



A G E N D A

**REGULAR MEETING
OF THE HIGHLAND VILLAGE CITY COUNCIL
TUESDAY, SEPTEMBER 26, 2017, at 6:00 P.M.
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

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

**EARLY WORK SESSION
Training Room**

- 1. Presentation from Waste Management regarding the Launch of their Highland Village Specific Website**
- 2. Receive an Update from the IT Department on the Security Cameras Project**
- 3. Discuss Appointment of Board and Commission Members; Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.037**
- 4. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of September 26, 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)**
 - (b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, Board of Directors of the Highland Village Community Development Corporation, and Board of Directors of the Denton County Transportation Authority**

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

6. **Call to Order**
7. **Prayer to be led by Councilmember Mike Lombardo**
8. **Pledge of Allegiance to the U.S. and Texas Flags to be led by Councilmember Mike Lombardo**
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 – Presented to United Way of Denton County Designating September as Live United Month**
 - **Proclamation – Fire Prevention Week**
 - **Presentation of Life Safety Achievement Award to the Fire Department**
 - **Presentation of 3CMA Silver Circle Award for Marketing of the Fallen Officer Bike Race & 5K**

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 September 12, 2017 and Town Hall Meeting held on September 14, 2017**
13. **Consider Resolution 2017-2704 Cancelling the November 28, 2017 and December 26, 2017 Council Meetings**

ACTION AGENDA

14. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**
 - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
 - (b) **Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, Board of Directors of the**

**Highland Village Community Development Corporation, and Board of
Directors of the Denton County Transportation Authority**

15. Consider Ordinance 2017-1233 Adopting the Fiscal Year 2017-2018 Annual Budget (2nd and final read)
16. Consider Resolution 2017-2705 Ratifying the Property Tax Revenue Increase Reflected in the Fiscal Year 2017-2018 Budget
17. Consider Ordinance 2017-1234 Levying the Ad Valorem Taxes for the Year 2017 at a Rate of \$0.568022 per \$100 Assessed Valuation on all Taxable Property within the Corporate Limits of the City of Highland Village as of January 1, 2017 (2nd and final read)
18. Consider Resolution 2017-2706 Appointing City Representation to the Denton County Transportation Authority (DCTA) Board of Directors
19. Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Consider Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.037
20. Consider Resolution 2017-2707 Appointing Members to Various Positions on the Board of Ethics, Parks and Recreation Advisory Board, Planning and Zoning Commission, Zoning Board of Adjustment, Highland Village Community Development Corporation, and Public Art Advisory Board

LATE WORK SESSION

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

21. 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.)
22. 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 22ND DAY OF SEPTEMBER, 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: 09/26/17
SUBJECT:	Presentation from Waste Management regarding Launch of New Local Websites
PREPARED BY:	Scott Kriston, Director of Public Works

COMMENTS

Waste Management, along with input from City staff, has designed and launched new local websites tailored to each City that will provide customers important service and program guidelines as well as self-service options.

Link to webpage:

home.wm.com/highland-village or

https://www.wm.com/us/local/tx/highland-village/residential?cmp=ag_home_2017-09-18_usa_tx_highland_village

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2

MEETING DATE: 09/26/17

**SUBJECT: Receive an Update from the IT Department on the City
Security Cameras Project**

PREPARED BY: Sunny Lindsey, Information Services Director

COMMENTS

In the FY 2017 Budget, a need was identified to develop a plan for continuation of City security cameras. A number of cameras are currently not operational, along with the software platform used for operation of the cameras in need of being updated to current standards. A presentation to Council will outline the proposed plan regarding scope, budget, and ongoing maintenance.

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA#	3	MEETING DATE:	09/26/17
SUBJECT:	Discuss Appointment of Board and Commission Members; Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Removal of Board and Commission Members prior to Completion of their Current Term pursuant to Code of Ordinances Section 2.037		
PREPARED BY:	Angela Miller, City Secretary		

BACKGROUND:

City ordinance states that Council shall make annual appointments to the City's boards and commissions no later than the second regularly scheduled Council meeting in September. Each appointment is for a term of two years, unless an individual is appointed to fill an unexpired term that exists due to a vacancy. A "term year" shall be from October 1 until the following September 30. The terms of the board and commission members shall expire on the 1st day of October of the second year or when their successor has been duly appointed for office.

Citizens interested in volunteering their time by serving on a board, commission or committee have submitted an application to the City Secretary's Office for consideration by Council. Currently serving board/commission members with terms expiring this year were contacted and given the opportunity to notify the City Secretary's Office if they were interested in being considered for reappointment. A table listing all applicants (both current members and new) with their board preferences is provided with this briefing.

Citizens appointed by Council are only allowed to serve four consecutive terms, with the exception of the board of directors for the Highland Village Community Development Corporation (4B). Per their Articles of Incorporation, no member shall serve more than three consecutive terms.

In considering reappointments, a mandatory attendance policy enacted by Council requires a member of a board or commission not miss more than three consecutive meetings, and in no event shall he or she miss more than 25% of the regular meetings during a single year term. Council may also consider appointing alternate members of a board to fulfill a vacancy prior appointing new applicants.

IDENTIFIED NEEDS:

There are twenty-two (22) positions with terms that expire on September 30, 2017, including one (1) vacancy on the Parks and Recreation Advisory Board. There is a vacancy on the Planning and Zoning Commission, Alternate Place 2 that expires in 2018, which may also be filled at this time. The following is a list of all currently serving members of each board and commission. The highlighted positions have terms that expire this year.

BOARD OF ETHICS			
<i>Board Member Name</i>	<i>Board Choice</i>	<i>Place</i>	<i>Original Appt Date</i>
Richard Rega	Different Board	N/A	09-2015
Latisha Davis	Does Not Wish to Serve Again	N/A	09-2011
Pam Spooner	Does Not Wish to Serve Again	N/A	09-2013
Steven Deel	---	N/A	10-2016
Brian Tackett	---	N/A	03-2017
HV COMMUNITY DEVELOPMENT CORPORATION (4B)			
Michael Anderson	Same Board	Citizen Rep	10-2016
Michelle Schwolert	Same Board	City Rep	06-2012
Fred Busche	Same Board	City Rep	06-2014
Barbara Fleming	Same Board	City Rep	07-2017
Steven Smith	---	Citizen Rep	10-2016
Austin Adams	---	Citizen Rep	10-2016
Charlotte Wilcox	---	City Rep	06-2014
PARKS AND RECREATION ADVISORY BOARD			
William Irwin	---	Place 1	10-2016
Ron Stewart	---	Place 2	10-2016
Dave Rush	---	Place 3	09-2014
Gary Patz	Same or Different Board	Place 4	09-2015
Tamara Lisby	Same Board	Place 5	10-2015
Vacancy (Term Exp Sept 2017)	---	Alternate Place 1	
Christine Sherry	---	Alternate Place 2	10-2016
PUBLIC ART ADVISORY BOARD			
Linda Pomeroy	Does Not Wish to Serve Again	Place 1	09-2013
Lorraine Hayes	Does Not Wish to Serve Again	Place 2	09-2013
Chas Foreman	Does Not Wish to Serve Again	Place 3	11-2015
Christian Hart	---	Place 4	10-2016
Deborah Kreimborg	---	Place 5	10-2016
Michael Birdwell	Different Board	Alternate Place 1	10-2016
Gail Prince	---	Alternate Place 2	10-2016
PLANNING AND ZONING COMMISSION			
Richard Turner	Same Board	Place 1	09-2015
Stan Lemko		Place 2	09-2014
Robert Holden		Place 3	10-2016
Deedee Ricketts	Same Board	Place 4	09-2011

Austin Adams	Same Board	Place 5	05-2017
Thomas Heslep	Same Board	Alternate Place 1	10-2016
Vacancy (Term Exp Sept 2018)		Alternate Place 2	
ZONING BOARD OF ADJUSTMENT			
James Archibald	Does Not Wish to Serve Again	Place 1	09-2013
Andrew Prychodko	No Response	Place 2	09-2015
Thomas Peck	Same Board	Place 3	09-2015
Richard Metivier	---	Place 4	09-2012
Darrah Boxberger	---	Place 5	09-2014
Christian Hart	Same Board	Alternate Place 1	09-2015
Richard Holderby	---	Alternate Place 2	10-2016
David Smith	---	Alternate Place 3	10-2016

If needed, Council may also discuss the attendance records and performance during the last year of current members of the various City boards and commissions whose terms do not expire on September 30, 2017. If considering whether to remove one or more members and declare such seat(s) vacated, consideration must be based on exceeding the number of absences allowed in Code of Ordinances Section 2.04.037(a) or for any other reason, or not reason, and is at the sole discretion of the City Council except for members of the Zoning Board of Adjustment. According to state law, members of the Zoning Board of Adjustment may be removed prior to the end of their term only for cause found by the City Council and only after presentation of written charges and a public hearing.

BUDGETARY IMPACT/ORDINANCE CHANGE:

N/A

RECOMMENDATION:

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

If needed, Council may discuss the attendance records and performance of the current members of the various City boards and commissions during the last year whose terms do not expire on September 30, 2017 and consider whether to remove one or more members and declare such seats vacated in accordance with Code of Ordinances Section 2.04.037.

BOARD AND COMMISSION MEMBER PREFERENCES

MEMBER NAME	CURRENT SERVICE	INTEREST IN REAPPOINTMENT	ETHICS BOARD	HVCDC	PARKS BOARD	P&Z	ART BOARD	ZBA
ETHICS BOARD								
Richard Rega	Ethics Board	Different Board	5	4	3	2	6	1
Latisha Davis	Ethics Board	No						
Pam Spooner	Ethics Board	No						
HVCDC (4B)								
Michael Anderson	City Representative	Same Board	3	1	5	4	6	2
Michelle Schwolert	Council Representative	Same Board	-	1	-	-	-	-
Fred Busche	Council Representative	Same Board	-	1	-	-	-	-
Barbara Fleming	Council Representative	Same Board	-	1	-	-	-	-
PARKS & RECREATION ADVISORY BOARD								
Gary Patz	Place 4	Same or Different Board	-	-	-	-	1	-
Tamara Lisby	Place 5	Same Board	2	4	1	3	5	6
Vacancy	Alternate Place 1							
PUBLIC ART ADVISORY BOARD								
Linda Pomeroy	Place 1	No						
Lorraine Hayes	Place 2	No						
Chas Foreman	Place 3	No						
Michael Birdwell	Alternate Place 1	Different Board	3	4	6	5	2	1

BOARD AND COMMISSION MEMBER PREFERENCES

MEMBER NAME	CURRENT SERVICE	INTEREST IN REAPPOINTMENT	ETHICS BOARD	HVCDC	PARKS BOARD	P&Z	ART BOARD	ZBA
PLANNING & ZONING COMMISSION								
Richard Turner	Place 1	Same Board	5	4	3	1	-	2
Deedee Rickets	Place 4	Same Board	5	4	2	1	6	3
Austin Adams	Place 5	Same Board	-	-	-	1	-	-
Thomas Heslep	Alternate Place 1	Same Board	-	-	3	1	-	2
Vacancy (Term Exp 2018)	Alternate Place 2							
ZONING BOARD of ADJUSTMENT								
James Archibald	Place 1	No						
Andrew Prychodko	Place 2	No Response						
Thomas Peck	Place 3	Same Board	5	3	4	1	6	2
Christian Hart	Alternate Place 1	Same Board	-	-	-	-	-	1

BOARD AND COMMISSION APPLICANT PREFERENCES

APPLICANT NAME	ETHICS BOARD	HVDCD	PARKS BOARD	P&Z	ART BOARD	ZBA
John Blaney	5	2	4	1	6	3
Vanessa Boyd	2	3	1	5	4	6
James Burmeister	1	-	-	-	-	-
Dale Butler	4	1	2	5	6	3
Thomas Dickinson	6	5	3	1	4	2
Robert Fiester	5	4	3	1	6	2
Janet Gershenfeld	-	-	1	-	2	-
Diana Kalinowska	3	4	2	5	1	6
Denver Kemerry	-	-	-	1	-	2
Kenneth Koonsman	-	2	1	-	-	-
Kevin McMahan	1	3	4	2	-	5
William Meek	6	4	1	2	5	3
Warren Miluk	6	2	1	4	3	5
James Romo	4	2	5	1	6	3
Guy Skinner	-	-	-	-	-	-
Benjamin Somero	1	-	-	-	-	-

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 8 **MEETING DATE: 09/26/17**

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: 09/26/17

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 – Presented to United Way of Denton County Designating September as Live United Month
- Proclamation – Presented to Highland Village Fire Department Designating the week of October 8-14, 2017 as Fire Prevention Week
- Award – Presentation of the 2016 Life Safety Achievement Award to the Highland Village Fire Department
- Award – Presentation of 3CMA Silver Circle Award for Marketing of the Fallen Officer Bike Race & 5K



PROCLAMATION

***WHEREAS,** United Way of Denton County achieves its mission to improve lives in Denton County by mobilizing community resources and building partnerships that help children, families, Veterans, people experiencing homelessness, and people affected by mental illness; and*

***WHEREAS,** United Way of Denton County and its partners help more than 800,000 Denton County residents each year by assessing community needs, developing collaborative solutions, and measuring results; and*

***WHEREAS,** United Way of Denton County seeks to reduce duplication of efforts through increased coordination of activities by providing support that addresses complex community problems; and*

***NOW THEREFORE,** I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim September 2017, as:*

“Live United Month”

in the City of Highland Village.

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 26th day of September, 2017.

Charlotte J. Wilcox, Mayor



PROCLAMATION

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

WHEREAS, U.S. fire departments responded to 371,500 home fires in 2016, according to the National Fire Protection Association; and

WHEREAS, U.S. home fires resulted in 3,390 civilian deaths in 2016, representing the majority of all U.S. fire deaths; and

WHEREAS, working smoke alarms reduce the risk of dying in fires in the home and working carbon monoxide detectors reduce the risk of injury and death from carbon monoxide leaks in the home; and

WHEREAS, a home fire escape plan provides the skill set and know-how to quickly and safely escape a home fire situation; and

WHEREAS, the 2017 Fire Prevention Week theme, "Every Second Counts: Plan 2 Ways Out!" effectively serves to remind and educate the public about the vital importance of developing a home fire escape plan with all members of the household and practicing it at least twice a year.

NOW THEREFORE, I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim the week of October 8-14, 2017 as:

"Fire Prevention Week"

in the City of Highland Village and urge all residents to find and develop a home fire escape plan with all members of the household and practice it.

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 8th day of September 26, 2017.

Charlotte J. Wilcox, Mayor

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12	MEETING DATE: 09/26/17
SUBJECT:	Consider Approval of Minutes of the Regular Meeting held on September 12, 2017 and Town Hall Meeting held on September 14, 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 September 12, 2017 and September 14, 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, SEPTEMBER 12, 2017**

The City Council of the City of Highland Village, Texas met in Early Work Session on the 12th day of September, 2017 prior to the Regular Council Meeting.

Call to Order

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

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Julie Doshier	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Police Chief
	Scott Kriston	Public Works Director
	Jana Onstead	Human Resources Director
	Fince Espinoza	Parks Operations & Projects Mgr
	Andra Foreman	Recreation Manager
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

EARLY WORK SESSION

1. Discuss Scheduling a City Council Planning Session

City Manager Michael Leavitt stated in looking at the new budget year, he is seeking guidance from Council on some upcoming projects and future policy items:

Solid Waste Collection Contract – the current contract expires in August, 2018
Market City Comparison for Personnel Costs – to remain at mid-point range for salaries
Code Compliance Program – does Council wish to have a program developed
Floodplain Ordinance – should we amend
Remaining Residential Development

Mr. Leavitt suggested holding a planning session with Council on October 28 or November 4. After discussing schedules, the consensus was to schedule the meeting for Saturday, October 28.

2. Discuss Speed Limits in Highland Village

Mr. Leavitt reported Councilmember Jaworski requested this item be discussed. Police Chief Doug Reim presented a short video regarding speed limits in Highland Village and the City's community policing model in regards to traffic enforcement. He also reported on actions taken by the department to address speeding:

- Visible Deterrence (AOR assignments) - reminds people to slow down
- Traffic Stops – the department makes approximately 500 per month; approximately 65% result in a warn; approximately 35% result in a citation
- Investigate Complaints
- Deploy JAMAR – data reported over the past three years show 85% of cars were traveling no more than 5 miles over the speed limit
- Deploy Ghost Cars
- Deploy Police Officers

Councilmember Jaworski asked if the data shows what streets are most problematic. Chief Reim reported it is included. Councilmember Jaworski said he has received emails about speeding in residential areas and voiced there are not enough speed limit signs posted. He also stated something needs to be done about speeding on streets such as Tartan Trail, Highland Shores, and Sellmeyer, perhaps a stronger police presence or more frequent trips by Police in the neighborhoods. He also suggested either increasing education/enforcement efforts or reducing the tolerance level for speeders. Mr. Leavitt and Chief Reim encouraged Councilmembers and residents to contact the police department to report areas or incidents where speeding is a concern.

3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of September 12, 2017

No items were discussed.

Early Work Session concluded at 6:36 p.m.

4. Meet and Greet with Board and Commission Applicants

Mayor Wilcox welcomed the applicants and thanked them for their interest in service to the City; Members of Council and City staff were introduced. Council and staff visited with the applicants.

CLOSED SESSION

Council did not meet in Closed Session.

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

- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
- (b) Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, Board of Directors of the Highland Village Community Development Corporation, and Board of Directors of the Denton County Transportation Authority

OPEN SESSION

6. 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
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Julie Doshier	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Police Chief
	Scott Kriston	Public Works Director
	Jana Onstead	Human Resources Director
	Fince Espinoza	Parks Operations & Projects Mgr
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Media Specialist

7. Prayer to be led by Mayor Pro Tem Michelle Schwolert

Mayor Pro Tem Schwolert gave the invocation.

8. Pledge of Allegiance to the U.S. and Texas Flags to be led by Mayor Pro Tem Michelle Schwolert

Mayor Pro Tem Schwolert led the Pledge to the U.S. and Texas flags.

9. Visitor Comments

No one wished to speak.

10. City Manager/Staff Reports

- **HVTV Update**

Fallen Officer's Bike Race – this annual event will be held at The Shops at Highland Village on Saturday, October 21; activities include a 5K run, civilian bike race, and a police team bike race; there will be live music, demonstrations, raffle prizes, a silent auction, kids zone, and food; proceeds from the race goes to the Texas Police Chiefs Association's Fallen Officer Fund ("Fund"), which provides monetary assistance to Texas families of fallen heroes within 24 hours following an officer's line of duty death; visit www.TXFallenPD.com for race details

TXFallenPD T-Shirts – these shirts have the name and department of every officer killed in the line of duty in Texas since we began this event in 2008; you can help by purchasing a memorial t-shirt; all profits from the sale of these shirts go directly to the Fund

Concert in the Park - this free concert will be held on Saturday, September 23 at 7:00 p.m. at Doubletree Ranch Park; performance by the Stewart Brothers Band;

concessions will be available for purchase from The Flour Shop Bakery; bring the whole family, your lawn chairs and blankets for a fun-filled evening

Town Hall Meeting – will be held on Thursday, September 14 at 7:00 p.m. at the Municipal Complex to share information regarding the upcoming utility rate adjustment and increase, and a bond election scheduled for this November that will include street improvements and park projects

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**

Mayor Wilcox reminded everyone National Night Out is October 3 and asked residents to contact her or Council if they would like members to visit a particular neighborhood.

CONSENT AGENDA

12. **Consider Approval of Minutes of the Regular Meeting held on August 22, 2017**
13. **Consider Ordinance 2017-1232 Authorizing a Fee to Defray Costs of Collecting Delinquent Fines, Fees, Court Costs and Other Debts Pursuant to Article 103.0031 of the Texas Code of Criminal Procedure (2nd and final read)**
14. **Consider Resolution 2017-2698 Adopting the City of Highland Village Investment Policy for FY 2017-18**
15. **Consider Resolution 2017-2699 Authorizing an Interlocal Agreement with Texas Political Subdivisions for Purposes of Providing City Workers' Compensation Insurance**
16. **Consider Resolution 2017-2700 Authorizing Renewal of the Employee Health Insurance Plan Agreements with Cigna**
17. **Consider Resolution 2017-2703 Authorizing an Agreement for Concrete Pavement Repairs with SAZ Infrastructure through the City's Cooperative Purchasing Agreement with the City of Lewisville**
18. **Receive Budget Report for Period Ending July 31, 2017**

Motion by Councilmember McGee, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #12 through #18. Motion carried 7-0.

ACTION AGENDA

19. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**
 - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
 - (b) **Section 551.074 – Deliberate the Appointment, Removal, Evaluation and Duties of Public Officers, specifically Members of the Planning and Zoning Commission, Zoning Board of Adjustment, Board of Directors of the**

**Highland Village Community Development Corporation, and Board of
Directors of the Denton County Transportation Authority**
NO ACTION TAKEN

Council did not meet in Closed Session.

20. Conduct a Public Hearing on the Proposed Budget and Tax Rate for Fiscal Year 2017-2018

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

21. Consider Ordinance 2017-1233 Adopting the Fiscal Year 2017-2018 Annual Budget (1st of two reads)

APPROVED 1ST READ (7 – 0)

Assistant City Manager Ken Heerman reported City staff initiated the FY 2017-2018 Budget process in May of this year with departments reviewing programs and related costs in their respective areas. During the process, the proposed Capital Improvement Program was presented for Council input, followed by the proposed General Fund Budget, Special Revenue Funds, and the Utility Fund. In addition, the proposed budget has been available on the City's website for review by residents and two required public hearings have been conducted.

Further, Mr. Heerman reported FY 2017-2018 budget includes a decrease to the ad valorem tax rate, going from \$0.56963 to \$0.568022. Also effective for the 2017 tax year is the increased exemption amount from \$50,000 to \$75,000 for homeowners over 65 and disabled persons. Approximately 22% of the homeowners in Highland Village will benefit from this exemption. He stated assessed valuations came in at an overall 6% increase. The base General Fund Budget expenditures total \$16,692,194, only a 2% increase over last year, with a Supplemental Budget totaling nearly \$600,000 that is also included, resulting in a total increase of 4%.

Initiatives focused on public safety and parks. Public safety supplemental items include an upgrade to the outdoor warning siren system with the addition of a siren at Sunset Point to provide full coverage of the City and a Lucas device, which provides continuous mechanical compressions for CPR, for the second ambulance. Parks initiatives include shade covers for several existing playgrounds, light shields and upgrade of the ballfield lights at Unity Park and a ThorGuard Lightning detection system at Brazos Park. The final read of the budget and new tax rate will take place on September 26.

Mr. Heerman stated Truth in Taxation does require specific action in adoption of the budget and that a vote to adopt the budget must be a record vote. Additionally, adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of council to ratify the property tax increase reflected in the budget. As this budget does indeed raise more revenue, this is to be presented as a separate companion agenda item with the 2nd read.

Motion by Councilmember Busche, seconded by Councilmember McGee, to approve the first read of Ordinance 2017-1233 adopting the Fiscal Year 2017-2018 Annual Budget. City Secretary Angela Miller took a roll call vote on the motion:

Councilmember Lombardo – Aye

Mayor Pro Tem Schwolert – Aye

Councilmember McGee – Aye

Mayor Wilcox – Aye

Councilmember Busche – Aye

**Deputy Mayor Pro Tem Fleming – Aye
Councilmember Jaworski – Aye**

Motion carried 7-0.

- 22. Consider Ordinance 2017-1234 Levying the Ad Valorem Taxes for the Year 2017 at a Rate of \$0.568022 per \$100 Assessed Valuation on all Taxable Property within the Corporate Limits of the City of Highland Village as of January 1, 2017 (1st of two reads)**

APPROVED 1ST READ (7 – 0)

Mr. Heerman reported the Texas Tax Code requires a tax rate be adopted by official action following passage of a budget. The proposed tax rate of \$.568022/\$100 is slightly decreased from last year. Proposed Ordinance 2017-1234 provides for the adoption of a total tax rate of \$.568022 per \$100 valuation (composed of a Maintenance and Operation rate of \$.497060 per \$100 valuation and a debt service rate of \$.070962 per \$100 valuation) to fund the FY 2017-2018 budget. Because the proposed tax rate will exceed the effective tax rate of \$.54305 per \$100 valuation (which is the rate that would provide the same amount of funds raised from property taxes for the current fiscal year), state law requires the governing body must vote by a record vote.

Motion by Mayor Pro Tem Schwolert, seconded by Councilmember Busche, that the property tax rate be increased by the adoption of a tax rate of \$.568022, which is effectively a 4.6 percent increase in the tax rate and, therefore, further moved that Ordinance No. 2017-1234 be approved on first reading. City Secretary Angela Miller took a roll call vote on the motion:

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

Motion carried 7-0.

- 23. Consider Resolution 2017-2701 Authorizing an Interlocal Agreement with the Region VIII Educational Service Center to Participate in The Interlocal Purchasing System (TIPS) Purchasing Cooperative**

APPROVED (7 – 0)

Public Works Director Scott Kriston reported Chapter 791 of the Texas Government Code allows local governments to enter into cooperative purchasing agreements with each other in order to allow them to take advantage of volume purchasing and other favorable terms for goods and services that a single entity may not otherwise be able to obtain if bidding as a single purchaser.

Texas Education Code §8.002 permits regional education service centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and Universities in improving student performance and increasing the efficiency and effectiveness of school, college and university operations. Authority for such services is granted under Texas Government Code §§ 791.001 *et seq* as amended. Cooperative Purchasing Services are extended to all Texas State, City and County Government Agencies.

In order to receive the best possible pricing for the City's roof replacements resulting from the March 2017 storm event, TML hired a consultant to manage the scope of work. The consultant has determined that The Interlocal Purchasing System (TIPS) program will be the most effective method of contracting services.

Motion by Councilmember Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve Resolution 2017-2701 authorizing an Interlocal Agreement with the Region VIII Educational Service Center to participate in The Interlocal Purchasing System (TIPS) Purchasing Cooperative. Motion carried 7-0.

- 24. Consider Resolution 2017-2702 Authorizing Agreements with Duro-Last, Inc. through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS) for Replacement of the Municipal Complex, Fire Station, and Municipal Service Center Roofs**

APPROVED (7 – 0)

Mr. Kriston reported during the storm event in March 2017, the Municipal Complex, Fire Station and Municipal Service Center roofs sustained hail damage. The City filed a claim with the TML Intergovernmental Risk Pool ("the Risk Pool") for the damages. The Risk Pool assigned an adjuster to review all City owned facilities. The roofs, both standing metal seam and flat, on the Municipal Complex, Police Station, Fire Station Public Works and the DuVall Center buildings were identified by the Risk Pool adjuster for a total roof replacement. At no cost to the City, the Risk Pool hired 4T Partnership LLC., a building envelope consultant, to manage the scope of work for the entire damage zone. The consultant determined that engaging a commercial roofing contract, Duro-Last, Inc., which is under contract with The Interlocal Purchasing System ("TIPS") program will be the most cost effective method of contracting the standing metal seam roof replacement services.

Highland Village has Real and Personal Property Coverage with the Replacement Cost Option. Under the coverage provisions, an initial Actual Cash Value payment is made until the loss or damaged property is actually repaired or replaced. Once the repairs are completed and if the costs exceed the payment, staff will submit the final receipts to the Risk Pool for review of any supplemental payments due under the Replacement Cost Coverage.

Motion by Councilmember Jaworski, seconded by Mayor Pro Tem Schwolert, to approve Resolution 2017-2702 authorizing agreements with Duro-Last, Inc. through the City's Cooperative Purchasing Agreement with The Interlocal Purchasing System (TIPS) for replacement of the Municipal Complex, Fire Station, and Municipal Service Center Roofs. Motion carried 7-0.

LATE WORK SESSION

- 25. Discuss Cancelling the November 28, 2017 and December 26, 2017 Council Meetings**

Mayor Wilcox stated she and City staff have reviewed the remainder of the year and proposes that the Regular City Council meetings scheduled for Tuesday, November 28, 2017 and Tuesday, December 26, 2017 conflict with holidays; therefore, cancellation of these meetings is recommended to allow members of Council and staff to spend time with their families.

Consensus of Council is to cancel the November 28 and December 26, 2017 Council meetings. A Resolution will be presented at the September 26, 2017 meeting.

- 26. Discuss Format of the Town Hall Meeting scheduled for September 14, 2017, regarding Utility Rates and November Bond Election.**

City Manager Michael Leavitt stated the agenda for the Town Hall Meeting has been posted. He then reviewed the meeting format with Council.

- 27. 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.)**

No items were presented.

- 28. Adjournment**

Mayor Wilcox adjourned the meeting at 8:15 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

**MINUTES OF THE TOWN HALL MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX
LOCATED AT 1000 HIGHLAND VILLAGE ROAD
THURSDAY, SEPTEMBER 14, 2017**

1. Call Meeting to Order

Mayor Charlotte J. Wilcox called the meeting to order at 7:00 p.m. and thanked residents for attending. Members of the City Council and City staff were then introduced. Mayor Wilcox provided an overview of the meeting and encouraged questions after each presentation.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Mike Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Absent:	Michelle Schwolert	Mayor Pro Tem
Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Police Chief
	Brad Goudie	Fire Chief
	Scott Kriston	Public Works Director
	Fince Espinoza	Parks Operations & Projects Mgr
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Media Specialist

2. Discuss the Utility Rate Adjustment and Increase

Mayor Wilcox stated water and sewer is the most essential service cities provide. She followed by saying the Council and City staff did not like raising the rates for utility services and that all options were explored before moving forward with an increase. She reported a short video would be presented that explains the reason for the change and the new rate structure.

After the video presentation, the following people spoke:

James Garcia (606 Hidden Oak Court) – Mr. Garcia asked what verifiable data the City used to arrive at the conclusion that both the weather and any resident conservation were the cause of a revenue deficit? Mr. Leavitt reported the City's historical average from approximately 2005 to 2010 was about 7 million gallons per day. In 2014 the City initiated a Phase I Conservation plan, and residents saved approximately 20%. Since that time the area has experienced more rain and the usage patterns have changed. The average daily use now since then has been about 3.1 gallons per day.

He then asked why there were open cleanouts and manholes and is staff being as efficient as possible in maintaining the system. Mr. Leavitt reported over time, ground shifting occurs or sometimes residential clean out caps can get damaged, which then

allows seepage. He stated staff currently takes a proactive approach to find breaches and to ensure needed repairs are done.

Councilmember Jaworski stated there is a national standard that is used to determine staffing levels when maintaining water and sewer systems, and the City is actually doing more with less number of staff. He also stated staff strives to be economical when purchasing items while still maintaining quality, such as purchasing from online sources. He added as new technology is introduced and the cost of providing services goes up, this is the only logical way to keep the utility fund solvent so we don't have the same issue in the near future.

Councilmember Busche also stated the accuracy rate in meter reads has increased since the new meters were installed. Public Works Director Scott Kriston reported there was a complete meter change out a few years ago and the efficiency that came about from that was phenomenal. Mr. Leavitt encouraged residents to use the app, which can be accessed by computer or phone, which allows residents to monitor their usage and set alarms for notifications.

Austin Adams (695 Timber Bend) – Mr. Adams provided some history regarding water service in Highland Village. He also referenced an earlier study that was conducted, which did call for conservation. Mr. Adams asked how the rate structure was modified for commercial customers. Assistant City Manager Ken Heerman reported the previous rate structure was lower for commercial and that most area cities use the same rate structure for residential and commercial customers. He reported the new rate structure is somewhat higher for our commercial customers.

Deedee Ricketts (108 Glasgow Court) – Ms. Ricketts asked how the City compares with other cities on residential rates. Mr. Heerman reported staff did look at other comparison cities. He stated Highland Village is very competitive with other cities on water rates, however we face challenges with sewer rates due to our terrain and proximity to the lake.

William Meek (2980 Hillside Drive) – Mr. Meek reminded everyone if they sign up for electronic payment drafting for their utility bill, they will receive a \$5.00 discount each month.

Jean Scott (486 Medina) – Ms. Scott asked why residents can no longer turn off the water to their home if they have a leak. She also voiced concern about the rate increase and the effect on residents that are on a fixed income.

Mr. Leavitt reported every home should have an external turn off valve, but unfortunately many do not know where they are located. He added the new water meters that have been installed were very costly so now City staff will come out to do it. In addition, he added that approximately 22% of our residents are 65 or older and/or disabled, so Council recently increased the homeowner exemption from \$50,000 to \$75,000.

3. Discuss the Bond Election to be held in the City of Highland Village on November 7, 2017

Mayor Wilcox reported every year during the budget process, Council and staff look at a Five Year Forecast of Capital Improvement Projects. She stated a bond election is scheduled in November for street improvements and park projects, with no tax increase associated with the approval of these two propositions.

Assistant City Manager Ken Heerman reported regular maintenance of our streets is included in the City's general budget, but approximately every five (5) years there is the

need to address street reconstruction, which is much more costly. Mr. Heerman presented projects that would be included in the bond package.

The following people spoke:

William Meek (2980 Hillside Drive) – Mr. Meek stated the City is in good financial standing and has a good bond rating.

James Garcia (606 Hidden Oak Court) –With the rebuilding of Kids Kastle and the use of recycled plastic wood material, would the material be safe in warm temperatures. Fince Espinoza, Park Operations and Projects Manager, reported the material is safe for playground use and maintenance free. Mr. Garcia also suggested rebuilding the playground during the offseason when it is not so widely used. He also asked about concerns and incidents of slipping at the Doubletree splash pad and removing the boulders. Mr. Leavitt reported it has been resurfaced and the boulders were strategically placed outside of the splash area to allow parents a place to sit while watching their children.

Mark Solow (730 Oak Hollow Lane) – Mr. Solow reported he started a cycling group in the area that now has a large following. He stated Highland Village has a lot of places to ride and inquired about areas in Highland Village that were of concern to riders. Public Works Director Scott Kriston reported some of the areas mentioned are being researched and that Council has asked staff to look into redeveloping Highland Shores Boulevard to make it more walkable and bicycle friendly. Mr. Leavitt also reported staff is looking into grants related to this.

4. Visitor Comments

Deedee Ricketts (108 Glasgow Court) – Ms. Ricketts stated when Kids Kastle was first constructed, stones were sold as a fundraising effort that displayed donors names. She asked what was planned for those. Mr. Leavitt reported many of them have been saved or went back to the original owners. He also reported the same firm that helped build the original playground will be involved in the rebuild.

Jennie Biggs (840 Highland Village Road) – She is ecstatic the City is considering putting a trail or sidewalk on her street, and that the City did not raise taxes. She also shared how much she enjoys Doubletree Ranch Park and the trail system in Highland Village.

Nalini Artham (2901 Darlington Drive) – Mr. Artham asked why builders are allowed to put water heaters in attics. Mr. Leavitt stated the City has adopted the 2015 International Building Codes as our standard, which allows them in attics. He stated homeowners can relocate them, but it is costly.

Fire Chief Brad Goudie – Chief Goudie stated sometimes after hours the Fire Department responds when water needs to be shut off. In the fire industry, staff is aware of the damage caused by water so he stated the importance of being able to respond quickly to help stop any damage.

5. Adjournment

Mayor Wilcox thanked everyone for coming to the Town Hall Meeting and adjourned at 8:42 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13	MEETING DATE: 09/26/17
SUBJECT:	Consider Resolution 2017-2704 Cancelling the November 28, 2017 and December 26, 2017 City Council Meetings
PREPARED BY:	Angela Miller, City Secretary

BACKGROUND:

As stated in the Highland Village City Charter, Section 3.13 Council Meetings: The Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits.

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

IDENTIFIED NEED/S:

Staff has reviewed the remainder of the year and proposes the Regular City Council meetings scheduled for Tuesday, November 28, 2017 and Tuesday, December 26, 2017 be cancelled to allow members of Council and staff to spend time with their families during the holiday season.

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

Council discussed this at their September 12, 2017 meeting and directed staff to provide a resolution for Council consideration.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution 2017-2704 cancelling the November 28, 2017 and December 26, 2017 City Council meetings.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2017-2704

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS CANCELING THE NOVEMBER 28, 2017, AND DECEMBER 26, 2017, CITY COUNCIL MEETINGS, AND PROVIDING AN EFFECTIVE DATE

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

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

WHEREAS, the City Council finds that cancelling two of its regular meetings scheduled for November 28, 2017 and December 26, 2017 will not adversely affect the operations of the City and will preserve City financial and human resources usually spent in preparation for such meetings.

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

SECTION 1. The meetings scheduled for November 28, 2017, and December 26, 2017, are hereby canceled.

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

PASSED AND APPROVED this the 26th day of September, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:9-21-17:90580)

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 09/26/17

SUBJECT: Consider Ordinance 2017-1233 Adopting the FY 2017-2018 Annual Budget

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

City Staff initiated the FY 2018 Budget process in May of this year with departments reviewing programs and related costs in their respective areas. The budget was developed with Council in a series of workshops: the Capital Improvement Program was presented, followed by the General Fund Budget, Special Revenue Funds, and the Utility Fund. The proposed budget has been available on the City Web Site for review by residents. The final document presented is a joint product of Staff and Council to reflect priorities established by Council in the initial stages of this budget process. Public hearings were conducted on August 22 and September 12.

IDENTIFIED NEED/S:

The FY 2017/18 Budget is presented for Council approval. The presented budget mirrors the expressed consensus of Council from the budget work sessions.

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

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

OPTIONS & RESULTS:

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

<https://tx-highlandvillage2.civicplus.com/DocumentCenter/View/4304>

PROGRESS TO DATE: (if appropriate)

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

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

RECOMMENDATION:

Council to take a record vote to approve the second and final read of Ordinance 2017-1233 adopting the FY 2017 / 2018 Budget.

CITY OF HIGHLAND VILLAGE

ORDINANCE NO. 2017-1233

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018, AND CATEGORY APPROPRIATIONS FOR EACH FUND AND DEPARTMENT, PROJECT AND ACCOUNT; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR INTER-FUND TRANSFERS; PROVIDING FOR INVESTMENT OF CERTAIN FUNDS; PROVIDING FOR FISCAL AND BUDGETARY POLICY GUIDELINES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, as required by Article VI of the City Charter, the City Manager has prepared and submitted to the City Council a Budget Estimate of expenditures and revenues of all city departments, activities and offices for the fiscal year beginning October 1, 2017 and ending September 30, 2018, and

WHEREAS, said 2017-2018 budget has been filed with the City Secretary of the City of Highland Village as required by law; and

WHEREAS, notices of public hearings upon said 2017-18 budget have been duly and legally posted or published as required by law; and,

WHEREAS, said public hearings were held on August 22, 2017 and September 12, 2017, and whereon full and final consideration was given said budget; and

WHEREAS, the City Council of the City of Highland Village, Texas, has determined that the proposed FY 2017-18 budget will be sufficient to provide the needed services to Highland Village residents;

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

Section 1. For the purpose of providing the funds necessary and proposed to be expended in the Budget of the City of Highland Village for the fiscal year beginning October 1, 2017 and ending September 30, 2018, the Budget heretofore prepared by the City Manager and submitted to the City Council for its consideration and approval, said Budget for the different funds of the City of Highland Village are hereby fixed as follows:

General Fund	\$17,598,059
Debt Service Fund	\$2,390,567
Corps Leased Parks Fund	\$613,667
HV Drainage Utility Fund	\$538,462
Capital Projects Fund	\$6,982,931
Public Safety Special Revenue Fund	\$3,600
Park Development Fee Fund	\$0
PEG Fee Fund	\$3,000
Municipal Court Technology Fee Fund	\$5,500

Municipal Court Building Security Fund	\$0
Utility Fund	\$10,479,621
HV Community Development Fund	\$483,141
Total Funds	\$39,098,548

The above said budget is hereby approved for a total of \$39,098,548 and the available resources and revenues of the City of Highland Village for said fiscal year be and the same are hereby appropriated and set aside for the maintenance and operation of the various departments of the Government of the City of Highland Village, together with the various activities and improvements as set forth in said Budget, and expenditures under these appropriations shall not exceed the enumerated line items unless and until the line item(s) shall be amended by a Council-approved budget amendment, and further the expenditures shall be in accordance with the uses and purposes of the respective departments, as such are more specifically identified by the line items, and activities as provided for in said Budget. Amendments to the budget, including appropriations and expenditures which deviate from this budget shall be approved by the City Council by presentation of the item on a form in substantial conformity to that attached hereto as Exhibit A. Notwithstanding the foregoing, the City Manager is hereby authorized to make expenditures under this budget, without budget amendment, which exceed specific line items within expenditure categories, these categories being Personnel, Services/Supplies, and Capital. In no event shall expenditures for any department, expended under the City Manager's authority, exceed the departmental appropriation for said department.

Section 2. The Budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018, approved herein, is on file in the City Secretary Office.

Section 3. The expenditures during the fiscal year beginning October 1, 2017 and ending September 30, 2018 shall be made in accordance with the Budget approved by this ordinance unless otherwise authorized by duly enacted ordinance of the City of Highland Village.

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

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

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

Section 7. The administration and execution of said budget for fiscal year beginning October 1, 2017 and ending September 30, 2018 shall be subject to certain fiscal and budgetary policies as adopted by the City Council.

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

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

WITH 7 VOTING “AYE” AND 0 VOTING “NAY,” THIS ORDINANCE NO. 2017-1233 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THE 12th DAY OF SEPTEMBER, 2017.

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

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

WITH ___ VOTING “AYE” AND ___ VOTING “NAY,” THIS ORDINANCE NO. 2017-1233 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 26TH DAY OF SEPTEMBER, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:8/30/17:89685)

EXHIBIT A

Budget Amendment Request Worksheet Expenditure Line Item for Proposed Change:

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

Reason for Request

FUND BALANCE

☐

GENERAL FUND BALANCE

Details:

Net Change \$ -

☐

UTILITY FUND WORKING CAPITAL BALANCE

Details:

Net Change \$

☒

**COUNCIL APPROVAL
REQUIRED**

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

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 16

MEETING DATE: 09/26/17

SUBJECT: Consider Resolution 2017-2705 Ratifying the Property Tax Revenue Increase Reflected in the 2017-18 Fiscal Year Budget

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

City staff initiated the FY 2018 Budget process in May of this year with departments reviewing programs and related costs in their respective areas. The budget was developed with Council in a series of workshops: the Capital Improvement Program was presented, followed by the General Fund Budget, Special Revenue funds, and the Utility Fund. The proposed budget has been available in the Office of the City Secretary on the City's Web Site for review by residents for the required period of time. The final document presented is a joint product of Staff and Council to reflect priorities established by Council in the initial stages of this budget process. Two public hearings as required by law and the City Charter were conducted at the August 22nd and September 12th meetings.

IDENTIFIED NEED/S:

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

OPTIONS & RESULTS:

While the property **tax rate reflects a slight decrease** from last year, overall tax dollars are increased – this year collecting \$12,133,948 compared to \$11,483,760 last year. The increase is reflective of a 6 percent increase in valuation, including new valuation of \$27,401,625 added to the tax base.

PROGRESS TO DATE: (if appropriate)

N/A

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

RECOMMENDATION:

Approve Resolution 2017-2705, "ratifying the property tax increase reflected in the budget" as required by Local Government Code §102.007(c).

RESOLUTION NO. 2017-2705

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, RATIFYING THE PROPERTY TAX INCREASE REFLECTED IN THE 2017-2018 FISCAL YEAR BUDGET; AND PROVIDING AN EFFECTIVE DATE

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

WHEREAS, the City Council has approved Ordinance No. 2017-1233 adopting the 2017-2018 fiscal year budget which will require the City to raise more revenue from property taxes than in the 2016-2017 fiscal year budget by an amount of \$650,188, which is a 6% increase from the 2016-2017 fiscal year budget, of which \$155,647 is tax revenue to be raised from new property added to the tax roll this year; and

WHEREAS, the City Council of the City of Highland Village, Texas, desires to ratify the property tax increase reflected in Ordinance No. 2017-1233 approving the 2017-2018 Fiscal Year Budget.

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

SECTION 1. The property tax increase reflected in the 2017-2018 Fiscal Year Budget and approved pursuant to Ordinance No. 2017-1233 is hereby ratified.

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

PASSED AND APPROVED THIS THE 26TH DAY OF SEPTEMBER, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:9/21/17:90583)

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA#	17	MEETING DATE:	09/26/17
SUBJECT:	Consider Ordinance 2017-1234 Levying the Ad Valorem Taxes for the Year 2017 at a Rate of \$.568022 Per \$100 Assessed Valuation on all Property Within the Corporate Limits of the City of Highland Village as of January 1, 2017		
PREPARED BY:	Ken Heerman, Assistant City Manager		

BACKGROUND:

Texas Tax Code §26.05 requires a tax rate be adopted by official action following passage of a budget. The tax rate must be adopted in two separate components – Maintenance and Operations (M&O), and Interest and Sinking (I&S). The total tax rate of \$.568022/\$100 is slightly decreased from last year. However, because the current M&O rate, if adopted for FY 2017-18 will result in raising more funds from property taxes than the current fiscal year, state law requires two public hearings be held regarding the proposed tax rate, as well as placement of associated notices in the city's official newspaper, posting to the City Website, also broadcast on HVTV. State law also requires a public hearing be held prior to adoption of the city's annual budget.

IDENTIFIED NEED/S:

Ordinance No. 2017-1234 provides for the adoption of the City's official budget for Fiscal Year 2017-18. Pursuant to the direction of the City Council, the City Manager has prepared the FY 2017-18 budget based on anticipated revenues to the City from various sources, including the assessment of taxes on real and business personal property located within the City. In order to provide for sufficient revenues to pay the City's operation and maintenance obligations as well as the City's outstanding debt obligations, the FY 2017-18 budget requires the City receive property tax revenues that would be generated through the adoption of the proposed tax rate. Staff has prepared for consideration, Ordinance No. 2017-1234 which provides for the adoption of a total tax rate of \$.568022 per \$100 valuation (composed of a Maintenance and Operation rate of \$0.497060 per \$100 valuation and a debt service rate of \$0.070962 per \$100 valuation) to fund the FY 2017-2018 budget. Because the proposed tax rate will exceed the effective tax rate of \$0.54305 per \$100 valuation (which is the rate that would provide the same amount of funds raised from property taxes for the current fiscal year), state law requires certain language in larger font be included in the ordinance adopting the tax rate for the next fiscal year (see Section 2 of Ordinance No. 2017-1234). In addition, as the proposed tax rate exceeds the effective tax rate, at least 60 percent of the governing body must vote in favor of the ordinance by a record vote. State law also requires that the motion approving an ordinance adopting a tax rate that is greater than the effective tax rate include specific language (see **Recommendation** section below).

PROGRESS TO DATE: (if appropriate)

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

The ordinance adopting the tax rate follows this briefing.

RECOMMENDATION:

Staff recommends approval of Ordinance No. 2017-1234 on second and final reading. State law requires the motion to approve Ordinance No. 2017-1234 on second reading be made in the following form:

"I move that the property tax rate be increased by the adoption of a tax rate of \$.568022, which is effectively a 4.6 percent increase in the tax rate and, therefore, I further move that Ordinance No. 2017-1234 be approved on second reading."

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2017-1234

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, LEVYING THE AD VALOREM TAXES FOR THE YEAR 2017 AT A RATE OF \$0.568022 PER \$100 ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF HIGHLAND VILLAGE AS OF JANUARY 1, 2017; TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENSES; PROVIDING AN INTEREST AND SINKING FUND FOR ALL OUTSTANDING DEBT OF THE CITY OF HIGHLAND VILLAGE; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; APPROVING THE 2017 TAX ROLL CERTIFIED BY THE CHIEF APPRAISER OF THE DENTON CENTRAL APPRAISAL DISTRICT AND PROVIDING AN EFFECTIVE DATE

WHEREAS, assessments and renditions of all taxable property in the City of Highland Village have been made for the year 2017 by the Denton Central Appraisal District; and

WHEREAS, the City Council has approved Ordinance No. 2017-1233 adopting the City's annual budget for fiscal year 2017-2018; and

WHEREAS, the City Council of the City of Highland Village, Texas, has determined that a total tax rate of \$0.568022 per \$100 assessed valuation should be adopted in order to provide funds necessary for the operations and maintenance obligations of the City and to fund required debt payments; and

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

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

Section 1. There should be and is hereby levied for the year 2017 on all taxable property, real, personal and mixed, situated within the corporate limits of the City of Highland Village, Texas, and not exempt by the Constitution of the State and valid State laws, a tax of \$0.568022 on each \$100 assessed value of taxable property, which tax shall be apportioned and distributed as follows:

- (a) For the purpose of defraying the current operational and maintenance expenses of the municipal government of the City, a tax of \$0.497060 on each one hundred dollars (\$100.00) assessed value of all taxable property within the City of Highland Village.
- (b) For the purpose of creating a sinking fund to pay the interest and principal maturities of all outstanding debt of the City of Highland Village, not otherwise provided for, a tax of \$0.070962 on each one hundred dollars (\$100.00) of assessed value of taxable property within the City of Highland Village and shall be applied to the payment of interest and maturities of all such outstanding debt, including paying agent fees.

Section 2. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 8 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$36.82.

Section 3. All ad valorem taxes shall become due and payable on October 1, 2017, and all ad valorem taxes for the year shall become delinquent if not paid prior to February 1, 2018. There shall be no discount for payment of taxes prior to February 1, 2018. A delinquent tax shall incur all penalty and interest authorized by law, to wit:

- (a) A penalty of six percent on the amount of the tax for the first calendar month it is delinquent, plus one percent for each additional month or portion of a month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent.
- (b) Provided, however, a tax delinquent on July 1, 2018, incurs a total penalty of twelve percent of the amount of delinquent tax without regard to the number of months the tax has been delinquent. A delinquent tax shall also accrue interest at the rate of one percent for each month or portion of a month the tax remains unpaid. Taxes for the year 2015 and taxes for all future years that become delinquent on or after February 1 but not later than May 1, that remain delinquent on July 1 of the year in which they become delinquent, incur an additional penalty in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 6.30 and 33.07, as amended. Taxes assessed against tangible personal property for the year 2014 and for all future years that become delinquent on or after February 1 of a year incur an additional penalty on the later of the date the personal property taxes become subject to the delinquent tax attorney's contract, or 60 days after the date the taxes become delinquent, such penalty to be in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 33.11. Taxes for the year 2015 and taxes for all future years that remain delinquent on or after June 1 under Texas Property Tax Code Sections 26.07(f), 26.15(e), 31.03, 31.031, 31.032 or 31.04 incur an additional penalty in the amount of twenty percent (20%) of taxes, penalty and interest due, pursuant to Texas Property Tax Code Section 6.30 and Section 33.08, as amended.

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

Section 5. The assessments and renditions for the year 2017 on all taxable property and the Tax Roll certified by the Chief Appraiser of the Denton Central Appraisal District as presented to the City Council are hereby approved.

Section 6. The fact that it is necessary that this Ordinance be enacted in order to authorize the collection of ad valorem taxes for the fiscal year 2017-2018 requires that this Ordinance shall take effect immediately from and after its passage on second reading, as the law in such cases provides.

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

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

WITH 7 VOTING “AYE” AND 0 VOTING “NAY,” THIS ORDINANCE NO. 2017-1234 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THE 12th DAY OF SEPTEMBER, 2017.

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

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

WITH ___ VOTING “AYE” AND ___ VOTING “NAY,” THIS ORDINANCE NO. 2017-1234 WAS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 26TH DAY OF SEPTEMBER, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:8/30/17:89684)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA#	18	MEETING DATE:	09/26/17
SUBJECT:	Consider Resolution 2017-2706 Appointing City Representation on the Denton County Transportation Authority (DCTA) to Fill an Unexpired Term on the Board of Directors and Appointing City Representation and Alternate for Said Board for the Following Two-Year Term		
PREPARED BY:	Angela Miller, City Secretary		

BACKGROUND:

The City of Highland Village is a financial participating member of the Denton County Transportation Authority (DCTA). As such, the City is authorized to appoint a representative to serve on the DCTA Board of Directors. Per Article III, Section 2 (e) of the DCTA By-laws, the City of Highland Village is allowed one representative and one alternate to serve on the Board of Directors. Per Article III, Section 5 of the DCTA By-laws, each representative serves a term of two years.

Paul Pomeroy has served on DCTA as our City Representative since 2011 and just recently resigned from his position, effective September 29, 2017.

Former Mayor Dianne Costa has expressed interest in serving on this board and submitted her application for Council consideration.

IDENTIFIED NEED/S:

To fill the vacancy for the expired term on the DCTA Board of Directors as well as appoint to fill the positions of DCTA Board of Director and Alternate for the following two-year term.

OPTIONS & RESULTS:

Consider appointment of Dianne Costa to fill the unexpired term on the DCTA Board of Directors position that will expire on November 12, 2017 and to consider reappointment of Dianne Costa and Michael Leavitt (as Alternate) to serve as the City's representatives on the DCTA Board of Directors for the following two-year term.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution 2017-2706 appointing City representation to the DCTA Board of Directors.

RESOLUTION NO. 2017-2706

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:9/21/17:90579)

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA#	19	MEETING DATE:	09/26/17
SUBJECT:	Review and Discuss the Attendance Record and Performance of City Board and Commission Members and Consider Removal of Board and Commission Members Prior to Completion of Their Current Term Pursuant to Code of Ordinances Section 2.037		
PREPARED BY:	Angela Miller, City Secretary		

BACKGROUND:

City ordinances state that Council shall make annual appointments to the City's boards and commissions no later than the second regularly scheduled Council meeting in September. Citizens interested in volunteering their time submit an application to the City Secretary's Office for consideration by the City Council.

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

Per the Code of Ordinances, Section 2.04.037, Council may deem a vacancy exists if a member resigns, misses three consecutive regularly scheduled meetings without a valid excuse as determined by Council, or misses more than 25 percent of the regular meetings during a term year. In addition, regular and alternate members may be removed from office prior to the expiration of the term by a majority decision of Council, with or without cause unless state law requires a member be removed solely for cause, such as the case for members of the Zoning Board of Adjustment.

IDENTIFIED NEEDS:

There are twenty-two (22) positions with terms that expire on September 30, 2017, including one (1) vacancy on the Parks and Recreation Advisory Board. There is also a vacancy on the Planning and Zoning Commission, Alternate Place 2 that expires in 2018.

There are eighteen (18) positions with terms that expire on September 30, 2018, which does not include the above referenced vacancy on the Planning and Zoning Commission, Alternate Place 2. Council may consider declaring vacancies on the various boards and commissions, if needed.

OPTIONS & RESULTS:

Whether or not to remove a board or commission member and declare the seat vacant based on exceeding the number of absences allowed in Code of Ordinance sec. 2.04.037(a) or for any other

reason, or not reason, is at the sole discretion of the City Council except for members of the Zoning Board of Adjustment. According to state law, members of the Zoning Board of Adjustment may be removed prior to the end of their term only for cause found by the City Council and only after presentation of written charges and a public hearing.

BUDGETARY IMPACT/ORDINANCE CHANGE:

N/A

RECOMMENDATION:

Discuss the attendance records and performance of the members of the various City boards and commissions during the last year whose terms do not expire on September 30, 2017 and consider whether to remove one or more members and declare such seats vacated in accordance with Code of Ordinances Section 2.04.037.

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 20

MEETING DATE: 09/26/17

SUBJECT: Consider Resolution 2017-2707 Appointing Members to Various Positions on the Board of Ethics, Parks and Recreation Advisory Board, Planning and Zoning Commission, Zoning Board of Adjustment, Highland Village Community Development Corporation, and Public Art Advisory Board

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

City ordinance states that Council shall make annual appointments to the City's boards and commissions no later than the second regularly scheduled Council meeting in September. Each appointment is for a term of two years, unless an individual is appointed to fill an unexpired term that exists due to a vacancy. A "term year" shall be from October 1 until the following September 30. The terms of the board and commission members shall expire on the 1st day of October of the second year or when their successor has been duly appointed for office.

Citizens interested in volunteering their time by serving on a board, commission or committee have submitted an application to the City Secretary's Office for consideration by Council. Currently serving board/commission members with terms expiring this year were contacted and given the opportunity to notify the City Secretary's Office if they were interested in being considered for reappointment. Council may also consider appointing alternate members of a board to fulfill a vacancy prior appointing new applicants.

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

Citizens appointed by Council are only allowed to serve four consecutive terms, with the exception of the board of directors for the Highland Village Community Development Corporation (4B). Per their Articles of Incorporation, no member shall serve more than three consecutive terms.

IDENTIFIED NEED/S:

There are twenty-two (22) positions with terms that expire on September 30, 2017, including one (1) vacancy on the Parks and Recreation Advisory Board. There is a vacancy on the Planning and Zoning Commission, Alternate Place 2 that expires in 2018, which may also be filled at this time. The following is a list of all currently serving members of each board and commission. The highlighted positions have terms that expire this year.

BOARD OF ETHICS			
<i>Board Member Name</i>	<i>Board Choice</i>	<i>Place</i>	<i>Original Appt Date</i>
Richard Rega	Different Board	N/A	09-2015
Latisha Davis	Does Not Wish to Serve Again	N/A	09-2011
Pam Spooner	Does Not Wish to Serve Again	N/A	09-2013
Steven Deel	---	N/A	10-2016
Brian Tackett	---	N/A	03-2017
HV COMMUNITY DEVELOPMENT CORPORATION (4B)			
Michael Anderson	Same Board	Citizen Rep	10-2016
Michelle Schwolert	Same Board	City Rep	06-2012
Fred Busche	Same Board	City Rep	06-2014
Barbara Fleming	Same Board	City Rep	07-2017
Steven Smith	---	Citizen Rep	10-2016
Austin Adams	---	Citizen Rep	10-2016
Charlotte Wilcox	---	City Rep	06-2014
PARKS AND RECREATION ADVISORY BOARD			
William Irwin	---	Place 1	10-2016
Ron Stewart	---	Place 2	10-2016
Dave Rush	---	Place 3	09-2014
Gary Patz	Same or Different Board	Place 4	09-2015
Tamara Lisby	Same Board	Place 5	10-2015
Vacancy (Term Exp Sept 2017)	---	Alternate Place 1	
Christine Sherry	---	Alternate Place 2	10-2016
PUBLIC ART ADVISORY BOARD			
Linda Pomeroy	Does Not Wish to Serve Again	Place 1	09-2013
Lorraine Hayes	Does Not Wish to Serve Again	Place 2	09-2013
Chas Foreman	Does Not Wish to Serve Again	Place 3	11-2015
Christian Hart	---	Place 4	10-2016
Deborah Kreimborg	---	Place 5	10-2016
Michael Birdwell	Different Board	Alternate Place 1	10-2016
Gail Prince	---	Alternate Place 2	10-2016
PLANNING AND ZONING COMMISSION			
Richard Turner	Same Board	Place 1	09-2015
Stan Lemko		Place 2	09-2014
Robert Holden		Place 3	10-2016
Deedee Ricketts	Same Board	Place 4	09-2011
Austin Adams	Same Board	Place 5	05-2017
Thomas Heslep	Same Board	Alternate Place 1	10-2016
Vacancy (Term Exp Sept 2018)		Alternate Place 2	
ZONING BOARD OF ADJUSTMENT			

James Archibald	Does Not Wish to Serve Again	Place 1	09-2013
Andrew Prychodko	No Response	Place 2	09-2015
Thomas Peck	Same Board	Place 3	09-2015
Richard Metivier	---	Place 4	09-2012
Darrah Boxberger	---	Place 5	09-2014
Christian Hart	Same Board	Alternate Place 1	09-2015
Richard Holderby	---	Alternate Place 2	10-2016
David Smith	---	Alternate Place 3	10-2016

OPTIONS & RESULTS:

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

PROGRESS TO DATE: (if appropriate)

A call for volunteers was advertised in the June, July and August utility bill inserts, the Summer Villager Newsletter, the City's Facebook Page, HVTN News, and on the City's website. To date, the City Secretary's Office has received a total of thirty (30) applications, which include currently serving members who wish to be considered for reappointment.

Currently serving board/commission members were contacted and given the opportunity to notify the City Secretary's Office if they were interested in being considered for reappointment.

- Twelve (12) members have expressed an interest in being considered for reappointment to their respective Board or Commission.
- Two (2) members have expressed an interest in being considered for appointment to a different Board or Commission.
- Six (6) members have expressed they do not wish to be reappointed.

In addition to the existing Board and Commission members, the City has sixteen (16) new applications on file for consideration by Council. A table listing all applicants (both current members & new) with their preferences is provided with this briefing.

Council was provided with copies of all applications received by the City Secretary for their review and consideration during the early work session at their August 22 meeting. Attendance records for the various boards and commissions were also provided to Council at that time. Council hosted a "Meet and Greet" event on September 12, 2017 to allow an opportunity for applicants and Council to visit.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Council to discuss appointments to various positions on City Boards and Commissions and approve Resolution 2017-2707.

BOARD AND COMMISSION MEMBER PREFERENCES

MEMBER NAME	CURRENT SERVICE	INTEREST IN REAPPOINTMENT	ETHICS BOARD	HVCDC	PARKS BOARD	P&Z	ART BOARD	ZBA
ETHICS BOARD								
Richard Rega	Ethics Board	Different Board	5	4	3	2	6	1
Latisha Davis	Ethics Board	No						
Pam Spooner	Ethics Board	No						
HVCDC (4B)								
Michael Anderson	City Representative	Same Board	3	1	5	4	6	2
Michelle Schwolert	Council Representative	Same Board	-	1	-	-	-	-
Fred Busche	Council Representative	Same Board	-	1	-	-	-	-
Barbara Fleming	Council Representative	Same Board	-	1	-	-	-	-
PARKS & RECREATION ADVISORY BOARD								
Gary Patz	Place 4	Same or Different Board	-	-	-	-	1	-
Tamara Lisby	Place 5	Same Board	2	4	1	3	5	6
Vacancy	Alternate Place 1							
PUBLIC ART ADVISORY BOARD								
Linda Pomeroy	Place 1	No						
Lorraine Hayes	Place 2	No						
Chas Foreman	Place 3	No						
Michael Birdwell	Alternate Place 1	Different Board	3	4	6	5	2	1

BOARD AND COMMISSION MEMBER PREFERENCES

MEMBER NAME	CURRENT SERVICE	INTEREST IN REAPPOINTMENT	ETHICS BOARD	HVCDC	PARKS BOARD	P&Z	ART BOARD	ZBA
PLANNING & ZONING COMMISSION								
Richard Turner	Place 1	Same Board	5	4	3	1	-	2
Deedee Rickets	Place 4	Same Board	5	4	2	1	6	3
Austin Adams	Place 5	Same Board	-	-	-	1	-	-
Thomas Heslep	Alternate Place 1	Same Board	-	-	3	1	-	2
Vacancy (Term Exp 2018)	Alternate Place 2							
ZONING BOARD of ADJUSTMENT								
James Archibald	Place 1	No						
Andrew Prychodko	Place 2	No Response						
Thomas Peck	Place 3	Same Board	5	3	4	1	6	2
Christian Hart	Alternate Place 1	Same Board	-	-	-	-	-	1

BOARD AND COMMISSION APPLICANT PREFERENCES

APPLICANT NAME	ETHICS BOARD	HVDCDC	PARKS BOARD	P&Z	ART BOARD	ZBA
John Blaney	5	2	4	1	6	3
Vanessa Boyd	2	3	1	5	4	6
James Burmeister	1	-	-	-	-	-
Dale Butler	4	1	2	5	6	3
Thomas Dickinson	6	5	3	1	4	2
Robert Fiester	5	4	3	1	6	2
Janet Gershenfeld	-	-	1	-	2	-
Diana Kalinowska	3	4	2	5	1	6
Denver Kemerry	-	-	-	1	-	2
Kenneth Koonsman	-	2	1	-	-	-
Kevin McMahan	1	3	4	2	-	5
William Meek	6	4	1	2	5	3
Warren Miluk	6	2	1	4	3	5
James Romo	4	2	5	1	6	3
Guy Skinner	-	-	-	-	-	-
Benjamin Somero	1	-	-	-	-	-

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2017-2707

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

WHEREAS, the City Council of the City of Highland Village desires to appoint citizens to serve for terms beginning October 1, 2017, for positions on various board and commissions;

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

SECTION 1. The following people are hereby appointed to the indicated positions on the Board of Ethics with a term commencing on October 1, 2017, and ending as indicated below:

Name	Place	Expiration
_____	N/A	September 30, 2019
_____	N/A	September 30, 2019
_____	N/A	September 30, 2019

SECTION 2. The following people are hereby appointed to the indicated positions on the Highland Village Community Development Corporation with a term commencing on October 1, 2017, and ending as indicated below:

Name	Place	Expiration
_____	Citizen Member	September 30, 2019
_____	City Representative	September 30, 2019
_____	City Representative	September 30, 2019
_____	City Representative	September 30, 2019

SECTION 3. The following people are hereby appointed to the indicated positions on the Parks and Recreation Advisory Board with a term commencing on October 1, 2017, and ending as indicated below:

Name	Place	Expiration
_____	Place 4	September 30, 2019

_____	Place 5	September 30, 2019
_____	Alternate 1	September 30, 2019
_____	Alternate 2	September 30, 2018 (if needed)

SECTION 4. The following people are hereby appointed to the indicated positions on the Public Art Advisory Board with a term commencing on October 1, 2017, and ending as indicated below:

Name	Place	Expiration
_____	Place 1	September 30, 2019
_____	Place 2	September 30, 2019
_____	Place 3	September 30, 2019
_____	Alternate 1	September 30, 2019
_____	Alternate 2	September 30, 2018 (if needed)

SECTION 5. The following people are hereby appointed to the indicated positions on the Planning and Zoning Commission with a term commencing on October 1, 2017, and ending as indicated below:

Name	Place	Expiration
_____	Place 1	September 30, 2019
_____	Place 4	September 30, 2019
_____	Place 5	September 30, 2019
_____	Alternate 1	September 30, 2019
_____	Alternate 2	September 30, 2018

SECTION 6. The following people are hereby appointed to the indicated positions on the Zoning Board of Adjustment with a term commencing on October 1, 2017, and ending as indicated below:

Name	Place	Expiration
_____	Place 1	September 30, 2019
_____	Place 2	September 30, 2019
_____	Place 3	September 30, 2019
_____	Alternate 1	September 30, 2019

_____	Alternate 2	September 30, 2018 (if needed)
_____	Alternate 3	September 30, 2018 (if needed)

SECTION 7. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED THIS THE 26TH DAY OF SEPTEMBER, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl"9/21/17:90576)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 21	MEETING DATE: 09/26/17
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.



UPCOMING EVENTS

Expected Absences: None

September 26, 2017 **Regular City Council Mtg. 7:30 pm**

October 5, 2017 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

October 10, 2017 **Regular City Council Mtg. 7:30 pm**

October 16, 2017 Park Board Mtg. 6:00 pm (if needed)

October 17, 2017 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

October 19, 2017 Public Art Advisory Board Mtg. 7:00 pm (if needed)

October 24, 2017 **Regular City Council Mtg. 7:30 pm**

October 28, 2017 **City Council Planning Session (time tbd)**

November 2, 2017 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

November 14, 2017 **Regular City Council Mtg. 7:30 pm**

November 16, 2017 Public Art Advisory Board Mtg. 7:00 pm (if needed)

November 20, 2017 Park Board Mtg. 6:00 pm (if needed)

November 21, 2017 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

November 23 - 24, 2017 **Thanksgiving Holiday (City Offices Closed)**

November 28, 2017 **Regular City Council Mtg. 7:30 pm**

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

December 12, 2017 **Regular City Council Mtg. 7:30 pm**

December 18, 2017 Park Board Mtg. 6:00 pm (if needed)

December 19, 2017 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

December 21, 2017 Public Art Advisory Board Mtg. 7:00 pm (if needed)

December 26, 2017 **Regular City Council Mtg. 7:30 pm**

December 25-26, 2017 **Christmas Holiday (City Offices Closed)**

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

UPCOMING EVENTS CALENDAR

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By: Karen Bradley, Administrative Assistant - City Secretary Office