



A G E N D A

**REGULAR MEETING
OF THE CITY COUNCIL
CITY OF HIGHLAND VILLAGE, TEXAS
TUESDAY, MAY 23, 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. Receive an Update regarding Projects, Operations, and Services from Upper Trinity Regional Water District (UTRWD)
2. Receive an Update regarding Projects, Operations, and Services from Denton County Transportation Authority (DCTA)
3. Discuss Curbside Clothing and Home Goods Recycling Program offered by Simple Recycling
4. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of May 23, 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**

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

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

6. Call to Order
7. Prayer to be led by Mayor Charlotte J. Wilcox
8. Pledge of Allegiance to the U.S. and Texas Flags to be led by Mayor Charlotte J. Wilcox

9. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
10. **City Manager/Staff Reports**
- **HVTV Update**
11. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415** the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety
- **Proclamation – Mayor for the Day**
 - **Proclamation – Tommy White Day**
 - **Proclamation – Children's Mental Health Awareness Day**
 - **Proclamation – Emergency Medical Services Week**
 - **Swearing In – Firefighter Clinton Duke and Firefighter Clayton Grubbs**
 - **Swearing In – Officer Benjamin McKelvey**

CONSENT AGENDA

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

12. **Consider Approval of Minutes of the Regular Meeting held on May 9, 2017 and Special Meeting held on May 17, 2017**
13. **Consider Ordinance 2017-1223 Re-adopting in its Entirety Article 14.04 "Parks and Recreation" Division 7 "Youth Services Standards of Care" of the Code of Ordinances of the City of Highland Village, Texas, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (2nd and final read)**

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)
15. **Receive a Presentation and Consider Resolution 2017-2683 adopting the Sunset Point Park Master Plan**
16. **Conduct a Public Hearing and Consider Ordinance 2017-1226 amending the Development Regulations and Site Plan for Planned Development No. 2016-01,**

generally located on the East side of Chinn Chapel Road, South of the Railroad Tracks, directly North of Chapel Hill Estates, Phase II (HV Ladera, LLC) (1st of two reads)

17. Consider Approval of a Site Plan for the Property located at 2200 Village Parkway described as Lot 8A, Block 2, The Marketplace (Kids First Pediatrics)
18. Consider Approval of a Site Plan for the Property located at 2100 Village Parkway described as Lot 7A, Block 2, The Marketplace (Helenlee Corporation)
19. Consider Ordinance 2017-1224 Amending Code of Ordinances Chapter 22, "Utilities" by Amending in its Entirety Division 2 "Rates, Charges and Billing" of Article 22.02 "Water Service" and Amending in its Entirety Division 2 "Rates and Charges" of Article 22.03 "Sewer Service" (2nd and final read)
20. Consider Ordinance 2017-1225 approving a Negotiated Settlement between the Atmos Cities Steering Committee (ACSC) and Atmos Energy Corp., Mid-Tex Division, regarding the 2017 Rate Review Mechanism Filings and related matters (1st of two reads)
21. Consider Ordinance 2017-1227 adopting the Amendments to the Home Rule Charter approved by the Voters of the City of Highland Village on May 6, 2017 (1st of two reads)

LATE WORK SESSION

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

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

- 35Express Project Update

23. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 19th DAY OF MAY, 2017 NOT LATER THAN 4:00 P.M.


Angela Miller, City Secretary

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

Removed from posting on the _____ day of _____, 2017 at

_____ am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 1	MEETING DATE: 05/23/17
SUBJECT:	Receive an Update regarding Projects, Operations, and Services from Upper Trinity Regional Water District (UTRWD)
PREPARED BY:	Angela Miller, City Secretary

COMMENTS

A representative from UTRWD will provide an update regarding their projects, operations and services.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2

MEETING DATE: 05/23/17

**SUBJECT: Receive an Update regarding Projects, Operations, and
Services from Denton County Transportation Authority (DCTA)**

PREPARED BY: Angela Miller, City Secretary

COMMENTS

A representative from DCTA will provide an update regarding their projects, operations and services.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 3	MEETING DATE: 05/23/17
SUBJECT:	Discuss Curbside Clothing and Home Goods Recycling Program offered by Simple Recycling
PREPARED BY:	Angela Miller, City Secretary

COMMENTS

This item has been placed on the agenda for discussion of the curbside clothing and home goods recycling program offered by Simple Recycling.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 8 **MEETING DATE: 05/23/17**

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# 11

MEETING DATE: 05/23/17

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Angela Miller, City Secretary

COMMENTS

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

- Proclamation – Mayor for the Day
- Proclamation – Tommy White Day
- Proclamation – Children’s Mental Health Awareness Day
- Proclamation – Emergency Medical Services Week
- Swearing In – Firefighter Clinton Duck and Firefighter Clayton Grubbs
- Swearing In – Officer Benjamin McKelvey



PROCLAMATION

WHEREAS, *The City of Highland Village is served by and is proud to support the Lewisville Independent School District and recognizes that current LISD students are the future leaders of our city, county, state and nation; and*

WHEREAS, *Heritage Elementary School has provided Highland Village students in grades Kindergarten through Fifth Grade with a high quality education; and*

WHEREAS, *The Heritage Elementary PTA, which provides an excellent support system to our Highland Village students, holds an annual silent auction to raise funds to serve the needs of Heritage Elementary School; and*

WHEREAS, *At last year's auction, the City of Highland Village offered a "Mayor for the Day" opportunity to one lucky student and Miss Sloane Miller was the successful recipient of the "Mayor for the Day" honor.*

NOW THEREFORE, *on behalf of the City Council and City Staff, I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby congratulate and recognize*

"Sloane Miller as Mayor for the Day"

IN WITNESS WHEREOF, *I have hereunto set my hand and caused the seal of the City of Highland Village to be affixed on this the 23rd day of May 2017.*

Charlotte J. Wilcox, Mayor



PROCLAMATION

WHEREAS, Tommy White began his career in the Parks Department of the City of Highland Village on May 19, 1997 as a Herbicide/Pesticide Technician; and

WHEREAS, Tommy White advanced to Parks Supervisor and ultimately Parks Superintendent; and

WHEREAS, Tommy White has celebrated 20 years of service with the City of Highland Village and shall retire on May 19, 2017; and

WHEREAS, Tommy White retires with our sincere appreciation for his many contributions to the City of Highland Village and its residents.

NOW THEREFORE, I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim May 23rd, 2017 as:

"Tommy White Day"

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 23rd day of May 2017.

Charlotte J. Wilcox, Mayor



PROCLAMATION

WHEREAS, addressing the complex mental health needs of children, youth, and families today is fundamental to the future of Highland Village; and

WHEREAS, the need for comprehensive, coordinated mental health services for children, youth, and families places upon our community a critical responsibility since only half of Denton County children and adolescents receive needed mental health treatment; and

WHEREAS, the Denton County Behavioral Health Leadership Team, Denton County MHMR Center, United Way of Denton County and the Wellness Alliance for Total Children's Health of Denton County led by Cook Children's, through their prevention-based approaches to serving children and adolescents, are effectively addressing the mental health needs of children, youth, and families in our community

NOW THEREFORE, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim May 23, 2017 as:

"Children's Mental Health Awareness Day"

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 23rd day of May 2017.

A handwritten signature in blue ink, reading "Charlotte J. Wilcox", written over a horizontal line.

Charlotte J. Wilcox, Mayor



PROCLAMATION

WHEREAS, the City of Highland Village is committed to ensuring the safety and security of all of those living in, visiting and doing business in our city; and

WHEREAS, emergency medical services is a vital public service and the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, police officers, emergency medical dispatchers, medical educators, and first aid providers; and

NOW THEREFORE, I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim the week of May 21-27, 2017, as:

"EMERGENCY MEDICAL SERVICES WEEK"

*in Highland Village. Further, with the theme, **EMS: Dedicated. For Life**, I encourage the community to take a CPR & First Aid class and be willing to help your neighbors, to the best of your ability, in their time of need.*

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Highland Village to be affixed on this the 23rd day of May 2017.

Charlotte J. Wilcox, Mayor

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE 05/23/17

SUBJECT: Consider Approval of Minutes of the Regular Meeting held on May 9, 2017 and Special Meeting held on May 17, 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's Office prior to the meeting with suggested changes. Upon doing so, staff will make suggested changes and the minutes may be left on the Consent Agenda in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to Council for consideration prior to the vote.

OPTIONS & RESULTS:

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

PROGRESS TO DATE: (if appropriate)

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

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve the May 9, 2017 and May 17, 2017 City Council meeting minutes.

**MINUTES OF THE REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX
LOCATED AT 1000 HIGHLAND VILLAGE ROAD
TUESDAY, MAY 9, 2017**

The City Council of the City of Highland Village, Texas met in Early Work Session on the 9th day of May, 2017 prior to the Regular Council Meeting.

Call to Order

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m. and reported Councilmember Busche was absent.

Roll Call

Present:	Charlotte J. Wilcox Michelle Schwolert Mike Lombardo Barbara Fleming John McGee Daniel Jaworski	Mayor Mayor Pro Tem Councilmember (arrived 6:16 p.m.) Councilmember Councilmember Councilmember
Absent:	Fred Busche	Councilmember
Staff Members:	Michael Leavitt Kevin B. Laughlin Ken Heerman Angela Miller Scott Kriston Brad Goudie Bobby Doyle Doug Reim Laurie Mullens Andrew Boyd Karen Bradley	City Manager City Attorney Assistant City Manager City Secretary Public Works Director Fire Chief Police Lieutenant Police Chief Public Affairs Manager Media Specialist Administrative Assistant

EARLY WORK SESSION

1. Presentation by University of Texas Arlington Capstone Program Graduates regarding an Emergency Outdoor Warning Siren Study

City Manager Michael Leavitt stated he requested a study of the current trends in weather warning systems throughout Texas to determine if there was a more efficient way to warn residents of inclement weather. Graduate students Annette Porterfield, Daniel Antwiler, Ryan Dollinger and Lindsey Matthews from the University of Texas Arlington conducted the study and presented their findings.

Background information was presented regarding the current system in Highland Village and its capabilities. The City has a total of five analog sirens that are seventeen years old: four are rotating sirens with a reach of 5,000 feet and one is an omnidirectional siren with a reach of 2,500 feet. In addition to the five sirens, the City also uses Nixle, Nixle Engage, and Nixle 360 to send weather service alerts.

The students contacted cities throughout the state requesting information on their current Emergency Outdoor Warning Sirens (EOWS), as well as information on any other communication/notification system(s) they used. They also researched current FEMA guidelines for outdoor warning systems. The students presented advantages and disadvantages of sirens, mass notification systems and use of social media for notification of inclement weather.

During their research, the students found that the City of Lubbock had conducted an emergency warning study in 2013, and that Lubbock is one of the only majorly populated areas in Texas that does not have an outdoor warning siren system in place. In contacting the North Central Texas Council of Governments, they reported current trends are recommending adding technology based methods in addition to sirens for notification of residents. Our neighboring Town of Flower Mound currently has a total of twenty-two (22) sirens, with plans to expand their outdoor warning system. Over half of their current sirens are solar-powered, while the remaining are hard wired to electrical utilities.

The current system in Highland Village is twenty (20) years old and does not have the capabilities to be broadcast on a digital system. The group recommended a new topographical study of the city, as well as the following recommendations:

- Replace the current five (5) outdoor warning sirens with six (6) of the American Signal T-128 Sirens, which are solar-powered and go off automatically if a tornado warning is issued by the National Weather Service. Anticipated cost for six (6) sirens is \$330,000.
- Continued use of Nixle 360 for the entire city and its various departments
- A public awareness campaign designed specifically to inform and educate the public on how they can utilize both the established and any new warning & alert systems

The following proposals were also presented:

Proposal 1 - Complete replacement of the current sirens with the addition of a 6th siren in the northwest corner of the City with American Signal T-128, which covers 4.6 square miles. These sirens are solar powered and go off automatically if a tornado warning polygon is issued by the National Weather Service. Additionally, this allows for remote or control box alarming. Approximate cost for six sirens is \$330,000. American Signal will perform a topographical study to best place the sirens.

Proposal 2 – Provide siren coverage for the northwestern corner of the City. This can be accomplished either by moving the fixed siren located directly next to the rotating siren from the northeast corner to the northwest corner (approximate cost is \$5,000), or to purchase a new siren (approximate cost for siren and installation is \$25,000).

Proposal 3 – In addition to Proposal 2, adding the automatic activation system to all five sirens in the city. Automatic activation would minimize delay in proper response times. The approximate cost of the addition is \$2,500/per siren; approximate total cost is \$37,500.

Mr. Leavitt thanked the students for their hard work on the study and reported this information could be used during the upcoming budget process.

2. Discuss Selection of Mayor Pro Tem and Deputy Mayor Pro Tem

Mayor Wilcox asked if anyone was interested in the positions of Mayor Pro Tem and Deputy Mayor Pro Tem. She suggested Michelle Schwolert continue to serve as Mayor

Pro Tem and Barbara Fleming serve as Deputy Mayor Pro Tem. Both stated they would be willing to serve.

Mayor Wilcox reported there is an item on the regular agenda to formally select a Mayor Pro Tem and Deputy Mayor Pro Tem.

3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of May 9, 2017

Relating to Agenda Item #21 and #22, Mayor Wilcox suggested moving these items to the Consent Agenda. City Attorney Kevin Laughlin reported the ordinances will be effective concurrently with the effective date of the charter amendments.

Relating to Agenda Item #20, Councilmember Dan Jaworski asked if this is the new rate plan. City Manager Michael Leavitt reported this is the first read of the ordinance relating to rates for water and sewer services. He explained the rates would not be in effect until the October billing, and that a campaign to educate would take place over the summer.

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

CLOSED SESSION

Council convened into Closed Session at 6:41 p.m.

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

Council concluded Closed Session at 7:20 p.m.

OPEN SESSION

5. Call to Order

Mayor Charlotte J. Wilcox called the meeting to order at 7:35 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Mike Lombardo	Councilmember
	Barbara Fleming	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Absent:	Fred Busche	Councilmember

Staff Members:	Michael Leavitt	City Manager
	Kevin B. Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Brad Goudie	Fire Chief
	Doug Reim	Police Chief
	Mark Stewart	Assistant Police Chief
	Scott Kriston	Public Works Director
	Andra Foreman	Recreation Manager
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Media Specialist

6. Administration of Oaths of Office (*Ceremonial Purposes Only*)

Mayor Wilcox announced the ceremonial oaths of office would be administered for newly elected Councilmembers. Councilmember Mike Lombardo was joined by his wife Marci who administered his oath of office for City Council, Place 3. Former Mayor Diane Costa administered the oath of office for Councilmember Daniel Jaworski, Place 7.

7. Prayer to be led by Councilmember Dan Jaworski

Councilmember Jaworski gave the invocation.

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

Zachary Xenious from Boy Scout Troop #265 and Yannis Xenious from Boy Scout Troop #280 led the Pledge to the U.S. and Texas Flags.

9. Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem

Motion by Councilmember Lombardo, seconded by Councilmember Jaworski, to select Michelle Schwolert as Mayor Pro Tem. Motion carried 6-0.

Motion by Councilmember Jaworski, seconded by Councilmember Lombardo, to select Barbara Fleming as Deputy Mayor Pro Tem. Motion carried 6-0.

10. Visitor Comments

The following person spoke:

Samuel Shotts (3210 Shore View Drive) – Mr. Shotts stated he opposes the annual Balloon Festival that is held in Highland Village. He stated the location of the event is dangerous due to the proximity of high voltage wires & towers, and the railroad. He understands there is a liability release for riders but voiced concern that the area homeowners have no protection. Mr. Shotts stated he will attend more public meetings in order to continue to bring awareness. He asked Council to have certificates of insurance that list the residents of Highland Village as additional insured.

11. City Manager/Staff Reports

- **HVTV Update**

Celebrate Highland Village – to be held on June 3 at Unity Park to welcome summer with festivities for all ages; the day begins with a 1K/5K Run through the City and a Family Fish Out; attendees can later spend the evening enjoying music by Professor D, food, drink, and activities with the kids; the event will conclude with a spectacular fireworks show

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

Water Conservation Phase I – went into effect May 1 and will end September 30; during this ban, outside landscape watering is prohibited between the hours of 10:00 am and 6:00 pm; hand watering of shrubbery is allowed anytime

Kids Kamp – scheduled weekly starting June 12 and ending August 4 at Briarhill Middle School; includes morning, afternoon or all day Kamp; morning Kamp includes fun and games, and the afternoon Kamp includes field trips

Movies in the Park Series – to be held on May 19 at Unity Park featuring Trolls and on June 16 at Doubletree Ranch Park featuring Middle School: The Worst Years of My Life; the event is free and movies begin at dusk; bring your blanket and lawn chairs

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

Mayor Pro Tem Michelle Schwolert reported this weekend is prom for Marcus High School and reminded everyone to have a fun, but safe time. Deputy Mayor Pro Tem Barbara Fleming gave kudos to the Parks and Recreation Department for their hard work during this past weekend's Art Festival. She reported the weather was perfect and the festival was very successful. Councilmember Jaworski reported former Mayor Bill Thorne passed away recently and asked everyone to keep his family in their prayers. Mayor Wilcox reported his memorial will be held on Sunday afternoon, May 21. The City will lower flags to half staff at the Municipal Complex and the Robert & Lee DuVall Center beginning at 5:00 p.m. on Friday, May 19 until 5:00 p.m. on Monday, May 22.

- **Proclamation – National Police Week**

Mayor Wilcox presented a proclamation to Police Chief Doug Reim, Assistant Chief Mark Stewart, Lieutenant Bobby Doyle, Officer Bradley and Auxiliary Officer Williams.

CONSENT AGENDA

Councilmember McGee requested Agenda Items #21 and #22 be moved up from the Regular Agenda to the Consent Agenda. Mayor Wilcox moved the two items up.

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

16. Receive Budget Report for Period Ending March 31, 2017
17. Receive Investment Report for Period Ending March 31, 2017
21. Consider Ordinance 2017-1221 amending Section 14.04.001 and Section 14, Division 2 of the Code of Ordinances relating to the Parks and Recreation Advisory Board (2nd and final read)
22. Consider Ordinance 2017-1222 amending Section 1.04.005 of the Code of Ordinances relating to the appointment and duties of the Clerk of the City's Municipal Court of Record (2nd and final read)

Motion by Councilmember McGee, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Item #13 through #17, and #21 & #22. Motion carried 6-0.

ACTION AGENDA

18. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:
 - (a) Section 551.074 – Deliberate the appointment, evaluation and duties of public officers for the Planning and Zoning Commission
SEE ACTION TAKEN ON AGENDA ITEM #23
 - (b) Section 551.072 – Deliberate the purchase, sale, lease, or value of real property generally located north of FM 407 and east of Highland Village Road
NO ACTION TAKEN
 - (c) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
NO ACTION TAKEN
19. Conduct a Public Hearing and Consider Ordinance 2017-1223 Re-adopting in its Entirety Article 14.04 “Parks and Recreation” Division 7 “Youth Services Standards of Care” of the Code of Ordinances of the City of Highland Village, Texas, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (1st of two reads)
PUBLIC HEARING CONDUCTED
APPROVED 1ST READ (6 – 0)

Recreation Manager Andra Foreman reported this is the annual adoption of the Standards of Care for the City's youth programs. She also reported no changes are being proposed. Mayor Wilcox opened the public hearing and with no one wishing to speak, the public hearing was closed.

Motion by Mayor Pro Tem Schwolert, seconded by Councilmember McGee, to approve the first read of Ordinance 2017-1223. Motion carried 6-0.

20. Consider Ordinance 2017-1224 Amending Code of Ordinances Chapter 22, “Utilities” by Amending in its Entirety Division 2 “Rates, Charges and Billing” of Article 22.02 “Water Service” and Amending in its Entirety Division 2 “Rates and Charges” of Article 22.03 “Sewer Service” (1st of two reads)
APPROVED 1ST READ (6 – 0)

Assistant City Manager Ken Heerman stated the water and wastewater rates charged to customers solely fund the purchase and delivery of utility services and the maintenance of the system. The City has maintained the same utility rate for water and sewer services for the last ten years. Several years of wet summers, along with increased conservation efforts has resulted in reduced water sales. This coupled with increased maintenance costs has prompted the need for an adjustment to the rate structure.

Mr. Heerman reported the City purchases water from the Upper Trinity Regional Water District, with the related charges passed through to customers. In addition to the purchased water, the City has five wells in the City that are activated in the summer months to address peak demand. Wastewater from all households is pumped to the lift station at Doubletree Ranch Park and pumped from there to the Lakeview Regional Reclamation Plant in Hickory Creek for treatment. These charges are passed through to customers. The City portion of the utility rate structure funds the maintenance and operation of the utility system.

Mr. Heerman further reported City water charges are comprised of a base rate that includes 4,000 gallons usage and a progressive rate based on usage over 4,000 gallons. Sewer charges are based on water usage with the winter average program utilized to establish a maximum household charge. The majority of costs associated with maintaining the utility system to provide water and sewer service to residents are generally fixed in nature. This supports a change for a higher percent of utility cost to be included in the base rate. The progressive water rate structure currently used will be modified to reflect a flat volume rate for usage over 4,000 gallons and up to 50,000 gallons. Water usage above the 50,000 gallon threshold will be at a substantially higher rate. Mr. Heerman stated this water rate structure more fairly distributes the charge for the delivery of water services while allowing for responsible landscape watering and discouraging excessive use. The sewer portion will also see a higher base rate fee with a slight decrease in the volume rate. Commercial users will now be charged the same volume rate as residential, but with a higher base charge.

The average household during a non-irrigation (winter) month has 8,000 gallon water usage and 5,500 gallon sewer usage, and will see an approximate 20% increase. The average household during an irrigation (summer) month with about 20,000 gallon water usage and 5,500 gallon sewer usage will see an approximate 18% increase. The utility rate increase will go into effect on October 1, allowing time to inform residents of the change and avoid raising rates in concert with the higher usage summer months.

Councilmember McGee and Mayor Pro Tem Schwolert both reiterated the adjustment is needed to cover fixed costs and to maintain infrastructure. Councilmember Jaworski stated residents will want to know what the City has done to be more efficient in delivering the service. Mr. Heerman reported staff has been proactive in maintaining the system so that it operates as efficiently as possible, such as through smoke testing that was conducted by the Public Works Department to detect signs of cracks, leaks or other defaults.

Mr. Jaworski asked if the City provides residents with sources or organizations if they need assistance with their bill, prior to any disconnect. Mr. Heerman reported the City does provide that information to residents in need of assistance. He stated staff works with residents to set up payment plans also. City Manager Michael Leavitt reported information will be sent out to inform residents of the change using various media sources, as well possible town hall meeting(s).

Motion by Councilmember McGee, seconded by Deputy Mayor Pro Tem Fleming, to approve first read of Ordinance 2017-1224. Motion carried 6-0.

21. **Consider Ordinance 2017-1221 amending Section 14.04.001 and Section 14, Division 2 of the Code of Ordinances relating to the Parks and Recreation Advisory Board (2nd and final read)**

This item was moved to up to the Consent Agenda.

22. **Consider Ordinance 2017-1222 amending Section 1.04.005 of the Code of Ordinances relating to the appointment and duties of the Clerk of the City's Municipal Court of Record (2nd and final read)**

This item was moved to up to the Consent Agenda.

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

APPROVED (6 – 0)

For clarification, Mayor Pro Tem Schwolert stated this appointment is to fill the unexpired term for Place 5, which will expire on September 30, 2017.

Motion by Councilmember McGee, seconded by Mayor Pro Tem Schwolert, to approve Resolution 2017-2679 appointing Austin Adams to the Planning and Zoning Commission, Place 5. Motion passed 6-0.

LATE WORK SESSION

24. **Discuss Date of Special Meeting to Canvass the Results of the May 6, 2017 Special Election**

City Secretary Angela Miller reported a date needs to be set to canvass the results of the Special Election held on May 6, 2017. By law, the last day to canvass is May 17. Consensus of Council is to meet on May 17, 2017 at 9:00 a.m. to canvass.

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

- **35Express Project Update**

Mr. Leavitt provided the following update:

- Work on Highland Village Road at the I-35E southbound frontage road is scheduled for completion this spring.
- Construction of Copperas Branch Park and Highland Lakes Park are scheduled to begin this spring and will continue through summer.
- Work on the new fencing along the pedestrian/bike path on the west side of the new Lewisville Lake bridge has begun. The path and the southbound frontage road lanes are scheduled for completion this summer.
- The north and southbound main lanes between Garden Ridge Boulevard and Swisher Road are now in their permanent configuration over the original Lewisville

- Lake bridge. The additional northbound main lane, frontage road lanes and pedestrian/bike paths are scheduled to open this summer.
- The Oak Drive/Lake Dallas Drive intersection is scheduled to open this summer.

Mayor Pro Tem Schwolert asked the status of the signage that will be put on I-35 for the exit to Highland Village Road. Mr. Leavitt stated he would check the status and report back to Council. Councilmember Jaworski thanked staff for the recent tours and briefings, and thanked Councilmembers for welcoming him to City Council.

26. Adjournment

Mayor Wilcox adjourned the meeting at 8:43 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

**MINUTES OF THE SPECIAL MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX
LOCATED AT 1000 HIGHLAND VILLAGE ROAD
WEDNESDAY, MAY 17, 2017**

1. Call Meeting to Order

Mayor Charlotte J. Wilcox called the meeting to order at 9:00 a.m.

Roll Call

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

2. Approve Resolution 2017-2682 Canvassing and Declaring the Results of the May 6, 2017 Special Election of the City of Highland Village for the Adoption of Amendments to the City Charter

APPROVED (4-0)

Mayor Wilcox stated on May 6, 2017 the City of Highland Village held a special election for residents to vote "for" or "against" ten (10) proposed amendments to the City Charter. The results of the election are as follows:

CHARTER AMENDMENT	FOR	AGAINST
<u>Proposition No. 1</u> – Amend Section 3.04 of the City of Highland Village City Charter to be consistent with state law by requiring that a City Councilmember must have been a resident of the City for one year prior to the date of election.	939	29
<u>Proposition No. 2</u> - Amend Section 3.12.1 of the City of Highland Village City Charter to provide that the Deputy Mayor Pro Tem shall be authorized to preside at City Council meetings in the absence of the Mayor and Mayor Pro Tem and make a conforming amendment to Section 3.13 of the City of Highland Village City Charter to require the attendance of the Deputy Mayor Pro Tem in the absence of the Mayor and Mayor Pro Tem in order to conduct business.	874	89

CHARTER AMENDMENT	FOR	AGAINST
<u>Proposition No. 3</u> - Repeal Section 4.05 of the City of Highland Village City Charter relating to the appointment of Clerk of the Municipal Court.	673	159
<u>Proposition No. 4</u> - Amend Section 4.06, Subsection B of the City of Highland Village City Charter to require enactment of an ordinance establishing a Parks and Recreation Advisory Board and the purpose and duties of said board.	813	126
<u>Proposition No. 5</u> - Amend Section 8.02, Subsection A.2., of the City of Highland Village City Charter to be consistent with state law by requiring that a candidate for an elective City office must have been a resident of the City for one year prior to the date of election.	941	31
<u>Proposition No. 6</u> - Amend Section 8.02, Subsection A.5. of the City of Highland Village City Charter to clarify that the requirement of an incumbent City Councilmember to resign that office if filing as a candidate for another position on the City Council is subject to Section 3.06 of the City of Highland Village City Charter.	849	77
<u>Proposition No. 7</u> - Amend Section 9.02 of the City of Highland Village City Charter to provide that the City Secretary shall have ten business days after the date a petitioners' committee affidavit is filed to issue the appropriate petition blanks with respect to initiative, referendum, or recall proceedings.	839	56
<u>Proposition No. 8</u> - Amend the first sentence of Section 10.02 of the City of Highland Village City Charter to read "All records of the City shall be open for public inspection to the extent required by state or federal law."	912	42
<u>Proposition No. 9</u> - Amend the second sentence of Section 10.02 of the City of Highland Village City Charter to clarify that the inspection and copying of City records shall be subject to charges established in accordance with state law.	781	147
<u>Proposition No. 10</u> - Amend Section 10.08 of the City of Highland Village City Charter to read "The Council shall have the power to cause the ordinances of the City to be printed in code form and to thereafter revise and keep same up to date."	813	95

Mayor Wilcox declared, having received a favorable vote of the residents, the following amendments to the City Charter are hereby declared to be adopted: Amendments 1, 2, 3, 4, 5, 6, 7, 8, 9 and 10.

Motion by Councilmember McGee, seconded by Councilmember Busche, to approve Resolution 2017-2682 canvassing and declaring the results of the Special Election of the City of Highland Village held on May 6, 2017 regarding adoption of amendments to the City Charter. Motion carried 4-0.

3. Adjournment

Mayor Wilcox adjourned the meeting at 9:07 a.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE

CITY COUNCIL BRIEFING

AGENDA# 13

MEETING DATE: 05/23/17

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

PREPARED BY: Linda Cornelius, Director of Parks and Recreation

BACKGROUND:

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

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

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

IDENTIFIED NEED/S:

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

OPTIONS & RESULTS:

A public hearing was conducted at the May 9, 2017 City Council meeting and the first read of Ordinance 2017-1223 was approved.

RECOMMENDATION:

To approve the second and final read of Ordinance 2017-1223.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2017-1223

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

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

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

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

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

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

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

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

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

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,
TEXAS, ON SECOND READING ON THIS THE 23rd DAY OF MAY, 2017.**

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

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

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

ARTICLE 14.04 PARKS AND RECREATION

Division 7. Youth Services Standards of Care

Sec. 14.04.221 Purpose

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

Sec. 14.04.222 General administration; definitions

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

Department. The parks and recreation department of the city.

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

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

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

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

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

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

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

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

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

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

(b) Organization.

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

(c) Inspection/monitoring/enforcement.

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

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

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

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

Sec. 14.04.223 Staff responsibilities and training

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

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

(b) Site director responsibilities.

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

(c) Program staff.

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

(d) Program staff responsibilities.

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

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

Sec. 14.04.224 Operations

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

(c) Programming.

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

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

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

(e) Transportation.

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

Sec. 14.04.225 Facility standards

(a) Safety.

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

(b) Fire.

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

(c) Health.

(1) Illness or injury to participant.

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

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

(4) Sanitation.

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

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

CITY OF HIGHLAND VILLAGE
CITY COUNCIL BRIEFING

AGENDA#: 15	MEETING DATE: 05/23/17
SUBJECT:	Receive a Presentation and Consider Resolution 2017-2683 approving the Sunset Point Park Concept Master Plan
PREPARED BY:	Linda Cornelius, Director of Parks and Recreation

BACKGROUND:

The Highland Village City Council approved funds in the FY2017 Budget to hire a design consultant to assist the City in developing a master plan for Sunset Point Park.

The City engaged the services of Ron Stewart with Environs Group to assist in the development of the master plan for the park site. Mr. Stewart is a longtime resident of Highland Village, and has served as the landscape architect on various projects throughout the City such as the Veterans Memorial and the FM 2499 Landscape Beautification Project. Mr. Stewart also resides in the Clearwater Estates subdivision and is very familiar with the Sunset Point Park site.

Sunset Point Park is a 1.00 acre, undeveloped mini-park located at 400 Edgewater Drive. Although the park site is small, it provides a beautiful and peaceful overlook of Lake Lewisville and serves as a neighborhood park providing waterfront access to residents who reside in the Clearwater Estates subdivision.

The Parks, Recreation and Open Space Master Plan notes that this park site is a perfect location for a Lake Lewisville overlook and recommends the addition of site furnishings, landscaping, and improvements necessary to stabilize erosion in order to provide a more welcoming atmosphere and encourage public access and use.

Ongoing issues with the park such as illegal activities, compaction of the site due to vehicular traffic, safety concerns, resident concerns and erosion have hastened the need to get the park site developed.

On January 12, 2017, at a special called meeting of the Parks and Recreation Advisory Board, Environs Group presented details about the park and three concept plans which included examples of site furnishings, pavilions and bollards for security.

To seek public input, a letter was mailed to all Clearwater Estates residents inviting them to a "come and go" public forum which was held from 5:30 p.m. to 7:00 p.m. on Thursday, March 2, 2017, at the Doubletree Ranch Park Barn Facility. In addition, the three concept plans were posted on the City Website for an additional three weeks to seed additional public input.

Environs Group has used public and staff input to develop a single Concept Master Plan for consideration.

At the regular meeting of the Parks and Recreation Advisory Board held on April 17th, the Board voted 4-0 to recommend to City Council approval of the proposed Concept Master Plan.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

NA

RECOMMENDATION:

Receive presentation and approve Resolution 2017-2683 approving the Sunset Point Park Concept Master Plan.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2017-2683

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING THE SUNSET POINT PARK CONCEPT MASTER PLAN, AND PROVIDING AN EFFECTIVE DATE

WHEREAS, after receiving and considering information obtained from a public forum held on March 2, 2017, and survey comments received from concept plans posted on the City website, and comments received at the Parks and Recreation Advisory Board meeting held on April 17, 2017, the Parks and Recreation Advisory Board voted on April 17, 2017, to recommend that the City Council approve the Sunset Point Park Concept Master Plan, prepared by G&A Consultants, LLC d/b/a Environs Group; and

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

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

SECTION 1. The Sunset Point Park Concept Master Plan attached hereto as Exhibit "A" and incorporated herein by reference is hereby adopted and approved.

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

PASSED AND APPROVED THIS THE 23RD DAY OF MAY, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:5/17/17:86347)

Exhibit "A" – Sunset Point Park Concept Master Plan

Sunset Point Park Concept Master Plan



CITY OF HIGHLAND VILLAGE

CITY COUNCIL

AGENDA# 16

MEETING DATE: 05/23/17

SUBJECT: Conduct Public Hearing, Review and Consider Ordinance 2017-1226 amending the Development Regulations and Site Plan for Planned Development No. 2016-01, generally located on the East side of Chinn Chapel Road, South of the Railroad Tracks, directly North of Chapel Hill Estates, Phase II (HV Ladera, LLC)

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND:

An application was received for review and consideration from G&A Consultants, on behalf of the property owner, HV Ladera, LLC, requesting an amendment to the development regulations and site plan for the Planned Development District 2016-01 for Single Family Detached Residential Condominium Development.

The applicant is requesting to change the number of approved dwelling units from 100 to 102 dwelling units.

On July 26, 2016, the City Council approved Ordinance No. 2016-1201, changing the zoning of the property from SF-40 to a Planned Development in order to allow the property to be developed as a single lot condominium development with 100 detached residential units and setting forth the standards on how the property shall be developed.

On March 3, 2017, City Council approved the preliminary and final plat of the property.

IDENTIFIED NEED/S:

Public hearings are required at both Planning and Zoning and City Council. All public hearing notifications requirements have been met.

OPTIONS & RESULTS:

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

PROGRESS TO DATE: (if appropriate)

As of this date of preparation of this briefing, May 18, 2017, staff has received no calls or emails inquiring on this request.

At the May 16, 2017, Planning and Zoning meeting, The Commission recommended sending the ordinance forward to City Council for approval as presented with a vote of (4-0).

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

An amendment to the Ordinance is required. A copy of the draft ordinance prepared by the City Attorney is attached.

RECOMMENDATION:

Staff recommends the City Council review and consider the request as recommended by the Planning and Zoning Commission on the first read of Ordinance 2017-1226.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2017-1226

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, DENTON COUNTY, TEXAS, AMENDING THE HIGHLAND VILLAGE COMPREHENSIVE ZONING ORDINANCE AND ZONING MAP BY AMENDING THE CONCEPT PLAN AND DWELLING UNIT DENSITY OF PLANNED DEVELOPMENT NO. 2016-01 FOR DETACHED SINGLE FAMILY RESIDENTIAL CONDOMINIUM DEVELOPMENT AS SET FORTH IN ORDINANCE NO. 2016-1201; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Planning and Zoning Commission and the governing body of the City of Highland Village, Texas, in compliance with the laws of the State of Texas and the ordinances of the City of Highland Village, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and situated in the affected area, and in the vicinity thereof, and in the exercise of its legislative discretion, have concluded that the Comprehensive Zoning Ordinance and Zoning Map of the City of Highland Village, Texas, as previously amended, should be further amended.

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

SECTION 1. The Comprehensive Zoning Ordinance ("CZO") and the Zoning Map of the City of Highland Village, Denton County, Texas, as previously amended, be further by amending the development regulations of Planned Development No. 2016-01, as enacted by Ordinance No. 2016-1201, as follows:

A. Section 2.N(4) of Ordinance No. 2016-1201 is amended to read as follows:

(4) Density: The density of dwelling units constructed on the Property shall not exceed 3.90 dwelling units per gross acreage, based on a gross acreage of 26.153 acres.

B. Exhibit "B" – Concept Plan to Ordinance No. 2016-1201 is amended and replaced in its entirety with the Concept Plan attached hereto as Attachment 1 and incorporated herein by reference.

SECTION 2. To the extent of any irreconcilable conflict with the provisions of this Ordinance and other ordinances of the City of Highland Village governing the use and development of the Property and which are not expressly amended by this Ordinance, the provisions of this Ordinance shall be controlling.

SECTION 3. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining

portions of said ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

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

SECTION 5. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the Comprehensive Zoning Ordinance and Code of Ordinances of the City of Highland Village, as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

SECTION 6. This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 23RD DAY OF MAY, 2017.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE ____ DAY OF _____, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

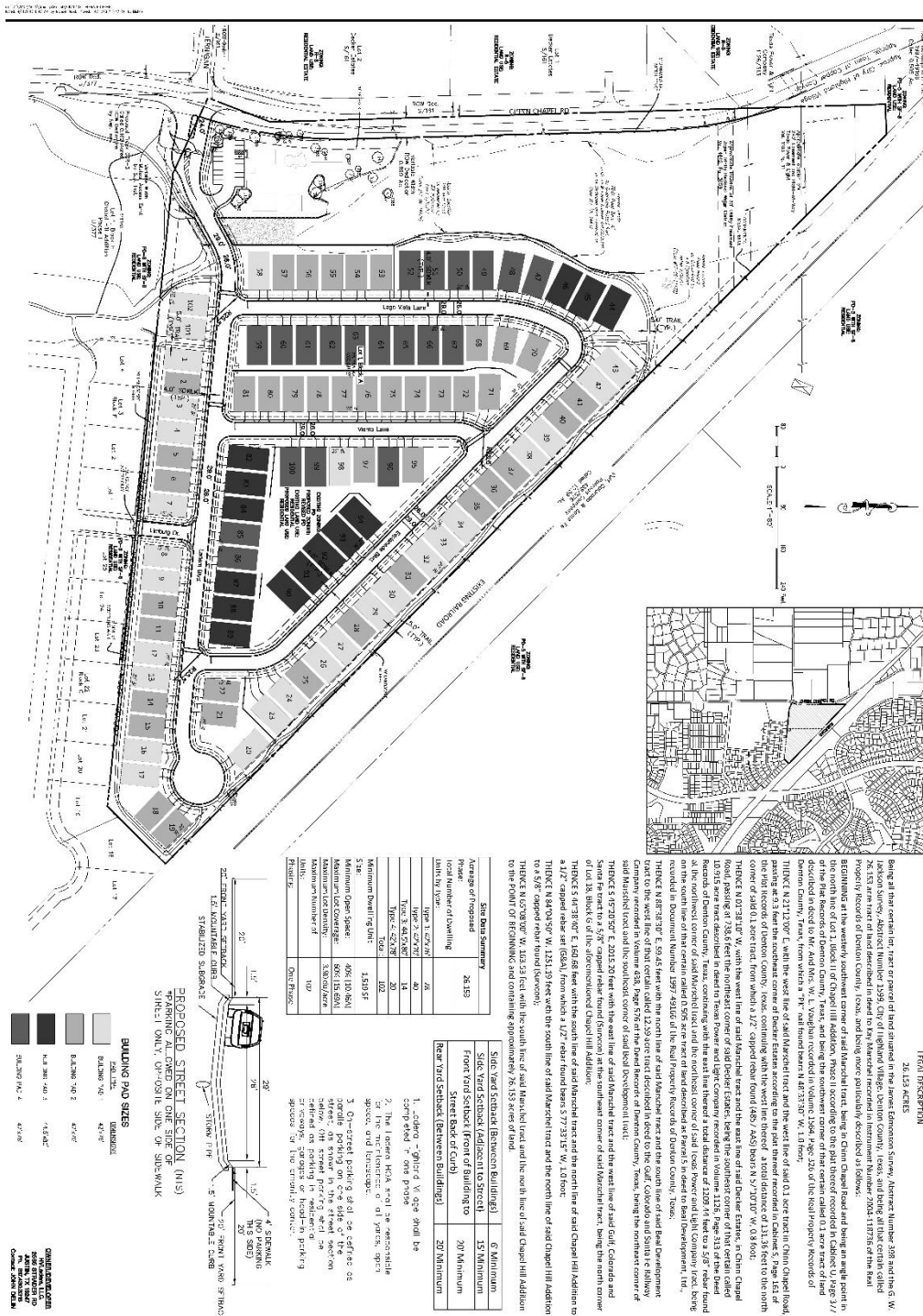
APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:5/11/17:86194)

Ordinance No. 2017-1226

Attachment 1

Exhibit "B" – Concept Plan (Amended)
Planned Development No. 2016-01



CITY OF HIGHLAND VILLAGE
CITY COUNCIL

AGENDA# 17

MEETING DATE: 05/23/17

SUBJECT: Review and Consider an application for a Site Plan for the Property located at 2200 Village Parkway, described as Lot 8A, Block 2, The Marketplace at Highland Village (Kids First Pediatrics)

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND:

An application was received for a Site Plan to construct an approximately 8,702 square foot medical office building for Kids First Pediatrics. The site plan package includes a site plan, building elevations, signage, lighting plan, and landscape plans.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

Options are to recommend approval of the site plan package as it has been submitted, to recommend approval subject to revisions, or to deny the site plan package upon a finding that it does not comply one or more requirements of the PD zoning or City Ordinances for the property.

PROGRESS TO DATE: (if appropriate)

City Staff has reviewed the site plan package and finds that the proposed site plan conforms with applicable City Ordinances.

At the May 16, 2017, Planning and Zoning meeting, The Commission recommended sending the site plan forward to City Council for approval with a vote of (4-0) with the following changes:

- Roof materials to be standing seam metal roof and similar in color with the surrounding buildings.
- Revise dumpster height on colored building elevations to 8'.
- Relocate the light pole at the rear of the building so that it does not interfere with the Live Oak Tree.
- Update legend on irrigation diagram so that it reflects what is actually being used around the building.

The applicant has agreed to all recommendations made by the Commission other than changing the roof materials to standing seam metal roof. They would like City Council to consider composite shingle as submitted.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

No Ordinance change is required.

RECOMMENDATION:

Staff recommends the City Council review and consider as recommended by the Planning and Zoning Commission.

CITY OF HIGHLAND VILLAGE
CITY COUNCIL

AGENDA# 18

MEETING DATE: 05/23/17

SUBJECT: Review and Consider an Application for a Site Plan for the Property located at 2100 Village Parkway, described as Lot 7A, Block 2, The Marketplace at Highland Village (Helenlee Corporation)

PREPARED BY: Autumn Aman, Community Development Coordinator

BACKGROUND:

An application was received for a Site Plan to construct an approximately 10,500 square foot building for Retail Use. The site plan package includes a site plan, building elevations, signage, lighting plan, and landscape plans.

Details:

- The property is currently zoned Planned Development Retail (PD-R).
- History – The proposed site plan was originally approved by City Council on June 25, 2013. In accordance with Section 11.2.C. of the Comprehensive Zoning Ordinance, if development of a lot with an approved site plan has not commenced within one year of the date of final approval of the site plan, the site plan shall be deemed to have expired.

The applicant, ADR Design, was the applicant who submitted the site plan back in 2013. The current application is the exact same submittal that was originally approved in 2013.

Because of the effect construction of the required screening wall would have on the development of the property, an ordinance amending the rear yard setback regulations for the property was approved by City Council on March 26, 2013, setting rear yard setback stating as a minimum of twenty (20) feet from both property line and screening wall.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

Options are to recommend approval of the site plan package as it has been submitted, to recommend approval subject to revisions, or to deny the site plan package upon a finding that it does not comply one or more requirements of the PD zoning or City Ordinances for the property.

PROGRESS TO DATE: (if appropriate)

City Staff has reviewed the site plan package and finds that the proposed site plan conforms with applicable City Ordinances.

At the May 16, 2017, Planning and Zoning meeting, The Commission recommended sending the site plan forward to City Council for approval with a vote of (4-0) with the following recommendations:

- Revise dumpster enclosure height to 8'.
- Signage shall be consistent with Ordinance.
- Ensure the trees are behind the light poles located in the front parking medians.

The applicant has agreed to all recommendations made by the Commission.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

No Ordinance change is required.

RECOMMENDATION:

Staff recommends the City Council review and consider as recommended by the Planning and Zoning Commission.

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 19 **MEETING DATE: 05/23/17**

SUBJECT: **Consider Ordinance 2017-1224 amending Identified Sections of Chapter 22 of the Code of Ordinances, related to Water and Sewer Regulations and Services**

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

BACKGROUND:

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

IDENTIFIED NEED/S:

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

Overall parameter:

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

Specific Considerations

Water

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

Sewer

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

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

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

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

Sec. 22.02.042 Application for service; deposit generally

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

Sec. 22.02.043 Deposit for oversize connection

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

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

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

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

Sec. 22.02.048 Billing procedures

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

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

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

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

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

Sec. 22.03.046 Billing Method (Sewer winter average)

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

OPTIONS & RESULTS:

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

Step 1:

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

Current

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

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

Proposed

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

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

Step 2:

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

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

Current

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

Proposed

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

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

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

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

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

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

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

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

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

Current

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

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

Proposed

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

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

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

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

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

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

usage based on average winter average quantity).

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

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

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

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

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

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

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

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

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

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

PROGRESS TO DATE: (if appropriate)

Council passed the first read of Ordinance 2017-1224 at their May 9th meeting.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

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

RECOMMENDATION:

Council to approve the second read of Ordinance 2017-1224.

CITY OF HIGHLAND VILLAGE

ORDINANCE NO. 2017-1224

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

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

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

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

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

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

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

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

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

Division 2. Rates, Charges and Billing

Sec. 22.02.041 Free service prohibited

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

Sec. 22.02.042 Application for service; deposit generally

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

Sec. 22.02.043 Deposit for oversize connection

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

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

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

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

Sec. 22.02.045 Tapping charge

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

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

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

Sec. 22.02.046 Monthly rates

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

RESIDENTIAL AND SPRINKLER WATER SERVICES

(Per 1,000 gallons)

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

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

(A) Residential:

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

(B) Commercial:

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

(C) Commercial irrigation:

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

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

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

Sec. 22.02.047 Effective date of rate changes

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

Sec. 22.02.048 Billing procedures

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

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

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

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

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

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

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

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

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

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

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

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

(c) Reconnection fee; additional deposit.

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

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

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

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

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

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

Division 2. Rates and Charges

Sec. 22.03.041 User charge system

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

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

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

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

Sec. 22.03.042 Tapping charge

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

Sec. 22.03.043 Monthly rates

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

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

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

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

(A) Residential.

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

(B) Commercial.

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

Sec. 22.03.044 Effective date of rate changes

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

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

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

Sec. 22.03.046 Billing Method

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

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

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

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

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

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

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

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE SECOND READING, THIS THE 23RD DAY OF MAY, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

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

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 20

MEETING DATE: 05/23/17

SUBJECT: Consider Ordinance 2017-1225 Approving the Negotiated Settlement Agreement and the Rate Increase Requested by Atmos Corp., Mid-Tex Division Under the Company's 2017 Annual Rate Review Mechanism Filing in All Cities Exercising Original Jurisdiction

PREPARED BY: Ken Heerman, Assistant City Manger

BACKGROUND:

Highland Village, along with 170 other cities served by Atmos Energy Corporation, Mid-Tex Division ("Atmos Mid-Tex" or "Company"), is a member of the Atmos Cities Steering Committee ("ACSC" or "Steering Committee"). In March 2017, Atmos Mid-Tex filed its fifth filing under the Rate Review Mechanism ("RRM") Tariff, seeking an increase of \$57.4 million. (The RRM Tariff was originally adopted by ACSC member cities in 2007 as an alternative to the Gas Reliability Infrastructure Program ("GRIP"), the statutory provision that allows Atmos to bypass the City's rate regulatory authority to increase its rates annually to recover capital investments. The RRM Tariff has been modified several times, most recently in 2013). Because the City of Dallas has a separate rate review process, exclusion of Dallas results in the Company requesting \$46.4 million from other municipalities.

IDENTIFIED NEED/S:

The ACSC Executive Committee and its designated legal counsel and consultants recommend that all Cities adopt the Ordinance with its attachments approving the negotiated rate settlement resolving the 2017 RRM filing, and implementing the rate change.

PROGRESS TO DATE:

If the Company had used the GRIP process rather than the RRM process it would have received a \$52.4 million increase, or about \$4.4 million more than will be approved by the Ordinance. ACSC and the Company have reached an agreement, reflected in the Ordinance, to reduce the Company's request by \$9.4 million, such that the Ordinance approving new rates reflects an increase of \$48 million on a system-wide basis, or \$38.8 million for Mid-Tex Cities, exclusive of the City of Dallas.

The tariffs attached to the Ordinance approve rates that will increase the Company's revenues by \$38.8 million for the Mid-Tex Rate Division, effective for bills rendered on or after June 1, 2017.

- The monthly residential customer charge will be \$19.60, with the consumption charge being \$0.14 per Ccf.

- The monthly bill impact for the typical residential customer consuming 46.8 Ccf will be an increase of **\$2.04**, or about 3.87%. The typical commercial customer will see an increase of **\$6.27**, or 2.37%.

BUDGETARY IMPACT/ORDINANCE CHANGE:

Ordinance following.

RECOMMENDATION:

Council to approve Ordinance 2017–1225 as submitted.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2017-1225

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING A NEGOTIATED SETTLEMENT BETWEEN THE ATMOS CITIES STEERING COMMITTEE ("ACSC") AND ATMOS ENERGY CORP., MID-TEX DIVISION REGARDING THE COMPANY'S 2017 RATE REVIEW MECHANISM FILINGS; DECLARING EXISTING RATES TO BE UNREASONABLE; ADOPTING TARIFFS THAT REFLECT RATE ADJUSTMENTS CONSISTENT WITH THE NEGOTIATED SETTLEMENT; FINDING THE RATES TO BE SET BY THE SETTLEMENT TARIFFS TO BE JUST AND REASONABLE AND IN THE PUBLIC INTEREST; REQUIRING RECONCILIATION AND RATE ADJUSTMENTS IF FEDERAL INCOME TAX RATES CHANGE; TERMINATING THE RRM PROCESS FOR 2018 PENDING RENEGOTIATION OF RRM TERMS AND CONDITIONS; REQUIRING THE COMPANY TO REIMBURSE ACSC'S REASONABLE RATEMAKING EXPENSES; DETERMINING THAT THIS ORDINANCE WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; ADOPTING A SAVINGS CLAUSE; DECLARING AN EFFECTIVE DATE; AND REQUIRING DELIVERY OF THIS ORDINANCE TO THE COMPANY AND THE ACSC'S LEGAL COUNSEL.

WHEREAS, the City of Highland Village, Texas ("City") is a gas utility customer of Atmos Energy Corp., Mid-Tex Division ("Atmos Mid-Tex" or "Company"), and a regulatory authority with an interest in the rates and charges of Atmos Mid-Tex; and

WHEREAS, the City is a member of the Atmos Cities Steering Committee ("ACSC"), a coalition of similarly-situated cities served by Atmos Mid-Tex ("ACSC Cities") that have joined together to facilitate the review of, and response to, natural gas issues affecting rates charged in the Atmos Mid-Tex service area; and

WHEREAS, ACSC and the Company worked collaboratively to develop a new Rate Review Mechanism ("RRM") tariff that allows for an expedited rate review process by ACSC Cities as a substitute to the Gas Reliability Infrastructure Program ("GRIP") process instituted by the Legislature, and that will establish rates for the ACSC Cities based on the system-wide cost of serving the Atmos Mid-Tex Division; and

WHEREAS, on March 1, 2017, Atmos Mid-Tex filed its 2017 RRM rate request with ACSC Cities; and

WHEREAS, ACSC coordinated its review of the Atmos Mid-Tex 2017 RRM filing through its Executive Committee, assisted by ACSC's attorneys and consultants, to resolve issues identified in the Company's RRM filing; and

WHEREAS, the Executive Committee, as well as ACSC's counsel and consultants, recommend that ACSC Cities approve an increase in base rates for Atmos Mid-Tex of \$48 million on a system-wide basis; and

WHEREAS, the attached tariffs implementing new rates are consistent with the recommendation of the ACSC Executive Committee, are agreed to by the Company, and are just, reasonable, and in the public interest;

WHEREAS, the RRM Tariff contemplates reimbursement of ACSC's reasonable expenses associated with RRM applications;

WHEREAS, the Company and ACSC have agreed that rates should be adjusted if any change in federal income tax rates is implemented during the period that rates approved herein remain in place; and

WHEREAS, because ACSC believes that certain provisions of the current terms and conditions of the RRM tariff are inconsistent with market conditions, the City expects renegotiation of the current RRM tariff in the Summer of 2017.

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

SECTION 1. The findings set forth in this Ordinance are hereby in all things approved.

SECTION 2. The City Council finds that the settled amount of an increase in revenues of \$48 million on a system-wide basis represents a comprehensive settlement of gas utility rate issues affecting the rates, operations, and services offered by Atmos Mid-Tex within the municipal limits arising from Atmos Mid-Tex's 2017 RRM filing, is in the public interest, and is consistent with the City's authority under Section 103.001 of the Texas Utilities Code.

SECTION 3. The existing rates for natural gas service provided by Atmos Mid-Tex are unreasonable. The new tariffs attached hereto and incorporated herein as Attachment A, are just and reasonable, and are designed to allow Atmos Mid-Tex to recover annually an additional \$48 million in revenue over the amount allowed under currently approved rates, as shown in the Proof of Revenues attached hereto and incorporated herein as Attachment B; such tariffs are hereby adopted.

SECTION 4. The ratemaking treatment for pensions and other post-employment benefits in Atmos Mid-Tex's next RRM filing shall be as set forth on Attachment C, attached hereto and incorporated herein.

SECTION 5. Consistent with Texas Utilities Code Section 104.055(c), Atmos Energy's recovery of federal income tax expense through the Rider RRM has been computed using the statutory income tax rate. In the event that a change in the statutory income tax rate is implemented during the Rider RRM Rate Effective Date, Atmos Energy shall reconcile the difference between the amount of federal income tax expense included in the Rider RRM calculation for the Rate Effective Date with the amount of federal income tax expense authorized under the new statutory income tax rate. The reconciliation period shall be from the date on which any new statutory income tax rate is implemented through the Rate Effective Date. An interest component calculated at the customer deposit interest rate then in effect as approved by the Railroad Commission of Texas shall be applied to the federal income tax expense reconciliation. Further, any required reconciliation of federal income tax expense shall be included as part of Atmos Mid-Tex's next annual RRM filing and shall be returned to or recovered from customers as a one-time credit or surcharge to the customer's bill.

SECTION 6. The City requires renegotiation of RRM tariff terms and conditions during the Summer of 2017. If an agreed renegotiated RRM tariff cannot be achieved, the City will terminate the RRM process and consider initiation of a traditional rate case to reduce the Company's authorized return on equity.

SECTION 7. Atmos Mid-Tex shall reimburse the reasonable ratemaking expenses of the ACSC in processing the Company's 2017 RRM filing.

SECTION 8. To the extent any resolution or ordinance previously adopted by the Council is inconsistent with this Ordinance, it is hereby repealed.

SECTION 9. The meeting at which this Ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

SECTION 10. If any one or more sections or clauses of this Ordinance is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance, and the remaining provisions of the Ordinance shall be interpreted as if the offending section or clause never existed.

SECTION 11. Consistent with the City Ordinance that established the RRM process, this Ordinance shall become effective from and after its passage on second reading with rates authorized by the attached tariffs to be effective retroactively for bills rendered on or after June 1, 2017.

SECTION 12. A copy of this Ordinance shall be sent to Atmos Mid-Tex, care of Chris Felan, Vice President of Rates and Regulatory Affairs, Mid-Tex Division, Atmos Energy Corporation, 5420 LBJ Freeway, Suite 1862, Dallas, Texas 75240, and to Geoffrey Gay, General Counsel to ACSC, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 23RD DAY OF MAY, 2017.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 13TH DAY OF JUNE, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:5/17/17:86336)

RATE SCHEDULE:	R – RESIDENTIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS AND UNINCORPORATED AREAS	
EFFECTIVE DATE:	Bills Rendered on or after 06/01/2017	PAGE:

Application

Applicable to Residential Customers for all natural gas provided at one Point of Delivery and measured through one meter.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Bill	\$ 19.60 per month
Rider CEE Surcharge	\$ 0.02 per month ¹
Total Customer Charge	\$ 19.62 per month
Commodity Charge – All <u>Ccf</u>	\$0.14427 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

¹Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 10170. Surcharge billing effective July 1, 2016.

RATE SCHEDULE:	C – COMMERCIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS AND UNINCORPORATED AREAS	
EFFECTIVE DATE:	Bills Rendered on or after 06/01/2017	PAGE:

Application

Applicable to Commercial Customers for all natural gas provided at one Point of Delivery and measured through one meter and to Industrial Customers with an average annual usage of less than 30,000 Ccf.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Bill	\$ 44.70 per month
Rider CEE Surcharge	\$ 0.08 per month ¹
Total Customer Charge	\$ 44.78 per month
Commodity Charge – All Ccf	\$ 0.09279 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

¹ Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 10170. Surcharge billing effective July 1, 2016.

RATE SCHEDULE:	I – INDUSTRIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS AND UNINCORPORATED AREAS	
EFFECTIVE DATE:	Bills Rendered on or after 06/01/2017	PAGE:

Application

Applicable to Industrial Customers with a maximum daily usage (MDU) of less than 3,500 MMBtu per day for all natural gas provided at one Point of Delivery and measured through one meter. Service for Industrial Customers with an MDU equal to or greater than 3,500 MMBtu per day will be provided at Company's sole option and will require special contract arrangements between Company and Customer.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's monthly bill will be calculated by adding the following Customer and MMBtu charges to the amounts due under the riders listed below:

Charge	Amount
Customer Charge per Meter	\$ 799.75 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.3374 per MMBtu
Next 3,500 MMBtu	\$ 0.2470 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.0530 per MMBtu

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Curtailment Overpull Fee

Upon notification by Company of an event of curtailment or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailment or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

Replacement Index

In the event the "midpoint" or "common" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

Attachment A
RRC Tariff No:

RATE SCHEDULE:	I – INDUSTRIAL SALES	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS AND UNINCORPORATED AREAS	
EFFECTIVE DATE:	Bills Rendered on or after 06/01/2017	PAGE:

Agreement

An Agreement for Gas Service may be required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

Special Conditions

In order to receive service under Rate I, Customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

RATE SCHEDULE:	T – TRANSPORTATION	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS AND UNINCORPORATED AREAS	
EFFECTIVE DATE:	Bills Rendered on or after 06/01/2017	PAGE:

Application

Applicable, in the event that Company has entered into a Transportation Agreement, to a customer directly connected to the Atmos Energy Corp., Mid-Tex Division Distribution System (Customer) for the transportation of all natural gas supplied by Customer or Customer's agent at one Point of Delivery for use in Customer's facility.

Type of Service

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

Monthly Rate

Customer's bill will be calculated by adding the following Customer and MMBtu charges to the amounts and quantities due under the riders listed below:

Charge	Amount
Customer Charge per Meter	\$ 799.75 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.3374 per MMBtu
Next 3,500 MMBtu	\$ 0.2470 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.0530 per MMBtu

Upstream Transportation Cost Recovery: Plus an amount for upstream transportation costs in accordance with Part (b) of Rider GCR.

Retention Adjustment: Plus a quantity of gas as calculated in accordance with Rider RA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

Imbalance Fees

All fees charged to Customer under this Rate Schedule will be charged based on the quantities determined under the applicable Transportation Agreement and quantities will not be aggregated for any Customer with multiple Transportation Agreements for the purposes of such fees.

Monthly Imbalance Fees

Customer shall pay Company the greater of (i) \$0.10 per MMBtu, or (ii) 150% of the difference per MMBtu between the highest and lowest "midpoint" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" during such month, for the MMBtu of Customer's monthly Cumulative Imbalance, as defined in the applicable Transportation Agreement, at the end of each month that exceeds 10% of Customer's receipt quantities for the month.

RATE SCHEDULE:	T – TRANSPORTATION	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS AND UNINCORPORATED AREAS	
EFFECTIVE DATE:	Bills Rendered on or after 06/01/2017	PAGE:

Curtailment Overpull Fee

Upon notification by Company of an event of curtailment or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailment or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

Replacement Index

In the event the "midpoint" or "common" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

Agreement

A transportation agreement is required.

Notice

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

Special Conditions

In order to receive service under Rate T, customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	WNA – WEATHER NORMALIZATION ADJUSTMENT	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS AND UNINCORPORATED AREAS	
EFFECTIVE DATE:	Bills Rendered on or after 11/01/2017	PAGE:

Provisions for Adjustment

The Commodity Charge per Ccf (100 cubic feet) for gas service set forth in any Rate Schedules utilized by the cities of the Mid-Tex Division service area for determining normalized winter period revenues shall be adjusted by an amount hereinafter described, which amount is referred to as the "Weather Normalization Adjustment." The Weather Normalization Adjustment shall apply to all temperature sensitive residential and commercial bills based on meters read during the revenue months of November through April. The five regional weather stations are Abilene, Austin, Dallas, Waco, and Wichita Falls.

Computation of Weather Normalization Adjustment

The Weather Normalization Adjustment Factor shall be computed to the nearest one-hundredth cent per Ccf by the following formula:

$$WNAF_i = R_i \frac{(HSF_i \times (NDD-ADD))}{(BL_i + (HSF_i \times ADD))}$$

Where

- i = any particular Rate Schedule or billing classification within any such particular Rate Schedule that contains more than one billing classification
- $WNAF_i$ = Weather Normalization Adjustment Factor for the i^{th} rate schedule or classification expressed in cents per Ccf
- R_i = Commodity Charge rate of temperature sensitive sales for the i^{th} schedule or classification.
- HSF_i = heat sensitive factor for the i^{th} schedule or classification divided by the average bill count in that class
- NDD = billing cycle normal heating degree days calculated as the simple ten-year average of actual heating degree days.
- ADD = billing cycle actual heating degree days.
- BL_i = base load sales for the i^{th} schedule or classification divided by the average bill count in that class

The Weather Normalization Adjustment for the j th customer in i th rate schedule is computed as:

$$WNA_j = WNAF_i \times q_{ij}$$

Where q_{ij} is the relevant sales quantity for the j th customer in i th rate schedule.

**MID-TEX DIVISION
ATMOS ENERGY CORPORATION**

RIDER:	WNA – WEATHER NORMALIZATION ADJUSTMENT	
APPLICABLE TO:	ALL CUSTOMERS IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS AND UNINCORPORATED AREAS	
EFFECTIVE DATE:	Bills Rendered on or after 11/01/2017	PAGE:

Base Use/Heat Use Factors

Weather Station	<u>Residential</u>		<u>Commercial</u>	
	Base use <u>Ccf</u>	Heat use <u>Ccf/HDD</u>	Base use <u>Ccf</u>	Heat use <u>Ccf/HDD</u>
Abilene	9.79	0.1347	93.16	0.6060
Austin	10.37	0.1483	190.68	0.9069
Dallas	13.36	0.2089	180.35	1.0191
Waco	9.64	0.1348	124.37	0.5791
Wichita Falls	11.20	0.1412	107.96	0.5571

Weather Normalization Adjustment (WNA) Report

On or before June 1 of each year, the Company posts on its website at atmosenergy.com/mtx-wna, in Excel format, a *Weather Normalization Adjustment (WNA) Report* to show how the Company calculated its WNAs factor during the preceding winter season. Additionally, on or before June 1 of each year, the Company files one hard copy and an Excel version of the *WNA Report* with the Railroad Commission of Texas' Gas Services Division, addressed to the Director of that Division.

**ATMOS ENERGY CORP., MID-TEX DIVISION
PROPOSED TARIFF STRUCTURE (BEFORE RATE CASE EXPENSE RECOVERY)
TEST YEAR ENDING DECEMBER 31, 2016**

	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
1	Proposed Change in Rates:		\$ 48,000,000	Schedule A							
2	Proposed Change in Rates without Revenue Related Taxes:		\$ 44,800,457	Ln 1 divided by factor on WP_F-5.1							
3											
4											
5											
6		Revenue Requirements		Allocations							
7	Residential	\$ 338,431,486	77.95%	Per GUD 10170 Final Order							
8	Commercial	84,223,622	19.40%	Per GUD 10170 Final Order							
9	Industrial and Transportation	11,490,316	2.65%	Per GUD 10170 Final Order							
10	Net Revenue Requirements GUD No. 10170	<u>\$ 434,145,424</u>									
11											
12											
13											
14											
15											
16	With Proportional Increase all classes but Residential and a 40% residential base charge increase:										
17											
18											
19		Current	Prospective		Revenues						
20	Residential Base Charge	\$ 19.08	\$ 0.77		\$ 13,969,407						
21	Residential Consumption Charge	\$ 0.11378	\$ 0.02502		\$ 20,954,111						
22	Commercial Base Charge	\$ 41.70	\$ 2.96		\$ 4,345,614						
23	Commercial Consumption Charge	\$ 0.08494	\$ 0.00797		\$ 4,345,614						
24	I&T Base Charge	\$ 737.00	\$ 62.70		\$ 592,856						
25	I&T Consumption Charge Tier 1 MMBTU	\$ 0.3096	\$ 0.0278		\$ 279,522						
26	I&T Consumption Charge Tier 2 MMBTU	\$ 0.2267	\$ 0.0203		\$ 225,635						
27	I&T Consumption Charge Tier 3 MMBTU	\$ 0.0486	\$ 0.0044		\$ 87,699						
28					\$ 44,800,457						
29											
16	In accordance with RRM tariff:										
17											
18											
19											
20											
21	Residential Base Charge	\$ 0.52	\$ 9,385,859	\$ 19.60	\$ 353,851,897						
22	Residential Consumption Charge	\$ 0.03049	\$ 25,534,444	\$ 0.14427	\$ 120,821,718						
23	Commercial Base Charge	\$ 3.00	\$ 4,409,676	\$ 44.70	\$ 65,707,365						
24	Commercial Consumption Charge	\$ 0.00785	\$ 4,280,326	\$ 0.09279	\$ 50,595,093						
25	I&T Base Charge	\$ 62.75	\$ 593,364	\$ 799.75	\$ 7,562,427						
26	I&T Consumption Charge Tier 1 MMBTU	\$ 0.0278	\$ 279,726	\$ 0.3374	\$ 3,394,949						
27	I&T Consumption Charge Tier 2 MMBTU	\$ 0.0203	\$ 225,178	\$ 0.2470	\$ 2,739,848						
28	I&T Consumption Charge Tier 3 MMBTU	\$ 0.0044	\$ 88,488	\$ 0.0530	\$ 1,065,879						
29			\$ 44,797,060		\$ 605,739,177						

**ATMOS ENERGY CORP., MID-TEX DIVISION
PENSIONS AND RETIREE MEDICAL BENEFITS FOR CITIES APPROVAL
TEST YEAR ENDING DECEMBER 31, 2016**

Line No.	Description	Shared Services		Mid-Tex Direct			Adjustment Total
		Pension Account Plan ("PAP")	Post-Retirement Medical Plan ("FAS 106")	Pension Account Plan ("PAP")	Supplemental Executive Benefit Plan ("SERP")	Post-Retirement Medical Plan ("FAS 106")	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
1	Fiscal Year 2017 Willis Towers Watson Report as adjusted (1), (3)	\$ 5,004,862	\$ 2,864,121	\$ 8,234,627	\$ 194,941	\$ 4,375,142	
2	Allocation to Mid-Tex	45.03%	45.03%	71.23%	100.00%	71.23%	
3	Fiscal Year 2017 Actuarially Determined O&M Benefits (Ln 1 x Ln 2)						
4	O&M and Capital Allocation Factor	\$ 2,253,477	\$ 1,289,592	\$ 5,865,537	\$ 194,941	\$ 3,116,420	
5	Fiscal Year 17 Willis Towers Watson Benefit Costs To Approve (excluding Removed Cost Centers) (Ln 3 x Ln 4)	100.00%	100.00%	100.00%	100.00%	100.00%	
6		\$ 2,253,477	\$ 1,289,592	\$ 5,865,537	\$ 194,941	\$ 3,116,420	\$ 12,719,968
7							
8	Summary of Costs to Approve:						
9							
10	Total Pension Account Plan ("PAP")	\$ 2,253,477		\$ 5,865,537			\$ 8,119,015
11	Total Post-Retirement Medical Plan ("FAS 106")		\$ 1,289,592		\$ 194,941	\$ 3,116,420	\$ 4,406,012
12	Total Supplemental Executive Retirement Plan ("SERP")			\$ 5,865,537	\$ 194,941	\$ 3,116,420	\$ 194,941
13	Total (Ln 10 + Ln 11 + Ln 12)	\$ 2,253,477	\$ 1,289,592	\$ 5,865,537	\$ 194,941	\$ 3,116,420	\$ 12,719,968
14							
15							
16	O&M Expense Factor	74.05%	74.05%	37.75%	20.00%	37.75%	
17							
18	Expense Portion (Ln 13 x Ln 16)	\$ 1,668,700	\$ 954,943	\$ 2,214,432	\$ 38,988	\$ 1,176,551	\$ 6,053,614
19							
20	Capital Factor	25.95%	25.95%	62.25%	80.00%	62.25%	
21							
22	Capital Portion (Ln 13 x Ln 20)	\$ 584,777	\$ 334,649	\$ 3,651,105	\$ 155,953	\$ 1,939,870	\$ 6,666,354
23							
24	Total (Ln 18 + Ln 22)	\$ 2,253,477	\$ 1,289,592	\$ 5,865,537	\$ 194,941	\$ 3,116,420	\$ 12,719,968

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA#	21	MEETING DATE:	05/23/17
SUBJECT:	Consider Ordinance 2017-1227 adopting the Amendments to the Home Rule Charter approved by the Voters of the City of Highland Village on May 6, 2017		
PREPARED BY:	Angela Miller, City Secretary		

BACKGROUND:

The City Council ordered a special selection be held in the City of Highland Village on May 6, 2017, for the purpose of adopting amendments to the Home Rule Charter. The presiding judges and election officials have reviewed the returns and results. A majority of the votes cast at the May 6, 2017 special election were "for" the adoption of Proposition Nos. 1 through 10, inclusive, amending the Home Rule Charter of the City of Highland Village, Texas.

Results of the special election were canvassed on May 17, 2017.

IDENTIFIED NEED/S:

The City Secretary shall record the Charter amendments adopted by the voters of the City; and pursuant to Section 9.007, of the Texas Local Government Code, the Mayor needs to certify to the Secretary of State of the State of Texas, an authenticated copy of Ordinance 2017-1227, with approved amendments to the Home Rule Charter under the seal of the City, showing the approval by the qualified voters of the City of Highland Village, Texas.

PROGRESS TO DATE: (if appropriate)

See the discussion in Background.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

There will be no fiscal impact for any of the proposed propositions.

RECOMMENDATION:

To approve the first read of Ordinance 2017-1227 adopting the amendments to the Home Rule Charter approved by the voters of the City of Highland Village on May 6, 2017.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2017-1227

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, DENTON COUNTY, TEXAS, ADOPTING THE AMENDMENTS TO THE HOME RULE CHARTER APPROVED BY THE VOTERS OF THE CITY OF HIGHLAND VILLAGE AT AN ELECTION HELD ON MAY 6, 2017; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council ordered that an election be held in the City of Highland Village, Denton County, Texas, on May 6, 2017, for the purpose of adopting amendments to the Home Rule Charter of the City of Highland Village; and,

WHEREAS, immediately after said election, the presiding judges and other election officials holding said election made their returns and results thereof to the City Council; and,

WHEREAS, a majority of the votes cast at said election were “for” the adoption of Proposition Nos. 1 through 10, inclusive, amending the Home Rule Charter of the City of Highland Village, Texas; and,

WHEREAS, the City Council canvassed the results of the election on May 17, 2017;

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

SECTION 1. Proposition Nos. 1 through 10, inclusive, setting forth amendments to the Home Rule Charter, approved and adopted by the voters of the City of Highland Village, Texas, in an election held for that purpose on May 6, 2017, a copy of which propositions are attached as Exhibit “A” to Resolution No. 2017-2672 and made a part hereof for all purposes, are hereby declared to be and constitute duly adopted amendments to the Home Rule Charter of the City of Highland Village, Texas.

SECTION 2. In accordance with Section 1 of this Ordinance, the Articles, Sections, Subsections, and Paragraphs of the Home Rule Charter of the City of Highland Village, Texas, set forth in Exhibit “A,” attached hereto shall be amended to read as set forth in Exhibit “A” attached hereto.

SECTION 3. The City Secretary shall record in the Office of the City Secretary, the Charter amendments adopted by the voters of the City; and pursuant to Section 9.007, TEX. LOC. GOV’T CODE, the Mayor shall certify to the Secretary of State of the State of Texas, an authenticated copy of this Ordinance and said amendment to the Home Rule Charter under the seal of the City, showing the approval by the qualified voters of the City of Highland Village, Texas.

SECTION 4. This Ordinance and the Charter amendments adopted hereby shall take effect immediately from and after the passage of this Ordinance, as the law and charter in such case provides.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,
TEXAS, ON FIRST READING ON THIS THE 23RD DAY OF MAY, 2017.**

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

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:5/16/17:86329)

MAYOR'S CERTIFICATE OF AUTHENTICATION

Pursuant to TEX. LOC. GOV'T CODE ANN., Section 9.007, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, Denton County, Texas, hereby certify that the above and forgoing is a true and correct copy of the City of Highland Village Ordinance No. 2017-1227, adopted by the City Council of the City of Highland Village, Texas, on the 13th day of June, 2017, and attached thereto as Exhibit "A" is a true and correct copy of the amendments to the City of Highland Village Home Rule Charter approved by the voters of the City of Highland Village, Texas, at an election held for that purpose on May 6, 2017

This certificate of authentication executed this 13th day of June, 2017.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

Seal of the City of Highland Village, Denton County, Texas

**EXHIBIT "A" TO
CITY OF HIGHLAND VILLAGE ORDINANCE NO. 2017-1227**

In accordance with the propositions approved at the special election held on May 6, 2017, the Home Rule Charter of the City of Highland Village, Texas, is hereby amended as follows:

1. In accordance with Proposition No. 1, Section 3.04, Paragraph A is amended to read as follows:

Sec. 3.04. Member Qualification

A. 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.

2. In accordance with Proposition No. 2, Section 3.12.1 is amended to read as follows:

Sec. 3.12.1. The Deputy Mayor Pro Tem

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 Tem.

3. In accordance with Proposition No. 2, Section 3.13 is amended to read as follows:

Sec. 3.13. Council Meetings

Each Council meeting shall be held by published agenda. The Mayor or any member of the Council may place an item on the agenda. Once an item is placed on the agenda, it may only be removed by a majority vote of the Council. At each Council meeting, a quorum of five, composed of the Mayor, Mayor Pro Tem, or Mayor Pro Tem and four other members of the Council, must be present for the conduct of business, 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). In the event of a tie vote the item/issue shall be placed on the agenda of the next regular Council meeting for further consideration.

- A. **Regular meetings:** The Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits.
- B. **Special meetings:** Special meetings may be called by the Mayor or upon written application of any three members of the Council. The City Secretary shall arrange a special meeting for the time and date set out in the applications. Notice of special meetings shall be

given by the City Secretary to each member of the Council, including the Mayor, and to the City Manager, or left at such person's residence. Notice shall be given to the public as required by law.

C. Open meetings: Meetings shall be open to the public except where closed meetings are authorized by law.

4. In accordance with Proposition No. 3, Section 4.05 is repealed.
5. In accordance with Proposition No. 4, Subsection B of Section 4.06 is amended to read as follows:

Sec. 4.06. Commissions, Boards and Committees

B. Parks and Recreation Advisory Board.

The City Council shall enact an ordinance establishing a Parks and Recreation Advisory Board and set forth in said ordinance the purpose and duties of said board.

6. In accordance with Proposition Nos. 5 and 6, Subsection A of Section 8.02 is amended to read as follows:

Sec. 8.02. Filing for Office

A. Eligibility to File. Each candidate for any elective City office shall meet the following qualifications:

1. shall be a qualified and effectively registered voter of the City;
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;
3. shall meet the requirements of sponsorship required in Section 8.02.B;
4. shall not file for more than one office or position number per election;
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;

6. shall not continue as a City employee after becoming a candidate for an elective office.
7. In accordance with Proposition No. 7, Section 9.02 is amended to read as follows:

Sec. 9.02. Initiation of Proceedings, Petitioners' Committee; Affidavit.

At least five qualified voters may begin initiative, referendum, or recall proceedings by filing with the City Secretary an affidavit stating they constitute the petitioners' committee. This committee will be responsible for coordinating the circulation of the petition and filing it in proper form; stating their names and addresses and specifying the address to which all notices to the committee are to be sent. The committee will set out in full the proposed initiative ordinance, the ordinance for reconsideration, or the particulars for recall. The City Secretary shall issue the appropriate petition blanks to the petitioners' committee not later than ten business days after the affidavit of the petitioners' committee is filed with the City Secretary. After the affidavit of the petitioners' committee is filed, the ordinance sought to be amended or repealed shall not be repealed, or amended or reenacted by the Council unless

 1. the action taken by the Council is that which the petition requests,
 2. the petition has not been filed within the prescribed time limit,
 3. there is a final determination of the insufficiency of the petition,
 4. the petition is withdrawn by the petitioners' committee, or
 5. one year has elapsed since Council or voter action has been taken on the petition
8. In accordance with Proposition Nos. 8 and 9, Section 10.02 is amended to read as follows:

Sec. 10.02. Public Records

All records of the City shall be open for public inspection to the extent required by state or federal 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.

9. In accordance with Proposition No. 10, Section 10.08 is amended to read as follows:

Sec. 10.08. Codification of Ordinances

The Council shall have the 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# 22	MEETING DATE: 05/23/17
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.

- 35Express Update



UPCOMING EVENTS

Expected Absences: None

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

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

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

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

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

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

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

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

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

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

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

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

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

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

July 25, 2017 **Regular City Council Mtg. 7:30 pm**

August 3, 2017 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

August 8, 2017 **Regular City Council Mtg. 7:30 pm**

August 15, 2017 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

August 17, 2017 Public Art Advisory Board Mtg. 7:00 pm (if needed)

August 21, 2017 Park Board Mtg. 6:00 pm (if needed)

August 22, 2017 **Regular City Council Mtg. 7:30 pm**

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