



A G E N D A

**REGULAR MEETING
OF THE CITY COUNCIL
CITY OF HIGHLAND VILLAGE, TEXAS
TUESDAY, JANUARY 24, 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. Introduction of Candidate for Alternate Municipal Court Judge
2. Receive Presentations from Highland Village Area Baseball Softball Association (HVABSA), Greater Lewisville Area Soccer Association (GLASA) and City/Neighborhood Sports Youth Football & Basketball League
3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of January 24, 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 551.071 – 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. Prayer to be led by Mayor Pro Tem Michelle Schwolert
7. Pledge of Allegiance to the U.S. and Texas Flags to be led by Mayor Pro Tem Michelle Schwolert

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

CONSENT AGENDA

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

11. **Consider Approval of Minutes of the Regular Meeting held on January 10, 2017**
12. **Receive Budget Report for Period Ending November 30, 2016**

ACTION AGENDA

13. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**
 - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
14. **Discussion and Consideration of all Matters Incident and Related to the Issuance and Sale of “City of Highland Village, Texas, General Obligation Refunding Bonds, Series 2017”, including the Adoption of Ordinance 2017-1219 Authorizing the Issuance of such Bonds and Providing for the Redemption of the Obligations being Refunded (first and only reading)**
15. **Conduct a Public Hearing on Potential Amendments to the Highland Village City Charter**

16. Receive Annual Report Regarding Compliance with the Highland Village Police Department's Policy Prohibiting Racial Profiling

LATE WORK SESSION

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

17. Discuss City Council Planning Session Meeting
18. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
- Highland Village Road Update
19. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 20th DAY OF JANUARY, 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

AGENDA# 1

MEETING DATE: 01/24/17

SUBJECT: Introduction of Candidate for Alternate Municipal Court Judge

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

In May of 2016, Colette Sallas was appointed as presiding judge, with the retirement of Ron Hurst. Judge Hurst has transitioned to a different role with the City of associate judge, with primary responsibility of handling arraignments and magistrate duties at the City's jail. Associate judges are needed to fill in when the presiding judge is unavailable and to provide coverage in addressing duties associated with the jail. Currently, virtually all coverage is provided by Judge Sallas and Judge Hurst.

Two other alternate judge positions have been utilized by the City. However, with the resignation of Greg Bertrand, and Holly Fox not actively utilized in recent years there is a need for an additional alternate judge. The City of Highland Village Charter requires judges for this court to be a licensed attorney in the State of Texas and be appointed by Council. The appointments are for a two year period. Compensation for alternate judges is a call-out fee of \$75 for magistrate services and a court fee of \$400 per half day docket and \$600 per full day docket.

Ms. Stephanie Askew is a licensed attorney and is interested in the position. She will be present for Early Work Session to meet with Council.

STEPHANIE ASKEW

3104 Overlook Circle
Highland Village, TX 75077

EXPERIENCE

Askew Legal, PLLC (June 2016 - Present)

- State-approved guardianship attorney
- Estate Planning
- Collaborative Law
- Business entity formation
- Regulatory and licensing law

Assistant General Counsel, Pacific Union Financial, LLC (August - October 2015)

- Oversaw corporate and mortgage licensing
- Managed Corporate governance, including dba management and annual reports
- Managed defensive litigation
- Facilitated correspondent mortgage lender repurchase escalation

Wingspan Portfolio Advisors, LLC (March 2011 - June 2015)

Senior Vice President of Legal and Compliance - May 2013 - June 2015

Vice President of Legal and Compliance - February 2012 - May 2013

Director of Legal and Compliance - July 2011 - February 2012

- Provided oversight of the company's compliance with mortgage laws, rules and regulations
- Executive Compliance Committee Secretary
- Followed up with management on issues identified
- Developed and managed compliance and internal control activities across all lines of business in all jurisdictions with multiple business lines
- Monitored all regulatory changes and communicate new requirements to the business lines and Compliance Committee
- Kept senior management apprised of significant compliance issues on an ongoing basis
- Oversaw renewals of mortgage servicing licenses, state operating licenses and Loan Originator
- Licensed mortgage loan originator in 38 states and Qualifying Individual

Owner, Law Office of Stephanie Prince, PLLC (February 2009 - March 2011)

- Consumer Bankruptcy
- CPS Ad Litem
- Family Law
- Criminal Law

- Probate Law

Associate, David S. Kohm and Associates (October 2007 - February 2009)

- Bankruptcy - Chapters 7 and 13 Consumer Bankruptcy representation
- Family Law
- Criminal Law
- Probate Law

Contract Attorney – LandAmerica Title Company (March 2007 - October 2007)

- Escrow officer dealing in commercial closings of real property and post-closing review

Attorney Advisor- U.S. Small Business Association Office of Disaster Assistance (February 2006 – March 2007)

- Drafted closing documents for secured and unsecured disaster relief
- Wrote attorney opinions for secured loans
- Researched real property and secured transactional law and laws of succession for Texas, Louisiana, Mississippi, Alabama, and Florida

Intern- Dallas County District Attorney's Office (August 2005 - February 2006)

Intern- U.S. Senator Kay Bailey Hutchison (September 2004 - May 2005)

Intern- Arlington City Attorney's Office (January 2003 - May 2005)

Assistant Closer – LandAmerica Onestop Title Company (September 2000 - August 2001)

Legislative Assistant – Representative Ray Allen, District 106 (January - May 1995)

EDUCATION

Texas Wesleyan School of Law (Now Texas A&M School of Law), Fort Worth, Texas (2001-05)

- Juris Doctor, May 2005
- Law Review Staff Member
- Dean's Scholarship recipient 2001-02, 2002-03, 2003-04, 2004-05
- Dean's List Honors - Fall 2002, Spring 2003, Spring 2004, Fall 2005

University of Texas, Austin, Texas - B.A., Government/History Double Major, December 1996

COMMUNITY

Board Member, Cloud 9 Charities

Member, Highland Village Women's Club

Secretary, Lake Dallas American Legion Auxiliary

Chair, Highland Village Municipal Ethics Board

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2

MEETING DATE: 01/24/17

SUBJECT: Receive Presentations from Highland Village Area Baseball Softball Association, Greater Lewisville Area Soccer Association, and City/Neighborhood Sports Youth Football & Basketball League

PREPARED BY: Angela Miller, City Secretary

COMMENTS

Representatives from Highland Village Area Baseball Softball Association (HVABSA), Greater Lewisville Area Soccer Association (GLASA), and City/Neighborhood Sports Youth Football & Basketball League will provide a status update on their respective leagues.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 7 **MEETING DATE: 01/24/17**

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: 01/24/17

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.

- Swearing In and Pinning Ceremony for:
 - ❖ Officer Eric Luster
 - ❖ Officer Alvin Varughese
 - ❖ Officer Desydelia Townsend
- Presentation – Donation of Pet Oxygen Masks from the Project Breathe Program to the Highland Village Fire Department

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11	MEETING DATE 01/24/17
SUBJECT:	Consider Approval of Minutes of the Regular Meeting held on January 10, 2017
PREPARED BY:	Angela Miller, City Secretary

BACKGROUND:

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

IDENTIFIED NEED/S:

Council is encouraged to call the City Secretary Department 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 January 10, 2017 Council Meeting minutes.

**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS
HELD IN THE MUNICIPAL COMPLEX, LOCATED AT 1000 HIGHLAND VILLAGE ROAD
TUESDAY, JANUARY 10, 2017**

The City Council of the City of Highland Village, Texas met in Early Work Session on the 10th day of January, 2017, prior to the Regular Council Meeting.

Call to Order

Mayor Wilcox called the meeting to order at 6:00 p.m. and introduced “Mayor for the Day” Mr. Tate Dodson. Mr. Dodson is in 4th grade and attends Heritage Elementary.

Roll Call

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

EARLY WORK SESSION

1. Discuss Complaint Status of Waste Management

Public Works Director Scott Kriston stated the City has contracted with Waste Management since 2008, and the current contract will expire in September, 2018. He reported from September 15, 2015 to January 3, 2017, there have been 338 complaints made by 242 residents. A breakdown of the complaints is as follows:

- ❖ 83 of the 338 complaints were associated with the July 9, 2016 storm
- ❖ 20 of the 338 complaints were associated with holiday pickups
- ❖ 22 residents complained 3 – 9 times

A further breakdown of the 338 complaints shows:

- ❖ 163 missed garbage pickups
- ❖ 47 missed recycle pickups
- ❖ 107 missed yard waste pickups
- ❖ 21 other issues – mess, took container, broken container, left container in the street, etc

Mr. Kriston presented a solid waste collection map of the city that also included locations of each missed pickup or complaint, as well as density of complaints by location.

Mayor Wilcox stated the area that is scheduled for pickup on Fridays seems to be larger as compared to the areas scheduled for pick up on other days. Jason Kjar, Senior District Manager from Waste Management reported they have additional resources for that area on Fridays. Regarding recent missed pickups over the holiday weekend, Mayor Wilcox stated it was Tuesday before the pickups took place. Public Sector Solutions Manager TJ Gilmore from Waste Management apologized for the incident and stated they did not adequately take into account the larger volume of waste during that time, resulting in areas that were not picked up on Friday. Due to the weekend, that information did not get passed on to their staff as it should have. Additionally, although Waste Management did run on Saturday, they had equipment failure on the truck that was running and their driver met his Department of Transportation allowed hours to drive, which again resulted in areas that were not picked up. In the future, he stated Waste Management is taking steps to ensure their route managers are communicating to City staff, as well as with him, regarding issues resulting from a Friday pickup.

Councilmember McGee suggested they have a backup plan, especially during the holidays. Mayor Pro Tem Schwolert suggested they call in additional trucks if they are running behind. City Manager Michael Leavitt encouraged residents to fill out the online complaint form so the information can be tracked properly.

2. Discuss Speed Limits in Highland Village

Mayor Wilcox reported she has been notified that some in the community would like for the speed limit for residential streets in Highland Village be reduced. Police Chief Doug Reim provided an overview of data collected on various streets throughout the City for the last three (3) years. The information consisted of speed of vehicles, number of vehicles, peak times, and the 85th percentile of the speed traveled.

Chief Reim reported speed limits on Texas roads (including city streets) are generally set by statute, but cities do have an opportunity to change some of those. The statute includes the following default prima facie speed limits:

- ❖ Street in Urban District – 30 mph
- ❖ Alley in Urban District – 15 mph
- ❖ Highway Numbered by State Outside Urban District – 70 mph/65 mph at night
- ❖ Other Highway Outside Urban District – 60 mph/55 mph at night

He noted in the statute, the term “highway” means any road and the term “state highway” refers to state-owned and operated highways. Chief Reim reported the presentation is highlighting speed limits on city streets, which on most city streets is 30 mph. He further reported, per the State, speed limits in Texas are set by the 85th percentile method. The 85th percentile method represents the speed the majority (or 85%) of drivers will be traveling at or below. This is a sound engineering principle used to set speed limits on highways nationwide for the past sixty years. The 85th percentile speed concept theory is that the large majority of drivers:

- ❖ Are reasonable and prudent
- ❖ Do not want to have a crash
- ❖ Desire to reach their destination in the shortest possible time

In setting speed limits, Chief Reim stated the City may alter the prima facie speed limits by ordinance for highways within the City after conducting an engineering and traffic investigation. The only instance in which a city can lower a speed limit without a traffic study, to as low as 25 mph, is if the road is in an urban district, is less than four (4)

lanes, and is not a state highway. Chief Reim provided a summary of criteria required for a city to approve a 25 mph speed limit:

- ❖ Applies only to a two-lane, undivided highway or part of a highway
- ❖ Governing body must determine the prima facie speed limit is unreasonable or unsafe
- ❖ Must post 25 mph speed limit signs giving notice of new limit

In addition, there is mandatory annual reporting that is required. A municipality must publish the report by February 1st of each year on a municipality's website and submit a report to TxDOT that compares for each of the two previous calendar years:

- ❖ The number of speed limit traffic citations issued and alleged speed of the vehicles;
- ❖ The number of warning citations issued; and
- ❖ The number of vehicular accidents that resulted in injury or death attributable to speed limit violations on the highway or part of the highway.

Since 2013, the City has used a speed survey device to collect data that shows driving habits. Since there are no visible road tubes and no other obvious signs that data is being collected, we are able to gather unbiased data without drivers changing their driving habits. Chief Reim presented a summary of speed survey data that was collected from 2013 to 2016. The survey showed the various locations throughout Highland Village where data had been captured, survey count, vehicle count, speed limit, 85th percentile, and enforcement ratings. Based on the survey, no data showed current speed limits to be unsafe or unreasonable.

Councilmember Busche voiced concern that drivers are not always sensitive to the crosswalk that is located on Highland Shores Boulevard near the tennis center. Mr. Busche reported the crosswalk is marked but does not have any lights to draw attention to drivers that someone may be in the crosswalk. City Manager Michael Leavitt reported he was not aware of any incidents at that location, but that the City has worked with the Homeowner Association (HOA) in that area to plant lower bushes there to allow for better visibility.

Mr. Leavitt asked Councilmembers to contact him or Chief Reim if they receive any complaints regarding speeding or speed limits.

3. Review of Possible Amendments to the Highland Village City Charter

Mayor Wilcox announced this item would be discussed in Late Work Session.

4. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of January 10, 2017

Mayor Wilcox stated she had some questions and comments regarding Agenda Item #15 that would be discussed during the Regular Meeting.

Early Work Session ended at 6:51 p.m.

CLOSED SESSION

- 5. Hold a closed meeting in accordance with the following sections of the Texas Government Code:**
 - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda**

**Item Requiring Confidential, Attorney/Client Advice Necessitated by the
Deliberation or Discussion of Said Item (as needed)**

Council did not meet in Closed Session.

OPEN SESSION

6. Call to Order

“Mayor for the Day” Tate Dobson called the meeting to order at 7:31 p.m. Mayor Wilcox announced Tate Dobson is the “Mayor for the Day” and that he would lead some of the meeting. Mr. Dodson is a 4th grader and attends Heritage Elementary.

Mayor Wilcox also welcomed Cub Scout Pack 163 to the Council meeting.

Roll Call

Present:	Charlotte Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Mike Lombardo	Councilmember
	Barbara Fleming	Councilmember
	John McGee	Councilmember
	Fred Busche	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
	Brad Goudie	Fire Chief
	Scott Kriston	Public Works Director
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Senior A/V Technician

7. Prayer to be led by Deputy Mayor Pro Tem William Meek

Deputy Mayor Pro Tem Meek gave the invocation.

8. Pledge of Allegiance to the U.S. and Texas Flags to be led by Deputy Mayor Pro Tem William Meek

Cub Scout Pack 163 led the Pledge to the U.S. and Texas Flags.

9. Visitor Comments

No one wished to speak.

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

- **Proclamation – Mayor for the Day**

Mayor Wilcox presented Mr. Tate Dodson with a proclamation celebrating him as Mayor for the Day.

- **Presentation – Capital Credit Check from CoServ**

Board Chairman and District 5 Director Anne Vaden, and Area Manager for Business and Government Relations Tracee Elrod presented the City with a capital credit check in the amount of \$20,796.67.

- **Announcement – Destination Imagination’s Messy Mutts’ Arty Party Event**

Members from Destination Imagination - Maci Miltz, Marissa Miltz, Ellie Newton, and Brynn Harper - invited everyone to join them for the Messy Mutts’ Arty Party Event on January 21, from 1-3:00 p.m. at Unity Park. The event is being held to promote the opening of Highland Village’s Dog Park by having a community event featuring pet registration, low-cost vaccinations, paw print painting, a photo booth, and paw print ornaments.

City Manager Michael Leavitt provided an update on Unity Park Dog Park. He provided history of how the project came about, and that City staff had worked to identify two areas for a dog park – one for small dogs and one for large dogs. Mr. Leavitt stated Northrock Construction Company has completed their portion of the project and that the ADA inspection is also complete. The remaining work will be completed by Parks staff and includes: irrigation, benches, and flag pole installation. The new turf will need time to get established and it is anticipated the park will open on Friday, April 14, 2017. The City is looking for donations or community opportunities for purchase and installation of shade structures.

11. City Manager/Staff Reports

Mike thanked HVBA for luncheon at Doubletree Ranch Park. Large turnout, several new activities will be forth coming.

- **35Express Project Update**

Public Information Manager C.J. Schexnayder from 35Express provided a project update. He reported the project consists of approximately 30-miles that stretch from US Highway 380 to I-635, with an ultimate construction cost of \$4.8 Billion. AGL Constructors was contracted to complete Phase I, which started in the fall of 2013. Mr. Schexnayder reported last summer was the heaviest amount of work on the project, with an estimated completion of summer 2017 for the project.

Project improvements for the area in and near Highland Village include: one additional main lane (four total) in each direction; new bridges at Turbeville/Hundley, South Denton/Oak Drive, Garden Ridge Boulevard, FM 407 and Fox Avenue; new southbound bridge at Lewisville Lake; improvements at Copperas Branch Park; new trails on the east side of Copperas Branch Park, new beach areas, parking lots and other amenities; new collector/distributor lanes between President George Bush Turnpike and Sam Rayburn Tollway; and adding director connector ramps to the north side of I-35E intersection with the Sam Rayburn Tollway.

- **HVTV Update**

The latest video report from HVTV was shown:

Be in the Know – Highland Village uses the Nixle notification service to send residents and businesses important information about our community, such as severe weather alerts, road closures, utility problems, or even notification of a community wide event; you can receive notification by phone (text or voice) or e-mail within minutes; participation is 100% free and completely voluntary; visit the City's website to locate your signup zone and then sign up or you may also text your specific neighborhood keyword to 888777 to sign up for text and voice messages to your mobile phone.

Father and Daughter Dance – The Father and Daughter Valentine's Dance will take place on Friday, February 3 at the Hilton Garden Inn in Lewisville from 6:30-9:00 p.m.; tickets are on sale now and can be purchased online or in person at the DuVall Center; tickets are \$30/per person for residents and \$35/per person for non-residents.

DCTA – Connect Shuttle and Community On-Demand are two new services being offered by DCTA for Highland Village; Connect Shuttle is a peak-period bus service offered Monday through Friday in Highland Village and serves five main locations and has two park and ride options; Community On-Demand provides service Monday through Friday for passengers traveling within the designated Community On-Demand Zone.

Photo Contest – The City is looking for your best photos from 2016; categories for this contest include Best Overall, City Parks, City Events, Nature/Wildlife/Pets and Family Fun; cash prizes will be awarded in each category; check out www.hvparks.com for rules and entry forms; the deadline to enter is January 13, 2017.

CONSENT AGENDA

12. Consider Approval of Minutes of the Regular Meeting held on December 13, 2016

13. Receive Budget Report for Period Ending October 31, 2016

Motion by Councilmember Busche, seconded by Deputy Mayor Pro Tem Meek, to approve Consent Agenda Items #12 and #13. Motion carried 7-0.

ACTION AGENDA

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

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

NO ACTION TAKEN

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

15. Consider Resolution 2017-2670 Regarding Proposed Legislation Relating to the Imposition of Revenue Caps on Local Governments and the Related Impact on Local Services

APPROVED (7-0)

City Manager Michael Leavitt reported the 85th Texas Legislature convenes on January 10, 2017, and that bills have been introduced to cap the amount of property tax revenue

Texas cities can collect each year, which if enacted, will replace the current eight percent (8%) “rollback rate” with a hard cap of four percent (4%) and require mandatory elections on any increase over four percent (4%). In preparation for Denton County Days, City staff has prepared a legislative statement relating to the imposition of revenue caps and addressing a list of concerns and issues impacting the City of Highland Village that are likely to be addressed during this session.

Mr. Leavitt stated Highland Village City Council and City staff will present the City’s legislative program to our legislators at Denton County Days on February 28-March 1, 2017. He further reported some members of Council and City staff had made presentations to a staff member from Senator Jane Nelson’s office, Representative Tan Parker and Representative Ron Simmons on December 20, 2016. During that presentation, they shared the City’s story regarding the impact on the City if a revenue cap is imposed and the importance of providing residents with a direct connection to their local government to better determine what is best for Highland Village.

Mayor Wilcox stated during the December 20 presentations, Council and City staff provided information on what the impact on City services would have been if there had been a four percent (4%) cap in place during the last fifteen (15) years. She stated, as a realtor, she understands concerns of homeowners and businesses but also thinks the state does not fully understand the implications such a measure would have on Highland Village. Councilmember McGee stated one size does not fill all and that tax bases are different from city to city.

Motion by Councilmember McGee, seconded by Councilmember Lombardo, to approve Resolution 2017-2670. Motion carried 7-0.

LATE WORK SESSION

Agenda Item #3 was moved from Early Work Session to Late Work Session.

3. Review of Possible Amendments to the Highland Village City Charter

City Manager Michael Leavitt reported at the June 28, 2016 Council meeting, direction was given to move forward with a legal review of the Highland Village City Charter, with amendments to be put before the voters not earlier than the May 6, 2017 election. At their November 10, 2016 and December 13, 2016, meetings, Council discussed potential amendments, and came to a consensus on a time line for review and citizen input.

Mayor Wilcox suggested reviewing each individual amendment. Councilmember McGee asked City Attorney Kevin Laughlin what items had been revised since the last discussion and suggested just reviewing those items. City Attorney Kevin Laughlin reported, based on direction from Council at their last meeting, there was a minor revision to Section 3.13 and Section 10.08. Mr. Laughlin reported Section 3.13 had been updated to add that the Deputy Mayor Pro Tem could preside at meetings and serve as acting Mayor in the absence of Mayor and Mayor Pro Tem. He further reported the language in Section 10.08 had been reworded as to simplify the existing procedure.

Relating to Section 3.07(A), Mayor Wilcox and Mayor Pro Tem Schwolert stated they were in favor of keeping the requirement of having two (2) reads of ordinances because it provides more opportunity for public comment and transparency. Councilmembers discussed that they would still have the opportunity to table an item, allowing for further comments, even if this amendment is passed.

Councilmember Busche reported he had received an email regarding the proposed amendments. Mr. Leavitt stated the comparison table with proposed amendments had been included in the agenda packet and was available to the public. Mr. Leavitt reviewed the following timeline:

- ❖ January 24 – Council to conduct 1st public hearing, with no action by Council
- ❖ February 14 – Council to conduct a 2nd public hearing if they wish, and then take action to order the election

Consensus of Council is to move forward with the proposed amendments, as presented.

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.)

Mayor Wilcox asked what the status on the reflectors at the turn area on FM 2499. Public Works Director Scott Kriston reported the reflectors have been ordered.

Deputy Mayor Pro Tem Schwolert asked for an update on The District of Highland Village. Mr. Leavitt reported per Ordinance 2012-1132, December 3, 2016 was the due date for completion. He stated a notice of violation letter had been sent to HHSG in December, 2016. He reported Buildings I, II and III are essentially complete, with the last three buildings currently under construction:

- ❖ Building IV - plumbing has been started and they have started some foundation work
- ❖ Building V – they will probably be ready to schedule an inspection in sixty (60) to ninety (90) days
- ❖ Building VI – is not far behind Building V

Mr. Leavitt anticipates another six (6) months at least before final completion.

Councilmember McGee requested an update on Kroger. Mr. Leavitt stated he has been in contact with the building owner and that December 31, 2016 was the last day of Kroger's contractual lease. The plywood that was placed over the windows will be removed this week and the building owner will start on interior and exterior cleanup of the building. Mr. Leavitt reported he has a conference call scheduled for Friday, January 13 with the owner to get a status update on potential tenants.

Councilmember McGee then asked for an update on the Majestic building. Mr. Leavitt reported when the building was foreclosed, a foreign investment company in China bought the property. The City has placed multiple mowing liens on the property. Mr. Leavitt reported the City has been contacted by businesses interested in the property and have facilitated them contacting the owner; however the current owners have not shown any interest in selling. Councilmember McGee asked if City could take possession of the property due to all of the liens. City Attorney Laughlin reported there is a process but due to the nature of the liens it would have to be a judicial foreclosure.

Mayor Wilcox asked for a future update on the CAD/Radio System Project and Response Times. Mr. Leavitt reported an update is tentatively scheduled for February 14.

17. Adjournment

Mayor for the Day Dobson adjourned the meeting at 9:00 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 01/24/17

SUBJECT: Receive Budget Reports for Period Ending November 30, 2016

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

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

The budget report submitted for November represents the second report in the Fiscal Year.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

N/A

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Council to receive the budget reports for the period ending November 30, 2016.

General Fund Summary

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 9,763,828	\$ 9,763,828	\$ 514,186	\$ (9,249,642)	5%
Sales Tax	2,700,218	2,700,218	-	(2,700,218)	0%
Franchise Fees	1,714,328	1,714,328	16,465	(1,697,863)	1%
Licensing & Permits	450,833	450,833	49,851	(400,982)	11%
Park/Recreation Fees	221,070	221,070	33,595	(187,475)	15%
Public Safety Fees	39,000	39,000	5,260	(33,740)	13%
Rents	126,401	126,401	10,915	(115,486)	9%
Municipal Court	112,200	112,200	13,064	(99,136)	12%
Public Safety Charges for Svc	466,921	466,921	126,437	(340,484)	27%
Interest Income	32,000	32,000	7,881	(24,119)	25%
Miscellaneous	129,850	129,850	4,095	(125,755)	3%
Total Revenues	\$ 15,756,649	\$ 15,756,649	\$ 781,749	\$ (14,974,900)	5%

Other Sources

Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
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Total Available Resources	\$ 16,290,649	\$ 16,290,649	\$ 781,749	\$ (15,508,900)	
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 646,560	\$ 646,560	\$ 87,530	\$ 559,030	14%
Finance (includes Mun. Court)	1,483,887	1,483,887	334,163	1,149,723	23%
Human Resources	552,948	552,948	69,831	483,117	13%
City Secretary Office	304,402	304,402	37,370	267,032	12%
Information Services	1,109,963	1,109,963	129,207	980,757	12%
Police	4,676,887	4,676,887	685,282	3,991,605	15%
Fire	2,846,905	2,846,905	535,173	2,311,732	19%
Community Services	425,512	425,512	53,451	372,061	13%
Streets/Drainage	1,374,669	1,374,669	244,353	1,130,316	18%
Maintenance	898,459	898,459	79,232	819,227	9%
Parks	1,571,130	1,571,130	214,688	1,356,443	14%
Recreation	448,527	448,527	38,266	410,261	9%
Total Expenditures	\$ 16,339,850	\$ 16,339,850	\$ 2,508,545	\$ 13,831,304	15%

Capital Summary

(Included in totals above - summary information only)

Equipment Replacement	\$ 484,000	\$ 484,000	\$ 96,697	\$ 387,303	20%
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Other Uses

Transfers Out	\$ 266,000	\$ 266,000	\$ -	\$ 266,000	0%
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Total Expenditures	\$ 16,605,850	\$ 16,605,850	\$ 2,508,545	\$ 14,097,304	
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Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,024,986	4,024,986	4,024,986
+ Net Increase (Decrease)	(315,201)	(315,201)	(1,726,796)
Ending Fund Balance	\$ 3,709,785	\$ 3,709,785	\$ 2,298,190

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,450,977	\$ 2,450,977	\$ 376,282
Restricted	11,500	11,500	11,500
Unassigned	1,247,308	1,247,308	1,910,408
Total Fund Balance	\$ 3,709,785	\$ 3,709,785	\$ 2,298,190

General Fund Expenditure Summary

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,486,094	\$ 11,486,094	\$ 1,581,778	\$ 9,904,316	14%
Services / Supplies	4,369,755	4,369,755	830,070	3,539,685	19%
Capital	484,000	484,000	96,697	387,303	20%
	\$ 16,339,850	\$ 16,339,850	\$ 2,508,545	\$ 13,831,304	15%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 8,416,498	\$ 8,416,498	\$ 1,093,060	\$ 7,323,438	13%
<i>Employee Benefits</i>	3,069,597	3,069,597	488,718	2,580,879	16%
<i>Total Personnel</i>	\$ 11,486,094	\$ 11,486,094	\$ 1,581,778	\$ 9,904,316	14%

Services / Supplies					
<i>Professional Services</i>	\$ 1,313,594	\$ 1,313,594	\$ 342,735	\$ 970,858	26%
<i>Employee Development</i>	313,817	313,817	43,502	270,315	14%
<i>Office Supplies / Equipment</i>	1,064,876	1,064,876	119,546	945,329	11%
<i>Utilities</i>	328,432	328,432	47,048	281,384	14%
<i>Other</i>	1,349,037	1,349,037	277,238	1,071,799	21%
<i>Total Services / Supplies</i>	\$ 4,369,755	\$ 4,369,755	\$ 830,070	\$ 3,539,685	19%

Capital					
<i>Equipment / Vehicles</i>	\$ 484,000	\$ 484,000	\$ 96,697	\$ 387,303	20%
<i>Total Capital</i>	\$ 484,000	\$ 484,000	\$ 96,697	\$ 387,303	20%

<i>Total General Fund Expenditure Summary</i>	\$ 16,339,850	\$ 16,339,850	\$ 2,508,545	\$ 13,831,304	15%
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General Fund Revenue

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 9,763,828	\$ 9,763,828	\$ 514,186	\$ (9,249,642)	5%
Sales Tax	2,700,218	2,700,218	-	(2,700,218)	0%
Franchise Fees	1,714,328	1,714,328	16,465	(1,697,863)	1%
Licensing & Permits	450,833	450,833	49,851	(400,982)	11%
Park/Recreation Fees	221,070	221,070	33,595	(187,475)	15%
Public Safety Fees	39,000	39,000	5,260	(33,740)	13%
Rents	126,401	126,401	10,915	(115,486)	9%
Municipal Court	112,200	112,200	13,064	(99,136)	12%
Public Safety Charges for Svc	466,921	466,921	126,437	(340,484)	27%
Interest Income	32,000	32,000	7,881	(24,119)	25%
Miscellaneous	129,850	129,850	4,095	(125,755)	3%
Total Revenues	\$ 15,756,649	\$ 15,756,649	\$ 781,749	\$ (14,974,900)	5%

City Manager Office

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 382,973	\$ 382,973	\$ 51,732	\$ 331,241	14%
Services / Supplies	263,587	263,587	35,798	227,789	14%
Capital	-	-	-	-	0%
	\$ 646,560	\$ 646,560	\$ 87,530	\$ 559,030	14%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 312,211	\$ 312,211	\$ 41,845	\$ 270,367	13%
<i>Employee Benefits</i>	70,761	70,761	9,887	60,874	14%
Total Personnel	\$ 382,973	\$ 382,973	\$ 51,732	\$ 331,240	14%

Services / Supplies

<i>Professional Services</i> (City-wide legal - \$120,500)	\$ 135,750	\$ 135,750	\$ 34,524	\$ 101,226	25%
<i>Employee Development</i>	12,875	12,875	1,235	11,640	10%
<i>Supplies / Equipment</i>	4,710	4,710	38	4,672	1%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,252	110,252	-	110,252	0%
Total Services / Supplies	\$ 263,587	\$ 263,587	\$ 35,798	\$ 227,789	14%

Capital

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

Total City Manager	\$ 646,560	\$ 646,560	\$ 87,530	\$ 559,029	14%
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Finance Department FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 928,120	\$ 928,120	\$ 133,488	\$ 794,632	14%
Services / Supplies	555,767	555,767	200,675	355,091	36%
Capital	-	-	-	-	0%
	\$ 1,483,887	\$ 1,483,887	\$ 334,163	\$ 1,149,723	23%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 682,779	\$ 682,779	\$ 95,507	\$ 587,272	14%
<i>Employee Benefits</i>	245,341	245,341	37,982	207,360	15%
Total Personnel	\$ 928,120	\$ 928,120	\$ 133,488	\$ 794,632	14%
Services / Supplies					
<i>Professional Services</i> (City-wide liability insurance - \$107,201 / DCAD - \$74,670)	\$ 502,763	\$ 502,763	\$ 194,461	\$ 308,301	39%
<i>Employee Development</i>	19,938	19,938	1,219	18,719	6%
<i>Supplies / Equipment</i>	10,176	10,176	554	9,622	5%
<i>Utilities</i>	-	-	1,675	(1,675)	100%
<i>Other (Special Events)</i>	22,890	22,890	2,766	20,124	12%
Total Services / Supplies	\$ 555,767	\$ 555,767	\$ 200,675	\$ 355,091	36%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Finance Department	\$ 1,483,887	\$ 1,483,887	\$ 334,163	\$ 1,149,723	23%

Human Resources

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 450,958	\$ 450,958	\$ 62,969	\$ 387,989	14%
Services / Supplies	101,990	101,990	6,862	95,128	7%
Capital	-	-	-	-	0%
	\$ 552,948	\$ 552,948	\$ 69,831	\$ 483,117	13%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 362,545	\$ 362,545	\$ 48,977	\$ 313,568	14%
<i>Employee Benefits</i>	88,413	88,413	13,991	74,422	16%
Total Personnel	\$ 450,958	\$ 450,958	\$ 62,969	\$ 387,988	14%
Services / Supplies					
<i>Professional Services</i>	\$ 26,350	\$ 26,350	\$ 2,542	\$ 23,809	10%
<i>Employee Development</i>	67,590	67,590	4,289	63,301	6%
<i>Supplies / Equipment</i>	2,050	2,050	6	2,044	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	6,000	6,000	25	5,975	0%
Total Services / Supplies	\$ 101,990	\$ 101,990	\$ 6,862	\$ 95,128	7%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Human Resources	\$ 552,948	\$ 552,948	\$ 69,831	\$ 483,116	13%

City Secretary Office

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 180,137	\$ 180,137	\$ 24,948	\$ 155,190	14%
Services / Supplies	124,265	124,265	12,422	111,843	10%
Capital	-	-	-	-	-
	\$ 304,402	\$ 304,402	\$ 37,370	\$ 267,032	12%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 143,137	\$ 143,137	\$ 19,489	\$ 123,648	14%
<i>Employee Benefits</i>	37,001	37,001	5,459	31,542	15%
Total Personnel	\$ 180,137	\$ 180,137	\$ 24,948	\$ 155,189	14%

Services / Supplies

<i>Professional Services</i>	\$ 26,650	\$ 26,650	\$ 4,492	\$ 22,158	17%
<i>Employee Development</i> <i>(City Council related \$31,280)</i>	42,560	42,560	5,874	36,686	14%
<i>Supplies / Equipment</i>	16,355	16,355	2,056	14,299	13%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	38,700	38,700	-	38,700	0%
Total Services / Supplies	\$ 124,265	\$ 124,265	\$ 12,422	\$ 111,843	10%

Capital

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

Total City Secretary Office	\$ 304,402	\$ 304,402	\$ 37,370	\$ 267,031	12%
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Information Services

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 565,776	\$ 565,776	\$ 61,781	\$ 503,995	11%
Services / Supplies	319,187	319,187	67,425	251,762	21%
Capital	225,000	225,000	-	225,000	0%
	\$ 1,109,963	\$ 1,109,963	\$ 129,207	\$ 980,757	12%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 418,823	\$ 418,823	\$ 46,634	\$ 372,189	11%
<i>Employee Benefits</i>	146,954	146,954	15,147	131,806	10%
Total Personnel	\$ 565,776	\$ 565,776	\$ 61,781	\$ 503,995	11%

Services / Supplies

<i>Professional Services</i>	\$ 155,020	\$ 155,020	\$ 53,990	\$ 101,030	35%
<i>Employee Development</i>	24,425	24,425	9,779	14,646	40%
<i>Supplies / Equipment</i>	2,560	2,560	227	2,333	9%
<i>Utilities</i>	15,032	15,032	1,371	13,661	9%
<i>Other (Data Processing)</i>	122,150	122,150	2,059	120,091	2%
Total Services / Supplies	\$ 319,187	\$ 319,187	\$ 67,425	\$ 251,762	21%

Capital

<i>Equipment / Vehicles</i>	225,000	225,000	-	225,000	0%
Total Capital	\$ 225,000	\$ 225,000	\$ -	\$ 225,000	0%

Total City Secretary Office	\$ 1,109,963	\$ 1,109,963	\$ 129,207	\$ 980,757	12%
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Police Department FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,198,439	\$ 4,198,439	\$ 555,176	\$ 3,643,263	13%
Services / Supplies	378,448	378,448	51,050	327,397	13%
Capital	<u>100,000</u>	<u>100,000</u>	<u>79,055</u>	<u>20,945</u>	<u>79%</u>
	\$ 4,676,887	\$ 4,676,887	\$ 685,282	\$ 3,991,605	15%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 3,091,914	\$ 3,091,914	\$ 388,467	\$ 2,703,448	13%
<i>Employee Benefits</i>	<u>1,106,525</u>	<u>1,106,525</u>	<u>166,710</u>	<u>939,815</u>	<u>15%</u>
Total Personnel	\$ 4,198,439	\$ 4,198,439	\$ 555,176	\$ 3,643,263	13%
Services / Supplies					
<i>Professional Services</i>	\$ 133,147	\$ 133,147	\$ 27,386	\$ 105,761	21%
<i>Employee Development</i>	44,924	44,924	5,704	39,220	13%
<i>Supplies / Equipment</i>	135,249	135,249	13,182	122,067	10%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$49,420)</i>	<u>65,128</u>	<u>65,128</u>	<u>4,778</u>	<u>\$ 60,350</u>	<u>7%</u>
Total Services / Supplies	\$ 378,448	\$ 378,448	\$ 51,050	\$ 327,397	13%
Capital					
<i>Equipment / Vehicles</i>	100,000	100,000	79,055	20,945	79%
Total Capital	\$ 100,000	\$ 100,000	\$ 79,055	\$ 20,945	79%
Total Police Department	\$ 4,676,887	\$ 4,676,887	\$ 685,282	\$ 3,991,605	15%

Fire Department FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,207,017	\$ 2,207,017	\$ 320,458	\$ 1,886,559	15%
Services / Supplies	581,888	581,888	197,073	384,815	34%
Capital	58,000	58,000	17,642	40,358	30%
	\$ 2,846,905	\$ 2,846,905	\$ 535,173	\$ 2,311,732	19%

- - - Detail - - -

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

Salaries / Wages	\$ 1,597,162	\$ 1,597,162	\$ 211,984	\$ 1,385,178	13%
Employee Benefits	609,856	609,856	108,474	501,382	18%
Total Personnel	\$ 2,207,017	\$ 2,207,017	\$ 320,458	\$ 1,886,559	15%

Services / Supplies

Professional Services	\$ 61,676	\$ 61,676	\$ 9,085	\$ 52,591	15%
Employee Development (Training - \$42,000)	57,520	57,520	11,275	46,245	20%
Supplies / Equipment	187,692	187,692	43,064	144,628	23%
Utilities	1,800	1,800	259	1,541	14%
Other	273,200	273,200	133,390	139,810	49%
Total Services / Supplies	\$ 581,888	\$ 581,888	\$ 197,073	\$ 384,815	34%

Capital

Equipment / Vehicles	58,000	58,000	17,642	40,358	30%
Total Capital	\$ 58,000	\$ 58,000	\$ 17,642	\$ 40,358	30%

Total Fire Department	\$ 2,846,905	\$ 2,846,905	\$ 535,173	\$ 2,311,732	19%
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Community Services

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 402,319	\$ 402,319	\$ 53,521	\$ 348,797	13%
Services / Supplies	23,193	23,193	(71)	23,264	0%
Capital	-	-	-	-	0%
	\$ 425,512	\$ 425,512	\$ 53,451	\$ 372,061	13%

- - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 290,160	\$ 290,160	\$ 37,412	\$ 252,749	13%
<i>Employee Benefits</i>	112,158	112,158	16,110	96,049	14%
<i>Total Personnel</i>	\$ 402,319	\$ 402,319	\$ 53,521	\$ 348,797	13%

Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ (566)	9,766	-6%
<i>Employee Development</i>	4,765	4,765	100	4,665	2%
<i>Supplies / Equipment</i>	7,228	7,228	395	6,833	5%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	2,000	2,000	-	2,000	0%
<i>Total Services / Supplies</i>	\$ 23,193	\$ 23,193	\$ (71)	\$ 23,264	0%

Capital

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

<i>Total Building Operations</i>	\$ 425,512	\$ 425,512	\$ 53,451	\$ 372,061	13%
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Streets Division

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 671,743	\$ 671,743	\$ 99,905	\$ 571,839	15%
Services / Supplies	672,926	672,926	144,448	528,478	21%
Capital	30,000	30,000	-	30,000	0%
	\$ 1,374,669	\$ 1,374,669	\$ 244,353	\$ 1,130,316	18%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 452,166	\$ 452,166	\$ 60,544	\$ 391,622	13%
<i>Employee Benefits</i>	219,577	219,577	39,361	180,216	18%
Total Personnel	\$ 671,743	\$ 671,743	\$ 99,905	\$ 571,839	15%
Services / Supplies					
<i>Professional Services</i>	\$ 64,676	\$ 64,676	\$ -	\$ 64,676	0%
<i>Employee Development</i>	10,150	10,150	1,376	8,774	14%
<i>Supplies / Equipment</i>	47,550	47,550	9,101	38,449	19%
<i>Utilities</i>	90,000	90,000	13,878	76,122	15%
<i>Other (Street Maintenance)</i>	460,550	460,550	120,094	340,456	26%
Total Services / Supplies	\$ 672,926	\$ 672,926	\$ 144,448	\$ 528,478	21%
Capital					
<i>Equipment / Vehicles</i>	30,000	30,000	-	30,000	0%
Total Capital	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	0%
Total Streets	\$ 1,374,669	\$ 1,374,669	\$ 244,353	\$ 1,130,316	18%

Maintenance Division

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 305,832	\$ 305,832	\$ 39,203	\$ 266,629	13%
Services / Supplies	592,627	592,627	40,029	552,598	7%
Capital	-	-	-	-	0%
	\$ 898,459	\$ 898,459	\$ 79,232	\$ 819,227	9%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 217,185	\$ 217,185	\$ 25,350	\$ 191,835	12%
<i>Employee Benefits</i>	88,648	88,648	13,853	74,794	16%
Total Personnel	\$ 305,832	\$ 305,832	\$ 39,203	\$ 266,629	13%

Services / Supplies					
<i>Professional Services</i>	\$ 64,480	\$ 64,480	\$ 3,402	\$ 61,078	5%
<i>Employee Development</i>	5,535	5,535	860	4,675	16%
<i>Supplies / Equipment (Fuel & Oils - \$135,777, Repair Parts / Contract Repairs - \$188,000)</i>	437,512	437,512	25,088	412,424	6%
<i>Utilities</i>	85,000	85,000	10,680	74,320	13%
<i>Other</i>	100	100	-	100	0%
Total Services / Supplies	\$ 592,627	\$ 592,627	\$ 40,029	\$ 552,598	7%

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

Total Maintenance	\$ 898,459	\$ 898,459	\$ 79,232	\$ 819,227	9%
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Parks Division FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,001,680	\$ 1,001,680	\$ 154,177	\$ 847,504	15%
Services / Supplies	498,450	498,450	60,511	437,939	12%
Capital	<u>71,000</u>	<u>71,000</u>	<u>-</u>	<u>71,000</u>	<u>0%</u>
	\$ 1,571,130	\$ 1,571,130	\$ 214,688	\$ 1,356,443	14%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 708,555	\$ 708,555	\$ 101,011	\$ 607,543	14%
<i>Employee Benefits</i>	<u>293,125</u>	<u>293,125</u>	<u>53,165</u>	<u>239,960</u>	<u>18%</u>
Total Personnel	\$ 1,001,680	\$ 1,001,680	\$ 154,177	\$ 847,504	15%
Services / Supplies					
<i>Professional Services</i>	\$ 133,882	\$ 133,882	\$ 13,419	\$ 120,463	10%
<i>Employee Development</i>	14,980	14,980	1,592	13,388	11%
<i>Supplies / Equipment</i>	212,288	212,288	25,835	186,453	12%
<i>Utilities</i>	136,600	136,600	19,185	117,415	14%
<i>Other</i>	<u>700</u>	<u>700</u>	<u>480</u>	<u>220</u>	<u>69%</u>
Total Services / Supplies	\$ 498,450	\$ 498,450	\$ 60,511	\$ 437,939	12%
Capital					
<i>Equipment / Vehicles</i>	71,000	71,000	-	71,000	0%
Total Capital	71,000	71,000	-	71,000	0%
Total Parks	\$ 1,571,130	\$ 1,571,130	\$ 214,688	\$ 1,356,443	14%

Recreation Division FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 191,099	\$ 191,099	\$ 24,420	\$ 166,679	13%
Services / Supplies	257,428	257,428	13,846	243,582	5%
Capital	-	-	-	-	0%
	\$ 448,527	\$ 448,527	\$ 38,266	\$ 410,261	9%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 139,861	\$ 139,861	\$ 15,840	\$ 124,021	11%
<i>Employee Benefits</i>	51,238	51,238	8,580	42,658	17%
<i>Total Personnel</i>	\$ 191,099	\$ 191,099	\$ 24,420	\$ 166,679	13%
Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	8,555	8,555	200	8,355	2%
<i>Supplies / Equipment</i>	1,506	1,506	0	1,506	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	247,367	247,367	13,646	233,721	6%
<i>Total Services / Supplies</i>	\$ 257,428	\$ 257,428	\$ 13,846	\$ 243,582	5%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Total Recreation</i>	\$ 448,527	\$ 448,527	\$ 38,266	\$ 410,261	9%

Equipment Replacement / Capital Schedule

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	225,000	225,000	-	-	0%
Police Dept Capital Outlay	100,000	100,000	79,055	20,945	79%
Fire Dept Capital Outlay	58,000	58,000	17,642	40,358	30%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	30,000	30,000	-	30,000	0%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	71,000	71,000	-	71,000	0%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 484,000	\$ 484,000	\$ 96,697	\$ 387,303	20%

Utility Fund Revenues

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired	16.7%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (100,000)	\$ (100,000)	\$ (12,195)	\$ (87,805)	12%
<i>Charges / Penalties</i>	81,950	81,950	10,633	71,317	13%
Total Fees	\$ (18,050)	\$ (18,050)	\$ (1,562)	\$ (16,488)	9%

Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 900	\$ 9,100	9%
Total Licenses & Permits	\$ 10,000	\$ 10,000	\$ 900	\$ 9,100	9%

Charges for Services

<i>Water Sales</i>	\$ 4,859,679	\$ 4,859,679	\$ 558,439	\$ 4,301,240	11%
<i>Sewer Sales</i>	3,585,708	3,585,708	462,871	3,122,837	13%
<i>Inspection Fees</i>	3,300	3,300	160	3,140	5%
Total Charges for Service	\$ 8,448,687	\$ 8,448,687	\$ 1,021,470	\$ 7,427,217	12%

Interest

<i>Interest (Operations)</i>	\$ 7,000	\$ 7,000	\$ 2,831	\$ 4,169	40%
<i>Interest (Capital Projects)</i>	10,000	10,000	771	9,229	8%
Total Interest	\$ 17,000	\$ 17,000	\$ 3,602	\$ 13,398	21%

Impact Fees

<i>Impact Fees</i>	\$ 192,000	\$ 192,000	\$ 9,992	\$ 182,008	5%
Total Impact Fees	\$ 192,000	\$ 192,000	\$ 9,992	\$ 182,008	5%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 197	\$ 4,803	4%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 197	\$ 4,803	4%

Total Utility Fund Revenues	\$ 8,654,637	\$ 8,654,637	\$ 1,034,598	\$ 7,620,039	12%
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Utility Division FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

--- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,529,725	\$ 1,529,725	\$ 230,423	\$ 1,299,302	15%
Services / Supplies	5,569,211	5,569,211	897,522	4,671,689	16%
Capital	95,000	95,000	124,731	(29,731)	131%
Total Utility Division	\$ 7,193,936	\$ 7,193,936	\$ 1,252,676	\$ 5,941,261	17%

--- Detail - Operations ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 1,077,784	\$ 1,077,784	\$ 147,343	\$ 930,441	14%
<i>Employee Benefits</i>	451,941	451,941	83,080	368,861	18%
Total Personnel	\$ 1,529,725	\$ 1,529,725	\$ 230,423	\$ 1,299,302	15%
Services / Supplies					
<i>Professional Services</i>	\$ 255,447	\$ 255,447	\$ 74,011	\$ 181,435	29%
<i>Employee Development</i>	58,379	58,379	17,374	41,005	30%
<i>Supplies / Equipment</i>	83,159	83,159	8,026	75,134	10%
<i>Utilities</i>	404,380	404,380	55,411	348,969	14%
<i>Other (Well Lot Maintenance)</i>	497,027	497,027	12,137	484,890	2%
Sub-Total - Operations Services / Supplies	\$ 1,298,392	\$ 1,298,392	\$ 166,959	\$ 1,131,433	13%
Wholesale Water / Wastewater					
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	205,969	710,045	22%
<i>UTRWD - Water Demand Charges</i>	1,234,500	1,234,500	205,750	1,028,750	17%
<i>UTRWD - Sewer Effluent Volume Rate</i>	495,680	495,680	44,180	451,500	9%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,329,595	1,329,595	221,599	1,107,996	17%
<i>UTRWD - HV Sewer Line to UTRWD</i>	290,075	290,075	48,111	241,964	17%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,270,819	\$ 4,270,819	\$ 730,563	\$ 3,540,256	17%
Total Services / Supplies	\$ 5,569,211	\$ 5,569,211	\$ 897,522	\$ 4,671,689	16%
Capital					
<i>Equipment / Vehicles</i>	95,000	95,000	124,731	(29,731)	131%
Total Capital	\$ 95,000	\$ 95,000	\$ 124,731	\$ (29,731)	131%
Total Utility Division - Operations	\$ 7,193,936	\$ 7,193,936	\$ 1,252,676	\$ 5,941,261	17%

Utility Fund Working Capital FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 4,859,679	\$ 4,859,679	\$ 558,439	\$ 4,301,240	11%
<i>Sewer Sales</i>	3,585,708	3,585,708	462,871	3,122,837	13%
<i>Other Fees / Charges</i>	100,250	100,250	11,890	88,360	12%
<i>Electronic Payment Credit</i>	(100,000)	(100,000)	(12,195)	(87,805)	12%
<i>Interest</i>	7,000	7,000	2,831	4,169	40%
Total Revenues	\$ 8,452,637	\$ 8,452,637	\$ 1,023,835	\$ 7,428,802	12%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$331,316	\$331,316	\$ 59,760	\$ 271,556	18%
<i>Operations</i>	2,496,801	2,496,801	337,622	2,159,179	14%
<i>UTRWD</i>	4,270,819	4,270,819	730,563	3,540,256	17%
<i>Debt Service</i>	1,285,650	1,285,650	-	1,285,650	0%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	95,000	95,000	124,731	(29,731)	131%
Total Expenditures	\$ 8,479,586	\$ 8,479,586	\$ 1,252,676	\$ 7,226,911	15%

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%
Total Other Sources (Uses)	\$ (320,000)	\$ (320,000)	\$ 150,000	\$ (470,000)	-47%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(346,949)	(346,949)	(78,840)
Beginning Working Capital			
<i>Operations</i>	1,729,103	1,729,103	1,729,103
<i>Available Impact Fees</i>	889,804	889,804	889,804
Total Available Working Capital	\$ 2,618,907	\$ 2,618,907	\$ 2,618,907
Ending Working Capital			
<i>Operations</i>	1,382,154	1,382,154	1,650,263
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	931,804	931,804	749,796
Total Available Working Capital	\$ 2,313,958	\$ 2,313,958	\$ 2,400,059

<i>Impact Fees</i>			
<i>Beginning Balance</i>	889,804	889,804	889,804
+ <i>Collections</i>	192,000	192,000	9,992
- <i>Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<i>Ending Balance</i>	931,804	931,804	749,796

*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 NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 351,300	\$ 351,300	\$ 79,956	\$ 271,344	23%
<i>Annual Park Passes</i>	20,000	20,000	140	19,860	1%
<i>Concession Sales</i>	-	-		-	0%
<i>Interest</i>	1,300	1,300	132	1,168	10%
<i>I-35 Mitigation</i>	50,000	50,000	8,519	41,481	17%
Total Revenues	\$ 422,600	\$ 422,600	\$ 88,746	\$ 333,854	21%

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	\$ 28,181	\$ 171,383	14%
<i>Services / Supplies</i>	147,171	147,171	15,679	131,492	11%
<i>Capital</i>	71,500	71,500	34,125	37,375	48%
Total Expenditures	\$ 418,234	\$ 418,234	\$ 77,985	\$ 340,250	19%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 84,919	\$ 84,919	\$ 84,919
<i>+ Net Increase (Decrease)</i>	4,366	4,366	10,762
Ending Fund Balance	\$ 89,285	\$ 89,285	\$ 95,681

Debt Service Fund

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,761,728	\$ 1,761,728	\$ 92,565	\$ 1,669,163	5%
<i>Interest Income</i>	1,400	1,400	98	1,302	7%
<i>Total Revenues</i>	\$ 1,763,128	\$ 1,763,128	\$ 92,663	\$ 1,670,465	5%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,015,000	\$ 2,015,000	\$ -	\$ 2,015,000.00	0%
<i>Interest Payments</i>	625,801	625,801	-	625,801	0%
<i>Paying Agent Fees</i>	4,000	4,000	-	4,000	0%
<i>Total Expenditures</i>	\$ 2,644,801	\$ 2,644,801	\$ -	\$ 2,644,801	0%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	890,071	890,071	-	-	0%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<i>Total Financing Sources</i>	\$ 890,071	\$ 890,071	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 137,811	\$ 137,811	\$ 137,811
<i>+ Net Increase (Decrease)</i>	8,398	8,398	92,663
<i>Ending Fund Balance</i>	\$ 146,209	\$ 146,209	\$ 230,474

Capital Projects Fund

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	-	-	328	(328)	100%
Total Revenues	\$ -	\$ -	\$ 328	\$ (328)	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2015 Tax Note (CAD, Radio System, Screening Walls, Drainage)	\$ -	\$ -	\$ 31,526	\$ (31,526)	100%
2012 Certificate (Parks/Streets/Drainage)	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ 31,526	\$ (31,526)	100%

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%
Total Financing Sources	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ -	\$ -	\$ -
<i>+Net Increase (Decrease)</i>	-	-	(31,198)
<i>Ending Fund Balance</i>	\$ -	\$ -	\$ (31,198)

Drainage Utilities

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Drainage Fee Receipts</i>	480,000	480,000	60,620	419,380	13%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	123	(48)	164%
Total Revenues	\$ 480,075	\$ 480,075	\$ 60,743	\$ 419,332	13%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 331,943	\$ 331,943	\$ 55,852	\$ 276,091	17%
<i>Services / Supplies</i>	166,355	166,355	8,686	157,669	5%
<i>Capital</i>	250,000	250,000	480	249,520	0%
Total Expenditures	\$ 748,298	\$ 748,298	\$ 65,018	\$ 683,280	9%

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%
Total Other Sources (Uses)	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 164,197	\$ 164,197	\$ 164,197
<i>+ Net Increase (Decrease)</i>	(18,223)	(18,223)	(4,275)
Ending Fund Balance	\$ 145,974	\$ 145,974	\$ 159,922

Park Development Fee Fund

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ -	\$ -	\$ 112	\$ (112)	100%
<i>Community Park Fees</i>	684	684	-	684	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
Total Revenues	\$ 684	\$ 684	\$ 112	\$ 572	16%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ -	\$ -	\$ 54,006	\$ (54,006)	100%
<i>Capital Outlay (Unity Park)</i>	-	-	-	-	0%
<i>Capital Outlay (Village Park)</i>	-	-	-	-	0%
<i>Capital Outlay - (St James development, Area I)</i>	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ 54,006	\$ (54,006)	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%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ -	\$ -	\$ -
<i>+ Net Increase (Decrease)</i>	684	684	(53,895)
Ending Fund Balance	\$ 684	\$ 684	\$ (53,895)

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 684	(53,895)
<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>	-	-
Total	\$ 684	\$ (53,895)

Public Safety Special Revenue Fund

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 61,549	\$ (35,949)	240%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	3,495	105	97%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 3,495	\$ 105	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	\$ 17,905	\$ 17,905
+ Net Increase (Decrease)	-	-	58,053
Ending Fund Balance	\$ 17,905	\$ 17,905	\$ 75,958

Municipal Court Technology Fee Fund

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 5,000	\$ 5,000	\$ 508	4,492	10%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 5,500	\$ 5,500	\$ 4,671	\$ 829	85%
Total Expenditures	\$ 5,500	\$ 5,500	\$ 4,671	\$ 829	85%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 36,256	\$ 36,256	\$ 36,256
+ Net Increase (Decrease)	(500)	(500)	(4,163)
Ending Fund Balance	\$ 35,756	\$ 35,756	\$ 32,093

Municipal Court Building Security Fund

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 3,600	\$ 3,600	\$ 381	\$ 3,219	11%

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	\$ 29,016	\$ 29,016
+ Net Increase (Decrease)	3,600	3,600	90
Ending Fund Balance	\$ 32,616	\$ 32,616	\$ 29,106

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

	<i>Actual 2014-2015</i>	<i>Actual (Unaudited) 2015-2016</i>	<i>Budget 2016-2017</i>	<i>YTD 2016-2017</i>
Beginning Fund Balance	\$ 717,764	\$ 755,390	\$ 401,792	\$ 303,392
Revenues				
4B Sales Tax	1,197,263	1,231,754	1,317,305	-
Park Fees (Rental)		1,063	19,240	1,342
Linear Park Fees	11,934	287	500	-
Miscellaneous Income	-	-	-	-
Interest Income	6,112	2,601	2,000	185
Total	\$ 1,215,309	\$ 1,235,705	\$ 1,339,045	\$ 1,527
Expenditures				
Personnel	113,602	165,208	180,617	29,888
Services / Supplies	148,197	253,796	153,690	22,489
Reimburse GF (Support Functions)	28,000	28,000	-	-
Reimburse GF (Debt Service)	887,884	889,309	918,071	-
Total Non-Capital Expenditures	\$ 1,177,683	\$ 1,336,313	\$ 1,252,378	\$ 52,377
Capital				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ -	\$ 300,000	\$ -	\$ -
Equipment	-	51,390	42,680	-
Net Increase / (Decrease)	37,626	(451,998)	43,987	(50,850)
Working Capital Balance	\$ 755,390	\$ 303,392	\$ 445,779	\$ 252,542

Capital Projects

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

Budget	YTD
2016-2017	2016-2017
\$ -	\$ -
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-
\$ -	\$ -
\$ -	\$ -

Expenditures		
Castlewood Trail		
Engineering - \$131,200	-	-
Project Cost - \$1.312M (Estimated)	400,236	-
Copperas Trail		
Engineering - \$112,380	-	-
Project Cost - \$1.5M (Estimated)	-	-
HV Rd Trail (Phase IIa - CH to Svc Cntr)		
Engineering - \$25,000	-	-
Project Cost - \$250,982 (Estimated)	-	-
HV Rd Trail (Phase IIb - Lions Club Park to Doubletree Ranch Park)		
Engineering (Mostly included in Copperas Trail Eng.) - \$25,714 (Remain)	-	-
Project Cost - \$250,000 (Estimated)	-	-
FM 2499 Sidewalk		
Engineering - \$12,500	-	-
Project Cost - \$117,678 (Estimated)	-	-
Pedestrian Crosswalk Enhancement		
Engineering	-	-
Project Cost - \$26,000/Crossing	-	-
Marauder Park Lake Access		
Engineering - \$31,000 (Estimated)	-	-
Project Cost - \$58,178 (Estimated)	-	-
HV Rd RR Crossing		
Engineering - \$7,200 (Estimated)	-	-
Project Cost - \$48,000 (Estimated)	-	-
Lakeside Community Park (707 HV Rd Trailhead)		
Engineering - \$40,000	-	-
Project Cost - \$420,000	630,385	-
Misc. Small, Fill-In/Connector Sections		
Project Cost - \$20,000 (Per Year)	9,375	1,875
Doubletree Ranch Park		
Engineering - \$779,300	-	1,868,787
Project Cost - \$8,500,000 (Estimated)	5,889,393	

[illegible]

Total Capital Projects	\$ 6,929,389	\$ 1,870,662
Remaining Project Funding	\$ 1,593,694	\$ 23,032

\$	20,000	\$	5,639
\$	3,032	\$	17,393

PEG Fee Fund

FY 2016/2017 Budget

YEAR TO DATE NOVEMBER

Percent of Budget Year Transpired

16.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 65,000	\$ 65,000	\$ -	\$ 65,000	0%
<i>Total Revenues</i>	\$ 65,000	\$ 65,000	\$ -	\$ 65,000	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	21,700	21,700	583	21,117	3%
<i>Capital</i>	12,000	12,000	-	12,000	0%
<i>Total Expenditures</i>	\$ 33,700	\$ 33,700	\$ 583	\$ 33,117	2%

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	\$ 2,601	\$ 2,601
<i>+Net Increase (Decrease)</i>	31,300	31,300	(583)
<i>Ending Fund Balance</i>	\$ 33,901	\$ 33,901	\$ 2,018

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 14

MEETING DATE: 01/24/17

SUBJECT: Consider all Matters Incident and Related to the Issuance and Sale of "City of Highland Village, Texas, General Obligation Refunding Bonds, Series 2017," including the Adoption of Ordinance 2017-1219 Authorizing the Issuance of such Bonds and Providing for the Redemption of the Obligations being Refunded

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

A refunding opportunity exists with outstanding 2008 and 2009 Bonds related to 4B and Utility. The portion eligible for refunding totals \$6,640,000, comprised of \$2,050,000 (4B) and \$3,015,000 (Utility). The refunding may provide savings of \$426,030 between the two. These outstanding bonds are callable on February 15th of next year.

IDENTIFIED NEED/S:

- Both 2008 and 2009 Bonds are callable as a current refunding.
- The bulk of the savings are to be structured to reduce annual debt service primarily over the next eight years.
- The refunding will be structured to generally conform to the existing maturities.
- The \$6.64M GO Refunding is projected to have a true interest cost of 2.75% (to be determined just prior to the Council Meeting).

OPTIONS & RESULTS:

For this issue, the City only obtained a single bond rating – from Standard & Poors. S&P confirmed the current AA+ bond rating for this issue. This strong rating enabled the City to forgo bond Insurance, as this rating exceeds that of the insurer.

Remaining steps after approval by City Council:

January 24,2017	City Council approves Ordinance authorizing the issuance of the General Obligation Refunding Bonds, Series 2017
30 days	Attorney General Approves Sale
February 23,2017	Closing of debt issue and delivery of funds to escrow agent and City.
February 27,2017	Redemption of Refunded Obligations

RECOMMENDATION:

Council to approve Ordinance 2017-1219 (Only one read of the ordinance is required for bond issuance).

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 01/24/17

SUBJECT: Conduct a Public Hearing on Potential Amendments to the Highland Village City Charter

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

A municipality is allowed to submit proposed charter amendment(s) to its qualified voters for their approval at an election no more than once every two (2) years. The last Special Election to consider Highland Village Charter Amendments was held during the May, 2009 election.

In June, 2016, City Council discussed if the City Charter should be amended, the process required to amend the Charter, level of review, and time table for holding a Special Election. Direction was given to move forward with a legal review of the Charter that would be conducted by the City Attorney, with amendments to be put before the voters not earlier than the May, 2017 election.

A legal review has been conducted and includes updates regarding state laws and the election code, as well as any language clarification. City Council has discussed and reviewed the possible amendments at their meetings held in November, December and January.

IDENTIFIED NEED/S:

This item has been placed on the agenda to receive comments from the public.

OPTIONS & RESULTS:

A municipal election will be held on May 6, 2017 and the last day Council may call the election is February 17, 2017. City Council has two regularly scheduled meetings prior to February 17: January 24 and February 14. Staff will place an item on each respective agenda for Council discussion of the proposed Charter amendments and to conduct public hearings. Although formal public hearings are not required by law, informal public hearings will be held in order to receive public comments. The ballot language will be prepared and presented to Council for their consideration no later than February 14.

PROGRESS TO DATE: (if appropriate)

Council has discussed and reviewed possible Charter amendments at their meetings held in November, December and January. A copy of the potential amendments follows this briefing.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Funding has been allocated in the Fiscal Year 2016-2017 budget for costs associated with a Special Election. The Special Election will be held in conjunction with the General Election on May 6, 2017.

RECOMMENDATION:

Receive public comments regarding potential Charter amendments.

Section Affected	Current Language	Proposed Amendment	New Language
Sec. 3.04. Member Qualification; Paragraph A.	The Mayor and each Councilmember shall be a citizen of the City for a period of twelve (12) months, and a qualified voter of the State of Texas.	The Mayor and each Councilmember shall be a citizen-resident of the City for a period of <u>not less than</u> twelve (12) months <u>prior to the date of election</u> , and a qualified voter of the State of Texas.	The Mayor and each Councilmember shall be a resident of the City for a period of not less than twelve (12) months prior to the date of election, and a qualified voter of the State of Texas.
Sec. 3.07. Procedure to Enact Legislation	<p>The Council shall legislate by ordinance, and the enacting clause of every ordinance shall be: “Be it ordained by the City Council of the City of Highland Village.” The City Attorney shall review all ordinances adopted by the Council as to the legality thereof, or shall file with the City Secretary his written legal position thereto.</p> <p>Evidence of the review of an ordinance by the City Attorney may be by notation on the ordinance itself, or by separate paper or instrument. Every ordinance enacted by the Council shall be signed by the Mayor, Mayor Pro Tem, or by three Councilmembers and shall be filed with and recorded by the City Secretary upon passage.</p> <p>A. All routine ordinances shall be read at two open meetings of the Council on two separate days; the</p>	<p><u>A.</u> The Council shall legislate by ordinance, and the enacting clause of every ordinance shall be: “Be it ordained by the City Council of the City of Highland Village.”</p> <p><u>B.</u> The City Attorney shall review all ordinances adopted by the Council as to the legality thereof, or shall file with the City Secretary his written legal position thereto.</p> <p>Evidence of the review of an ordinance by the City Attorney may be by notation on the ordinance itself, or by separate paper or instrument.</p> <p><u>C.</u> Every ordinance enacted by the Council shall be signed by the Mayor, Mayor Pro Tem, or by three Councilmembers and shall be filed with and recorded by the City Secretary upon passage.</p>	<p>A. The Council shall legislate by ordinance, and the enacting clause of every ordinance shall be: “Be it ordained by the City Council of the City of Highland Village.”</p> <p>B. The City Attorney shall review all ordinances adopted by the Council as to the legality thereof, or shall file with the City Secretary his written legal position thereto. Evidence of the review of an ordinance by the City Attorney may be by notation on the ordinance itself, or by separate paper or instrument.</p> <p>C. Every ordinance enacted by the Council shall be signed by the Mayor, Mayor Pro Tem, or by three</p>

Section Affected	Current Language	Proposed Amendment	New Language
	<p>second such reading shall occur not less than ten days following the first such reading. The ordinance, unless provided by law or by its terms, shall take effect immediately upon the final passage thereof.</p> <p>B. Emergency ordinances may be enacted without two separate readings when dealing with the immediate preservation of the public peace, health, safety or welfare. These ordinances must be adopted by the favorable vote of not less than four of the entire Council and shall contain a statement as to the nature of the emergency and the length of time the ordinance will be in effect, not to exceed ninety days.</p>	<p>A.D.— All routine ordinances shall be read at two open meetings of the Council on two separate days; the second such reading shall occur not less than ten days following the first such reading. The ordinance, uUnless provided by law or by its terms, <u>every ordinance</u> shall take <u>become</u> effect immediately upon the final passage thereof.</p> <p>B. Emergency ordinances may be enacted without two separate readings when dealing with the immediate preservation of the public peace, health, safety or welfare. These ordinances must be adopted by the favorable vote of not less than four of the entire Council and shall contain a statement as to the nature of the emergency and the length of time the ordinance will be in effect, not to exceed ninety days.</p>	<p>Councilmembers and shall be filed with and recorded by the City Secretary upon passage.</p> <p>D. Unless provided by law or by its terms, every ordinance shall become effect immediately upon the final passage thereof</p>
Sec. 3.12.1. The Deputy Mayor Pro Tem.	<p>The Council at its first meeting after election of the Council members, shall select one of its members Deputy Mayor Pro Tem. The Deputy Mayor Pro Tem shall be a position of ceremonial representation only. He shall not preside over meetings of the Council, administer oaths or be considered the head of the City for any reason.</p>	<p>The Council at its first meeting after election of the Council members, shall select one of its members Deputy Mayor Pro Tem. The Deputy Mayor Pro Tem shall <u>be authorized to perform all the duties of the Mayor in the absence or disability of the Mayor and the Mayor Pro Tem.</u> be a position of ceremonial representation only. He shall not preside over</p>	<p>The Council at its first meeting after election of the Council members, shall select one of its members Deputy Mayor Pro Tem. The Deputy Mayor Pro Tem shall be authorized to perform all the duties of the Mayor in the absence or disability of the Mayor and the Mayor Pro</p>

Section Affected	Current Language	Proposed Amendment	New Language
		meetings of the Council, administer oaths or be considered the head of the City for any reason.	Tem.
Sec. 3.13. Council Meetings; 4th Sentence	At each Council meeting a quorum of five, composed of the Mayor or Mayor Pro Tem and four members of the Council, must be present but no action shall be of any force or effect unless adopted by the favorable vote of not less than four of the entire Council (unless otherwise provided by this Charter).	At each Council meeting, a quorum of five, composed of the Mayor, or Mayor Pro Tem, <u>or Deputy Mayor Pro Tem</u> and four <u>other</u> members of the Council, must be present but no action shall be of any force or effect unless adopted by the favorable vote of not less than four of the entire Council (unless otherwise provided by this Charter).	At each Council meeting, a quorum of five, composed of the Mayor, Mayor Pro Tem, or Deputy Mayor Pro Tem and four other members of the Council, must be present but no action shall be of any force or effect unless adopted by the favorable vote of not less than four of the entire Council (unless otherwise provided by this Charter).
Sec. 4.05. Clerk of the Municipal Court.	The Court may appoint a clerk of the Municipal Court with such duties and responsibilities as the Council may direct. The clerk shall have the power to administer oaths and affidavits, make certificates, affix the seal of the Court thereto, and otherwise perform any and all acts necessary in conducting the business thereof. Nothing herein shall prevent the City Secretary or any other city official or employee from also being designated the clerk, and the Council may appoint a deputy with the same power as the clerk.	Total Repeal: No new language. Code of Ordinances §1.04.005 to be amended to provide for City Manager to appoint the municipal court clerk.	n/a
Sec. 4.06. Commissions,	B. Parks and Recreation Board.	Total Repeal: Amend Article 14, Division 2 of Ordinances to address	n/a

Section Affected	Current Language	Proposed Amendment	New Language
Boards and Committees; Paragraph B. Parks and Recreation Board.	<p>There is hereby established a Parks and Recreation Board of five members, a first alternate member and a second alternate member, who shall be appointed by the Council to two-year terms. Not more than three members' terms, or one alternate member's term, shall expire during a year. When a member is absent from a Board meeting, the alternate member replacement shall have voting privileges. The Board members shall be qualified voters of the City. If a vacancy should occur in the membership, the Council shall appoint a new member to fill the vacancy for the unexpired term. A majority of the members shall constitute a quorum.</p> <p>The Parks and Recreation Board shall formulate and submit recommendations of park and recreation policies to the Council.</p> <p>The Parks and Recreation Board shall submit recommended plans for land use and location of public parks to Council.</p> <p>The Parks and Recreation Board shall propose annual parks operating</p>	<p>creation, membership, and any other provisions of repealed charter section that Council desires to retain.</p>	

Section Affected	Current Language	Proposed Amendment	New Language
	requirements and five-year capital plan and submit both to the Manager no later than one hundred twenty days prior to the final date for submission of the budget.		
Sec. 8.02. Filing for Office; Paragraph A, Clause 2.	<p>A. Eligibility to File. Each candidate for any elective City office shall meet the following qualifications:</p> <p>2. shall have resided within the corporate limits of the City, including the annexed territory, for the twelve consecutive months prior to the filing deadline;</p>	<p>A. Eligibility to File. Each candidate for any elective City office shall meet the following qualifications:</p> <p>2. shall have resided within the corporate limits of the City, including the annexed territory, for the twelve consecutive months prior to the filing deadline date of election;</p>	<p>A. Eligibility to File. Each candidate for any elective City office shall meet the following qualifications:</p> <p>2. shall have resided within the corporate limits of the City, including the annexed territory, for the twelve consecutive months prior to the date of election;</p>
Sec. 8.02. Filing for Office; Paragraph A, Clause 5.	<p>A. Eligibility to File. Each candidate for any elective City office shall meet the following qualifications:</p> <p>5. shall resign from the office and the position declared vacant if an incumbent and seeking another office or position number;</p>	<p>A. Eligibility to File. Each candidate for any elective City office shall meet the following qualifications:</p> <p>5. <u>subject to the provisions of Section 3.06,</u> shall resign from the office and the position declared vacant if an incumbent and seeking another office or position number;</p>	<p>A. Eligibility to File. Each candidate for any elective City office shall meet the following qualifications:</p> <p>5. subject to the provisions of Section 3.06, shall resign from the office and the position declared vacant if an incumbent and seeking another office or position number;</p>
Sec. 9.02. Initiation of Proceedings, Petitioners' Committee, Affidavit; 5th	Immediately after the affidavit of the petitioners' committee is filed, the City Secretary shall issue the appropriate petition blanks to the petitioners' committee.	Immediately after the affidavit of the petitioners' committee is filed, <u>†The City Secretary shall issue the appropriate petition blanks to the petitioners' committee not later</u>	The City Secretary shall issue the appropriate petition blanks to the petitioners' committee not later than ten business days after the affidavit of the

Section Affected	Current Language	Proposed Amendment	New Language
Sentence		<u>than ten business days after the affidavit of the petitioners' committee is filed with the City Secretary.</u>	petitioners' committee is filed with the City Secretary.
Sec. 10.02. Public Records; 1st Sentence.	All records of the City shall be open for inspection except for those that are closed to the public by law.	All records of the City shall be open for <u>public</u> inspection except for those that are closed to the public by law to the extent required by state or federal law.	All records of the City shall be open for public inspection to the extent required by state or federal law.
Sec. 10.02. Public Records; 2nd Sentence.	The records may be examined and copied in the City offices during normal business hours at a charge established by State law.	The records may be examined and copied in the City offices during normal business hours at a charge established <u>by in accordance with</u> State law.	The records may be examined and copied in the City offices during normal business hours at a charge established by in accordance with State law.
Sec. 10.08. Codification of Ordinances.	The Council, within twelve months after the adoption of this Charter, shall cause to be codified, then published as soon as practicable in pamphlet form for public distribution the ordinances of the City, and shall annually thereafter revise and keep same up to date.	The Council <u>shall have power to cause the ordinances of the city to be printed in code form, within twelve months after the adoption of this Charter, shall cause to be codified, then published as soon as practicable in pamphlet form for public distribution the ordinances of the City, and shall annually to</u> thereafter revise and keep same up to date.	The Council shall have power to cause the ordinances of the city to be printed in code form to thereafter revise and keep same up to date.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 16

MEETING DATE: 01/24/17

SUBJECT: Receive Annual Report Regarding Compliance with the Highland Village Police Department's Policy Prohibiting Racial Profiling

PREPARED BY: Douglas Reim, Chief of Police

BACKGROUND:

Effective September 1, 2001, Texas Legislature enacted Texas Code of Criminal Procedure Articles 2.131 through 2.138, which, among other things, statutorily defined and prohibited racial profiling and set forth provisions for the implementation of policies, education and training programs, and the collection and reporting of certain information regarding racial profiling relating to motor vehicle stops in which a citation is issued and to arrests made as a result of these stops.

IDENTIFIED NEED/S:

This law requires each law enforcement agency in the state to adopt a written policy on racial profiling and prohibit its practice. Each local law enforcement agency is required to submit a report containing the information compiled during the previous calendar year to the governing body of each county or municipality served by the agency in a manner approved by the agency. The report requires the collection of information relating to traffic stops in which a citation is issued and to arrests resulting from those traffic stops, including information relating to:

- The race or ethnicity of the individual detained; and
- Whether a search was conducted and, if so, whether the person detained consented to the search.
- Race or Ethnicity known prior to stop.

This report is required to be presented to the City Council by March 1st of each year.

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

Local policy prohibiting racial profiling is in place. Required data captured

electronically via Brazos Technology. Mobile video storage capacity allows for 90 day archival. Annual Racial Profiling training completed. Local report completed.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

None. Mandates accomplished within current budget (training, Brazos reporting software).

RECOMMENDATION:

Staff recommends acceptance of annual Racial Profiling report for the period January 1 – December 31, 2016.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17	MEETING DATE: 01/24/17
SUBJECT:	Discuss City Council Planning Session Meeting
PREPARED BY:	Angela Miller, City Secretary

COMMENTS

This item has been placed on the agenda for Council discussion of a potential City Council Planning Session in March, and to confirm a meeting date, meeting location, and topics to be discussed.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 18	MEETING DATE: 01/24/17
SUBJECT:	Status Reports on Current Projects and Discussion on Future Agenda Items
PREPARED BY:	Angela Miller, City Secretary

COMMENTS

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

- Highland Village Road Update



UPCOMING EVENTS

Expected Absences: Mayor Wilcox (Council Meeting January 24, 2017)

<u>January 24, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>
February 2, 2017	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<u>February 14, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>
February 16, 2017	Public Art Advisory Board Mtg. 7:00 pm (if needed)
February 20, 2017	Park Board Mtg. 6:00 pm (if needed)
February 21, 2017	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<u>February 28, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>
March 2, 2017	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<u>March 14, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>
March 16, 2017	Public Art Advisory Board Mtg. 7:00 pm (if needed)
March 20, 2017	Park Board Mtg. 6:00 pm (if needed)
March 21, 2017	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<u>March 28, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>
April 6, 2017	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<u>April 11, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>
April 17, 2017	Park Board Mtg. 6:00 pm (if needed)
April 18, 2017	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
April 20, 2017	Public Art Advisory Board Mtg. 7:00 pm (if needed)
<u>April 25, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>

Please visit www.highlandvillage.org or the City Hall bulletin board for latest additions, updates and changes

By: Karen Bradley, Administrative Assistant - City Secretary Office