallons each month until the following May billing, by which time a winter average for the preceding winter period comprising at least three (3) complete months can be established. Thereafter, the customer will be charged based on their established winter average.

**SECTION 3.** If any section, article, paragraph, sentence, clause, phrase or word in this ordinance, or application thereto any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this ordinance; and the City Council hereby declares it would have passed such remaining portions of the ordinance despite such invalidity, which remaining portion shall remain in full force and effect.

**SECTION 4.** 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 5.** This ordinance shall become effective upon final adoption of this ordinance and publication of the caption as required by law and the city charter; provided, however, the amendments to the rates and charges set forth in Code of Ordinances Section 22.02.046(a)(2) and Section 22.03.043(2) and the over-65 discount set forth in Section 22.02.046(c) shall be effective with respect to the use of water and sanitary sewer service as reflected on bills delivered subsequent to the September 2017 billing period, until which time the rates and charges set forth in Section 22.02.046(a)(2) and Section 22.03.043(2) prior to the adoption of this ordinance shall remain in effect.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE FIRST READING, THIS THE 9<sup>TH</sup> DAY OF MAY, 2017.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE SECOND READING, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.**

APPROVED:

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

ATTEST:

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

APPROVED AS TO FORM AND LEGALITY:

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Kevin B. Laughlin, City Attorney  
(kbl:5/5/17:85935)

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

<b>AGENDA#</b>	<b>21</b>	<b>MEETING DATE:</b>	<b>05/09/17</b>
<b>SUBJECT:</b>	<b>Consider Ordinance 2017-1221 amending the Code of Ordinances relating to the Parks and Recreation Advisory Board (2<sup>nd</sup> and final read)</b>		
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>		

**BACKGROUND:**

At their June 28, 2016 meeting, City Council directed the City Attorney and staff to move forward with a legal review of the Highland Village Home Rule Charter (Charter). Upon review, the City Attorney noted that several sections of the Charter needed to be updated to better reflect current state law and/or city functions, as well as several sections where the intent of the language was generally assumed and understood, but required further clarification because of literal readings that could be construed in a manner not originally intended when adopted. At their meetings on November 10 and December 13, 2016 and January 10, 2017 Council discussed and reviewed the possible charter amendments.

Among the sections identified by the City Attorney for possible amendment, the City Attorney noted Section 4.06.B establishing the Parks and Recreation Advisory Board ("the Board"). The City Attorney noted that Section 4.06.B contains many of the basic organizational details of the Board, including the number of members and alternate members that may be appointed to the Board. The City Attorney further noted that such detail in the Charter had in the past prohibited the Council from increasing the number of members on the Board as well as prevented the Council from altering the duties and responsibilities of the Board to reflect the current operations of the City's parks and trail system and recreational programs. Initial staff recommendation was to repeal Section 4.06.B of the Charter, but after further discussion, it was decided to propose amending Section 4.06.B by deleting the specific organizational details of the Board from the Charter and adding such details to the Code of Ordinances sections relating to the Board. As the City approaches full build out of the City's parks and trails system, removing the provision from the Charter will allow greater flexibility in defining the role of the Parks and Recreation Advisory Board as the City's needs shift from park and trail development to maintenance and development.

A special election was called by the City Council on May 6, 2017, for the purpose of placing before the voters of the City of Highland Village various propositions regarding amendments to the City's Home Rule Charter. Proposition 6 proposes to amend Section 4.06, Subsection B of the City of Highland Village City Charter to require enactment of an ordinance establishing a Parks and Recreation Advisory Board and the purpose and duties of said board.

## **IDENTIFIED NEED/S:**

In anticipation of the passage of Proposition 6, and to provide for a seamless and continuous existence of the Parks and Recreation Advisory Board, an ordinance needs to be adopted amending the provisions of the Code of Ordinances relating to the Parks and Recreation Advisory Board to add to the Code of Ordinances the organizational provisions to be removed from the City Charter, with such ordinance to be effective concurrently with the effective date of the proposed charter amendment if Proposition 6 is approved at the Special Election to be held on May 6<sup>th</sup>.

## **OPTIONS & RESULTS:**

Because the City Charter presently sets out the number of members and alternate members of the Parks and Recreation Advisory Board, such detail is not set out in the Code of Ordinances. If Proposition 6 is approved, failing to concurrently amend the Code of Ordinances to add the details relating to the number of members of the Board and other organizational details will result in uncertainty as to the size of the Board or even if the Board still exists despite Council's intent to the contrary.

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

The first read of Ordinance 2017-1221 amending Section 14.04.001 and Section 14, Division 2 of the Code of Ordinances relating to the Parks and Recreation Advisory Board was approved by Council at their April 25, 2017 meeting.

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

No budgetary impact. An ordinance amending portions of Section 14 of the Code of Ordinances relating to the Parks and Recreation Advisory Board as prepared by the City Attorney is required

## **RECOMMENDATION:**

To approve the second and final read of Ordinance 2017-1221 amending Section 14.04.001 and Section 14, Division 2 of the Code of Ordinances relating to the Parks and Recreation Advisory Board.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2017-1221**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING ARTICLE 14 “PARKS AND RECREATION” OF THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE BY AMENDING SECTION 14.04.001 “DEFINITIONS” TO REVISE THE DEFINITION OF “BOARD” AND BY RE-TITLING AND AMENDING IN ITS ENTIRETY DIVISION 2 “PARKS AND RECREATION BOARD”; PROVIDING FOR A SAVING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, a special election has been called by the City Council on May 6, 2017, for the purpose of placing before the voters of the City of Highland Village various propositions regarding amendments to the City’s Home Rule Charter; and

**WHEREAS**, Proposition 6 proposes to amend Section 4.06, Subsection B of the City of Highland Village City Charter to require enactment of an ordinance establishing a Parks and Recreation Advisory Board and the purpose and duties of said board; and

**WHEREAS**, the proposed amendment to Section 4.06, Subsection B of the City Charter, if approved, would remove the specific organizational details of the Parks and Recreation Advisory Board from the Charter and require they be enacted by City ordinance; and

**WHEREAS**, in anticipation of the passage of Proposition 6, and to provide for a seamless and continuous existence of the Parks and Recreation Advisory Board, the City Council of the City of Highland Village finds it to be in the public interest to adopt an ordinance amending the provisions of the Code of Ordinances relating to the Parks and Recreation Advisory Board to provide for the organizational provisions to be removed from the City Charter to be effective concurrently with the effective date of the proposed charter amendment.

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

**SECTION 1.** The definition of “Board” as set forth in Code of Ordinances Section 14.04.001 is amended to read as follows:

Board. The Parks and Recreation Advisory Board as established in Division 2 of this article as required by Section 4.06.B. of the city charter.

**SECTION 2.** Code of Ordinances Section 14 “Parks and Recreation,” Division 2 “Parks and Recreation Board” is retitled as “Parks and Recreation Advisory Board” and amended in its entirety to read as follows:

**Sec. 14.04.031                      Creation; Membership**

In accordance with Section 4.06.B of the Charter, the Parks and Recreation Advisory Board is established. The Board shall be composed of five (5) voting members and two (2) alternate members with two (2) voting members and one (1) alternate member appointed for terms commencing in odd numbered years

and three (3) voting members and one (1) alternate member appointed for terms commencing in even numbered years.

**Sec. 14.04.032 Powers and duties**

The Board shall act in accordance with the provisions of the Charter, this Code, and other City ordinances, and only in an advisory capacity to the City Council, in all matters pertaining to parks and recreation, and shall:

- (1) Acquaint itself with, and make a continuous study and inspection of the City parks system;
- (2) Follow a master plan for park property, structures, facilities, athletic areas or other improvements on public park and recreation facilities;
- (3) Recommend the adoption of standards on areas, programs and financial support;
- (4) Recommend to the City Council rules and regulations governing the use of public park and recreation facilities;
- (5) Advise the city staff of recommendations and reasons therefor; and
- (6) Perform such other duties as the City Council may prescribe.

**Sec. 14.04.033 Meetings**

- (a) Schedule of Meetings. The Board shall meet as necessary to conduct the business of the Board, or by written request sent to the chairman or vice-chairman by three members of the board or the director.
- (b) Staff Liaison and Support. The Director or, when the Director is unable to attend, a designated senior staff person from the Department, shall attend all meetings of the Board, and provide staff support and assistance, reports and recommendations.

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

**SECTION 4.** This ordinance shall take effect from and after its passage on Second Reading, publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and the effective date of and ordinance amending Section 4.06.B. of the Charter of the City of Highland Village following approval of Proposition 6 in the Special Election held on May 6, 2017; provided, however, if said Proposition 6 is not approved by the voters of the City, then this ordinance shall expire and not take effect; and it is accordingly so ordained.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS, ON FIRST READING ON THIS THE 25<sup>TH</sup> DAY OF APRIL, 2017.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS, ON SECOND READING ON THIS THE 9<sup>TH</sup> DAY OF MAY, 2017.**

**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:4/18/17:85404)



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

**AGENDA# 22**

**MEETING DATE: 05/09/17**

**SUBJECT: Consider Ordinance 2017-1222 amending the Code of Ordinances relating to the Appointment and Duties of the Clerk of the City's Municipal Court of Record (2<sup>nd</sup> and final read)**

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

**BACKGROUND:**

At their June 28, 2016 meeting, City Council directed the City Attorney and staff to move forward with a legal review of the Highland Village Home Rule Charter (Charter). Upon review, the City Attorney noted that several sections of the Charter needed to be updated to better reflect current state law and/or city functions, as well as several sections where the intent of the language was generally assumed and understood, but required further clarification because of literal readings that could be construed in a manner not originally intended when adopted. At their meetings on November 10 and December, 2016 and January 10, 2017 Council discussed and reviewed the possible charter amendments.

Among the sections identified by the City Attorney, Council discussed the repeal of Section 4.05 of the City Charter relating to the appointment of the Clerk of the Municipal Court. The City Attorney noted the City Charter currently provides for the municipal court judge to appoint the Clerk of the Municipal Court when, in fact, the Municipal Court Clerk is presently hired by the City Manager. State law does not state who is required to appoint the Municipal Court Clerk, only that one be appointed. The City Attorney further noted that if Section 4.05 of the Charter were to be repealed, an amendment to the Code of Ordinances would need to be adopted to reflect current practice regarding the Municipal Court Clerk's appointment.

A special election was called by the City Council to be held on May 6, 2017, for the purpose of placing before the voters of the City of Highland Village various propositions regarding amendments to the City's Home Rule Charter. Proposition 5 proposes to repeal Section 4.05 of the City Charter relating to the appointment of the Clerk of the Municipal Court.

**IDENTIFIED NEED/S:**

State law requires a city that operates a municipal court of record to provide by ordinance for the appointment of a municipal court clerk. In anticipation of the passage of Proposition 5, an ordinance amending Code of Ordinances Section 1.04.005 relating to the appointment and duties of the Clerk of the Municipal Court to reflect the current practice regarding who appoints the Clerk of the Municipal Court needs to be adopted to be effective concurrently with the effective date of the proposed charter amendment if the voters of Highland Village approve Proposition 5 at the Special Election to be held on May 6<sup>th</sup>.

## **OPTIONS & RESULTS:**

Code of Ordinances Section 1.04.005 presently states that the municipal court judge appoints the municipal court clerk. Even if Proposition 5 is approved by the voters, failing to amend the Code of Ordinances would result in the Code conflicting with the current appointment process for the Municipal Court Clerk.

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

The first read of Ordinance 2017-1222 amending Section 1.04.005 of the Code of Ordinances relating to the appointment and duties of the Clerk of the City's Municipal Court of Record was approved by Council at their April 25, 2017 meeting.

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

No budgetary impact. An ordinance amending Section 1.04.005 of the Code of Ordinances as prepared by the City Attorney is required.

## **RECOMMENDATION:**

To approve the second and final read of Ordinance 2017-1222 amending Section 1.04.005 of the Code of Ordinances relating to the appointment and duties of the Clerk of the City's Municipal Court of Record.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2017-1222**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING SECTION 1.04.005 OF THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE RELATING TO THE APPOINTMENT AND DUTIES OF THE CLERK OF THE CITY'S MUNICIPAL COURT OF RECORD; PROVIDING FOR A SAVING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, a special election has been called by the City Council on May 6, 2017, for the purpose of placing before the voters of the City of Highland Village various propositions regarding amendments to the City's Home Rule Charter; and

**WHEREAS**, Proposition 5 proposes to repeal Section 4.05 of the City of Highland Village City Charter relating to the appointment of the Clerk of the Municipal Court; and

**WHEREAS**, in anticipation of the passage of Proposition 5, the City Council of the City of Highland Village finds it to be in the public interest to adopt an ordinance amending the provisions of the Code of Ordinances relating to the appointment and duties of the Clerk of the Municipal Court to be effective concurrently with the effective date of the proposed charter amendment that better reflects the current practice with respect to the appointment of the Clerk of the Municipal Court.

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

**SECTION 1.** Article 1.04 "Municipal Court of Record," Section 1.04.005 "Clerk and Other Personnel; Seal, Court Report" is amended by amending subsection (a) to read as follows:

(a) Appointment of clerk and other personnel; duties of clerk. The City Manager, in consultation with the judge of the municipal court of record, shall appoint a person to hold the office of clerk of the municipal court of record, who shall also be known as the municipal court clerk. The municipal court clerk shall keep the records of the municipal court of record, issue process, and generally perform the duties of a clerk of a county court at law exercising criminal jurisdiction. In the annual budget, the city council may provide for deputy clerks, warrant officers, and other personnel as needed for the proper operation of the municipal court of record. The municipal court clerk shall supervise the selection of persons for jury service in the municipal court of record. Trial by jury, including the summoning of jurors, must substantially conform to chapter 45, Code of Criminal Procedure.

**SECTION 2.** 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 3.** This ordinance shall take effect from and after its passage on Second Reading,

publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and the effective date of and ordinance amending Section 4.06.B. of the Charter of the City of Highland Village following approval of Proposition 5 in the Special Election held on May 6, 2017; provided, however, if said Proposition 5 is not approved by the voters of the City, then this ordinance shall expire and not take effect; and it is accordingly so ordained.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 25<sup>TH</sup> DAY OF APRIL, 2017.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 9<sup>TH</sup> DAY OF MAY, 2017.**

**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:4/20/17:85485)

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA#** 23                      **MEETING DATE:** 05/09/17

**SUBJECT:**                      **Consider Resolution 2017-2679 Appointing a Member to Fill a Vacancy on the Planning and Zoning Commission**

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

### **BACKGROUND:**

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

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

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

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

On September 22, 2015, Dan Jaworski was appointed by Council to Place 5 on the Planning and Zoning Commission for a term expiring on September 30, 2017. With Mr. Jaworski being elected to office, he has resigned from his position on the Planning and Zoning Commission; therefore a vacancy now exists on the Planning and Zoning Commission for Place 5.

### **OPTIONS & RESULTS:**

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

- Thomas Heslep - Alternate Place 1 (appointed 10/11/2016)
- Allison Lassahn - Alternate Place 2 (appointed 10/11/2016)

If Council appoints one of the alternates to Place 5, the Council should also consider a person to fill the vacant alternate seat of the Planning and Zoning Commission.

Council may also consider applications submitted by residents interested in serving on a

board/commission. The following have submitted an application and have requested to serve on the Planning and Zoning Commission:

- James Romo
- Kevin McMahan

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

N/A

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

N/A

**RECOMMENDATION:**

To approve Resolution 2017-2679 appointing a member to Place 5 on the Planning and Zoning Commission for the term ending September 30, 2017.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2017-2679**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING A MEMBER TO THE PLANNING AND ZONING COMMISSION TO FILL A VACANCY FOR AN UNEXPIRED TERM, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Highland Village desires to make an appointment to the Planning and Zoning Commission to fill a vacancy for an unexpired term.

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

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

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

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

**PASSED AND APPROVED** this the 9<sup>th</sup> day of May, 2017.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:4/19/17:85459)

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

<b>AGENDA#</b> 25	<b>MEETING DATE:</b> 05/09/17
<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

**May 9, 2017**                      **Regular City Council Mtg. 7:30 pm**

May 15, 2017                      Park Board Mtg. 6:00 pm (if needed)

May 16, 2017                      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

May 18, 2017                      Public Art Advisory Board Mtg. 7:00 pm (if needed)

**May 23, 2017**                      **Regular City Council Mtg. 7:30 pm**

**May 29, 2017**                      **Memorial Day Holiday (City Offices Closed)**

June 1, 2017                      Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**June 13, 2017**                      **Regular City Council Mtg. 7:30 pm**

June 15, 2017                      Public Art Advisory Board Mtg. 7:00 pm (if needed)

June 19, 2017                      Park Board Mtg. 6:00 pm (if needed)

June 20, 2017                      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

**June 27, 2017**                      **Regular City Council Mtg. 7:30 pm**

**July 4, 2017**                      **Independence Day Holiday (City Offices Closed)**

July 6, 2017                      Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**July 11, 2017**                      **Regular City Council Mtg. 7:30 pm**

July 17, 2017                      Park Board Mtg. 6:00 pm (if needed)

July 18, 2017                      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

July 20, 2017                      Public Art Advisory Board Mtg. 7:00 pm (if needed)

**July 25, 2017**                      **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