



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

**REGULAR MEETING  
OF THE HIGHLAND VILLAGE CITY COUNCIL  
TUESDAY, JULY 25, 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. Discuss the General Fund Budget and Special Revenue Funds for Fiscal Year 2017-2018
2. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of July 25, 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**

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

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

4. Call to Order
5. Prayer to be led by Councilmember Fred Busche
6. Pledge of Allegiance to the U.S. and Texas Flags to be led by Councilmember Fred Busche
7. **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.)*

**8. City Manager/Staff Reports**

- **HVTV Update**

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

**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.

- 10. Consider Approval of Minutes of the Regular Meeting held on July 11, 2017**
- 11. Consider Ordinance 2017-1228 Amending the Code of Ordinances by Increasing the City Homestead Exemption for Disabled Persons and Persons Age 65 and Over (2<sup>nd</sup> and final read)**
- 12. Consider Resolution 2017-2689 Authorizing the City Manager to Enter into an Interlocal Agreement with Denton County for Collection of Ad Valorem Taxes**
- 13. Consider Resolution 2017-2690 Authorizing the City Manager to Execute an Agreement with Weisinger, Inc. for Repairs to the Southwood Water Well**
- 14. Consider Resolution 2017-2691 Casting the City's Vote for Representation to the Denco Area 9-1-1 District Board of Managers**
- 15. Receive Budget Report for Period Ending May 31, 2017**

**ACTION AGENDA**

- 16. 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)**
- 17. Consider Ordinance 2017-1229 Adopting Amendments to the Fiscal Year 2016-2017 Budget (1<sup>st</sup> of two reads)**

**LATE WORK SESSION**

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

- 18. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may**

be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)

- 35Express Project Update

19. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 21<sup>st</sup> DAY OF JULY, 2017 NOT LATER THAN 4:00 P.M.

  
Angela Miller, City Secretary

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

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2017 at  
\_\_\_\_\_ am / pm by \_\_\_\_\_.

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

<b>AGENDA#</b>	<b>1</b>	<b>MEETING DATE:</b>	<b>07/25/17</b>
<b>SUBJECT:</b>	<b>Discuss the General Fund Budget and Special Revenue Funds for Fiscal Year 2017-2018</b>		
<b>PREPARED BY:</b>	<b>Ken Heerman, Assistant City Manager</b>		

**COMMENTS**

City staff will provide a presentation of the General Fund Budget and Special Revenue Funds for Fiscal Year 2017-2018.



CITY MANAGER  
1000 Highland Village Road  
Highland Village, TX 75077  
972-899-5131 F 972-317-0237  
[www.highlandvillage.org](http://www.highlandvillage.org)

July 25, 2017

Honorable Mayor Charlotte Wilcox and  
Members of City Council  
City of Highland Village

Dear Mayor and Members of City Council:

It is my pleasure to submit the City of Highland Village Fiscal Year 2017 – 2018 Budget and Program of Services to the City Council and citizens of Highland Village. The annual budget guides the City's plan for providing the services, facilities, and infrastructure that has made Highland Village one of the "Best Places to Live".

This year's budget combines the efforts and input from citizens, City Council, and City Staff to develop a positive and progressive approach to plan for the future. A major component in achieving success is the development of Goals and Objectives by the Council, and the continued focus on them. By keeping the Goals and Objectives in clear view, Council and staff are able to position the community in a positive direction and effectively provide necessary services for Highland Village.

In accordance with the Texas Local Government Code and the Charter of the City of Highland Village, the proposed Annual Budget for the Fiscal Year beginning October 1, 2017, and ending September 30, 2018, is constructed for your review and comment and filed with the City Secretary. It presents, in summary form, the revenues and expenditures for each of the City's Departments, as well as the five-year Capital Improvement Program (CIP).

To communicate and facilitate the City's Budget and Program of Services, this transmittal letter is divided into the following sections:

- I. Overview**
- II. Goals, Objectives and Departmental Tasks**
- III. General Fund Budget Highlights**
- IV. Financial Assessment**
- V. Conclusion**

## **I. OVERVIEW**

While there is limited population growth within the City of Highland Village, our assessed evaluations for 2017 from Denton County Appraisal District (DCAD) has been stronger than our past forecast have shown. With this new information and estimates for this upcoming budget year we feel very positive in the ability to address a potential decrease in our municipal tax rate. Highlighted in this document are the Goals and Objectives of the City Council, direction for growth, operational excellence, a financially sound government, enhanced quality of life, as well as a safe and secure community.

In my working relationship with Mayor Wilcox, she truly captures the essence of our role in preparing the budget each year, and I feel it's appropriate to restate her personal message that I hear quite often:

*“As Mayor of Highland Village, working with City Council and staff, as each decision comes before us I always frame my questions with ‘how will our residents benefit from this?’ It is our goal to be responsible with your money, transparent in how your money is spent, and conscientious of ensuring you, the taxpayer, receive the best service and amenities your money can buy.”*

## **II. GOALS, OBJECTIVES, AND DEPARTMENTAL TASKS**

The Council developed Goals and Objectives to direct Highland Village in meeting challenges and opportunities for future growth. The Goals and Objectives are relevant to successful programs and are further outlined in the *Strategic Goals and Long-Term Financial Plan* section.

Council also provided guidance in the Fiscal Year 2017 – 2018 Budget Development Considerations, which are as follows:

- Tax Rate Management – For the Fiscal Year 2017 – 2018 Budget, our preliminary tax roll indicates the ability for a potential tax rate decrease. The tax rate is currently allocated between Maintenance & Operations and Debt Service. We will continue to ensure that all Enterprise Funds, such as the Utility Fund, are covering indirect costs, as well as direct services. The tax rate of \$0.56963 has been maintained since 2000, our proposed new tax rate of \$0.56169. (This is only an estimate at this time; we will receive our certified tax roll from DCAD on 7-25-17 which will allow us to determine our 2017-18 tax rate.)
- Denton County Appraisal District is projecting growth in our assessed values, with the final certified tax role that was submitted on July 25. For Fiscal Year 2018, assessed valuations reflect an estimated increase of 6% over the previous year. (This is only an estimate at this time; we will receive our certified tax roll from DCAD on 7-25-17).
- Over 65 Exemption – Increase exemption from \$50,000 to \$75,000 for residents in the 65 and over age group and / or disabled, this represents 22% of the residents on the Certified Tax Roll.
- Fund Balances – The Fiscal Year 2017 – 2018 General Fund Budget will maintain an estimated Fund Balance of approximately 26% for the preliminary five-year outlook.
- A focus on the five-year General Fund forecast and CIP shall provide the guidance for development initiatives for future years.
- The Fiscal Year 2017 – 2018 Budget Process – Departmental budgets were prepared using the thorough review of a budget software program, which facilitates justification for base budget items and supplemental requests.
- Our proposed competitive pay, benefits, and career development structure to attract and retain qualified personnel for Fiscal Year 2017 – 2018 has identified a 3% increase, which will be structured as a merit pool and wage adjustment.

### **Council Goal**

***Enhance the quality of life within Highland Village, while meeting the needs and expectations of the residential and business community.***

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**Council Objectives: *Continue to Provide Superior Public Safety, Customer Service, Social, and Health Services to the Community***

- ✓ Maintain our recognized model in Police and Fire services; continually explore and develop programs to discourage crime and enhance safety.
- ✓ Investigate operational efficiencies in regard to utilization of public safety resources without compromise to safety of residents and businesses.
- ✓ Promote proactive programs and agreements to provide public safety (i.e. Vacation Watch, Police Involving Parents, cooperative inter-agency and interlocal agreements; as well as high visibility and community involvement for our Fire and Police employees).
- ✓ Support social services (i.e. Youth and Family Services, Children Advocacy Center, and other community organizations that provide services to our residents in our region).
- ✓ Actively pursue effective code enforcement to maintain high standards throughout the community.
- ✓ Provide all City functions in a courteous, effective, and efficient manner to all customers, responding quickly to requests for services and providing timely response to customer complaints.
- ✓ Investments in operations will continue to be made in technology that will optimize customer service.
- ✓ Promote responsible pet ownership through our Animal Services.
- ✓ Maintain effective emergency management disaster readiness.

**Conduct the Business of the City in a Fiscally Responsible Manner**

- ✓ Retain our current AA+ bond rating.
- ✓ Adhere to financial policies that are maintained to promote fiscal responsibility.
- ✓ Explore new and innovative revenue sources where appropriate and pursue efficiencies to minimize expenditures.
- ✓ Promote and utilize Highland Village business whenever possible in making municipal purchases.
- ✓ Adopt City budgets within the confines of existing tax rate and in context of the five-year forecast to demonstrate sustainability and emphasize funding of capital projects when capacity is available.

**Promote Quality Transportation Services**

- ✓ Continue implementation of the Transportation Master Plan.
- ✓ Advocate the significance of DCTA rail and bus service for Highland Village residents and retail development and secure adequate DCTA availability for residents.
- ✓ Identify and monitor the FM 2499 corridor to effectively accommodate vehicular traffic while protecting the integrity of our neighborhoods.
- ✓ Enhance pedestrian-oriented means of travel in Highland Village and install improved pedestrian crossing system aimed at enhancing public safety.
- ✓ Work with the Texas Department of Transportation on the reconstruction of IH 35E.

**Employ High Quality, Service Oriented Personnel**

- ✓ Foster a work force comprised of professional, highly qualified, and customer friendly employees.
- ✓ Provide a work environment that promotes a high level of job satisfaction for employees.
- ✓ Promote educational standards and re-education opportunities that provide career development structure.
- ✓ Provide innovative and flexible compensation to ensure we remain competitive in our market.
- ✓ Provide succession planning for key positions throughout the City.

### **Provide for a Diversified Business Climate**

- ✓ Promote existing and new retail businesses in Highland Village with the HVBA, with emphasis on high quality retail and restaurants.
- ✓ Enhance open communication between all government entities; the Business Community, City Hall, and City Residents.
- ✓ Pursue Economic Development and redevelopment through the use of innovative programs to emphasize retention and the expansion of existing business, especially on older developments.
- ✓ Instill a sense of community in all Highland Village's businesses and residential neighborhoods.
- ✓ Uphold and enhance commitment to public education and communication via holiday promotions, special events, shopping center meetings, and other available venues.

### **Provide Quality Leisure Opportunities**

- ✓ Review existing and consider new recreational offerings for the residential and business communities on a regular basis to satisfy the growing needs of the community.
- ✓ Continue to support community and special events.
- ✓ Continue implementation of the Parks Master Plan and The Trail System Master Plan and related facilities and additions to the plan as deemed appropriate.
- ✓ Maintain the excellence of the Highland Village park system, maximizing the functionality of each park area.
- ✓ Continue to explore grant/alternative funding opportunities when possible.
- ✓ Connect trail systems throughout the City where feasible.

### **Work to instill a "Sense of Community" in Highland Village Residents**

- ✓ Continue to build a sense of community through activities like the newsletters and the City Website.
- ✓ Work to find new avenues to involve more residents in the civic process and to serve on boards and commissions with the hope of developing new leaders from a cross section of the community.
- ✓ Create avenues that allow residents and members of the business community to have a sense of pride living and working in Highland Village.
- ✓ Utilize social media outlets to share information and involve residents.
- ✓ Identify and facilitate volunteer activities that serve the community.

### **Expand the Leadership Role of the Entire Council by Active Participation in Community Groups and Professional Development**

- ✓ Council members will actively represent the City of Highland Village and participate in community groups, intergovernmental agencies, and professional associations.
- ✓ Encourage participation of Boards and Commission members in City activities.
- ✓ Support and advance Highland Village's participation at the local, state, and national levels.
- ✓ Maintain contact with area schools and promote programs that have a positive influence for youth in the community.
- ✓ Council members will utilize professional development opportunities provided by the Texas Municipal League and other professional groups.
- ✓ Continue exploring ways to inform residents/businesses about regional and state legislative developments that impact our City and its residents.



## To Make Highland Village Developments and its Operations Sustainable so They Protect and Enhance the City's Quality of Life

- ✓ Evaluate City operations to identify areas where resources can be conserved in the provision of public service without significantly affecting the quality of services.
- ✓ Where financially and operationally practical, purchase supplies for City services that are comprised of recyclable materials and or will minimally impact the environment with their use.
- ✓ Actively recycle materials to divert items from landfills and initiate programs to promote recycling by the City's residents, businesses, and visitors.
- ✓ Uphold and enhance our commitment to public education and communication with regard to recycling and environmentally friendly programs.
- ✓ Enhance water conservation for the City and its customers.
- ✓ Maintain comprehensive programs to manage environmental/health concerns when possible, such as programs to address mosquito abatement that are appropriate and effective, with emphasis on proactive action.

### III. GENERAL FUND BUDGET HIGHLIGHTS

The General Fund supports all municipal operations with the exception of water, wastewater, and drainage utility operations.

For this Fiscal Year, we have experienced a 6% growth in our property values from Denton County Appraisal District. Although it is the largest element of General Fund revenues, property tax is only one of several revenue sources used to fund City operations. Other sources include sales tax, franchise fees, fines, development fees, charges for service, interest income, and miscellaneous revenue. The tax rate is split between two components – Maintenance & Operations and Debt Service.

The proposed base Fiscal Year 2017 – 2018 General Fund expenditures total \$16,648,044 with \$435,709 identified for supplemental requests. An additional \$500,000 is identified as economic development incentive in the City Manager Budget as a potential contingency item. These expenditures are accounted for in twelve separate department budgets, which reflect a base budget increase of 2.1% from Fiscal Year 2016 – 2017, or an increase of 4.6% including supplemental requests, apart from the economic development incentive.

	<b>Total FY 2017 Budget</b>	<b>Base FY 2018</b>	<b>Supplemental</b>	<b>Total FY 2018 Budget</b>
<b>City Manager</b>	\$646,560	\$691,357	\$500,000	\$1,191,357
<b>Finance</b>	1,483,887	1,515,676	-	1,515,676
<b>Human Resources</b>	552,948	526,670	28,600	555,270
<b>City Secretary</b>	304,402	339,955	-	339,955
<b>Information Services</b>	1,109,963	1,048,903	-	1,048,903
<b>Police</b>	4,676,887	4,713,656	119,100	4,832,756
<b>Fire</b>	2,846,905	2,992,157	131,100	3,123,257
<b>Community Services</b>	425,512	448,867	-	448,867
<b>Streets</b>	1,374,669	1,446,257	-	1,446,257
<b>Building/Fleet Maintenance</b>	898,459	867,516	-	867,516
<b>Parks</b>	1,571,130	1,637,477	136,609	1,774,086
<b>Recreation</b>	448,527	453,095	-	453,095
<b>Total</b>	<b>\$16,339,849</b>	<b>\$16,681,194</b>	<b>\$915,409</b>	<b>\$17,596,603</b>

## **Employee Salary and Benefits**

- Our historic and current budget structure for the Personnel Category of the General Fund Budget has consistently ranged from 69% to 70%.
- The budget includes a 3% increase structured as a performance/merit pool and salary adjustment for employees. In Public Safety Police and Fire personal – Our surrounding market Cities are being very aggressive in their recruiting for Officers and Firefighters, we have adjusted salaries accordingly to ensure we remain competitive with the market.
- In an ongoing effort to provide quality health care options, we are maintaining coverage with our current health insurance provider with an increase of 15%.

## **Community Identity**

- Our first gated community which will provide 102 single family residential units for residents that are 55 years old or older is currently under construction.
- Doubletree Ranch Park is open and in full operation, we are closely monitoring our operations and expenditures in accordance to our operations budget for the Park.

## **Public Safety**

- It is a proven fact that our Community Policing model works, which focuses on "Prevention through Citizen Awareness and Involvement."
- The Highland Village Fire Department is a professional organization that delivers unmatched service to the citizens, regardless of whether the need is an emergency or a routine event.

## **Infrastructure**

- In our current CIP for both the General Fund and Enterprise Funds, we have identified facilities and infrastructure that will need to be addressed with growth and development of Highland Village.
- We continue to model both our existing water and wastewater systems for Capital Planning for future issuance of Utility Bonds.

## **IV. FINANCIAL ASSESSMENT**

The City of Highland Village continues to be strong financially. Through sound fiscal management over the years, the City has positioned itself well to cope with growth, create a positive atmosphere for economic development, and provide greater flexibility on budgetary issues. The City is able to balance revenues and expenditures while maintaining a high level of service.

## **Fund Balance**

One unrestricted measure of a city's financial strength is the level of its Fund Balance. The City's estimated unrestricted Fund Balance in the General Fund is projected to be approximately \$4.5M. This balance represents 26% of Fiscal Year 2017 – 2018 total General Fund

expenditures, exceeding the 20% Fund Balance reserve requirement established by the City's Financial Policies.

## **Bond Ratings**

The City's bond ratings are further evidence of its financial strength. In 2016, the City received renewal of its General Obligation and Revenue bond ratings. Standard and Poor's, one of the nation's largest bond rating agencies, maintained its AA+ rating for General Obligation and affirmed the City's bonds are considered to be of excellent investment quality. For General Obligation bonds, the rating agencies commented that the City has a strong economy, strong tax base growth, very strong budgetary flexibility supported by strong financial practices, very strong management with strong financial policies and practices, stable financial performance, and solid reserve levels.

## **2018 Bond Issuance - Future Capital Projects for Consideration**

Additional information will be added as we proceed with our budget process for FY 2017-18.

## **Debt Service Fund**

This fund is utilized to account for the debt obligations of the City. Debt Service for Fiscal Year 2017 – 2018 is reduced from last year due to expiring debt service, reflecting a total obligation of \$2,390,567 in comparison to \$2,655,333 last year. This is a decrease of \$264,766 from Fiscal Year 2017. The corresponding Debt Rate portion of the tax rate for Fiscal Year 2018, decreased to 12% compared to 15% in Fiscal Year 2017, even with anticipated reduction of the proposed tax rate. This in turn provides debt capacity for a proposed bond election slated for FY 2018 for Streets and Parks projects. Projected ending Fund Balance for the Debt Service Fund is \$157,342. (This is only an estimate at this time; we will receive our certified tax roll from DCAD on 7-25-17 which will allow us to determine our 2017-18 tax rate.)

## **Utility Fund**

A primary and critical task of any City is the provision of water and wastewater service to its residents. To its credit, Highland Village has secured a stable and reliable source for each of these services through owning and operating five water wells and a subscription with Upper Trinity Regional Water District (UTRWD), which are expected to be sufficient through build-out. The Utility Fund is an Enterprise Fund that is financed primarily through user charges. Utility rates are maintained to derive sufficient revenues to meet the obligations associated with the provision of water and wastewater services.

Utility rates are established to pay for delivery and maintenance of water and wastewater to City residents. The structure of the rates is bifocal, with charges associated with wholesale water/wastewater purchases from UTRWD presented as a pass-through charge to residents, and separate rates to address the City's cost of service. The proposed rate changes will provide for roughly a 20% increase in total. However, with change to the rate structure, the percentage increase will vary with usage level. In general, the increase for both water and sewer is impacted at the lower usage levels. The proposed changes will provide sufficient revenues to address associated expenditures for both water and sewer costs. For additional information the following link is provided. <http://www.highlandvillage.org-2017-Rate-Increase>

## **V. CONCLUSION**

In preparing the Fiscal Year 2017 – 2018 Budget, it is our goal to develop a budget that will maintain the desired quality of life, while balancing the needs of the residents. This year's

budget document represents a collective effort by City Council and City Staff to meet the challenge. In our development of the budget, there are three essential areas that remain our focus in the fundamental understanding of government's role in providing enhanced core services to our residents: policy coordination and implementation between Council and Staff, communications, and measurement and evaluation. City Staff will continue to review and evaluate internal operations for opportunities to reduce costs and improve the provision of funded services.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Leavitt".

Michael Leavitt  
City Manager

DRAFT

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

**AGENDA# 6**                      **MEETING DATE: 07/25/17**

**SUBJECT:            Pledge of Allegiance**

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

**COMMENTS**

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

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

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

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

**AGENDA# 9**

**MEETING DATE: 07/25/17**

**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.

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

<b>AGENDA#</b> 10	<b>MEETING DATE</b> 07/25/17
<b>SUBJECT:</b>	<b>Consider Approval of Minutes of the Regular Meeting held on July 11, 2017</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

**OPTIONS & RESULTS:**

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

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

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

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

N/A

**RECOMMENDATION:**

To approve the July 11, 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, JULY 11, 2017**

The City Council of the City of Highland Village, Texas met in Early Work Session on the 11<sup>th</sup> day of July, 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 Michelle Schwolert Mike Lombardo Barbara Fleming Fred Busche Daniel Jaworski	Mayor Mayor Pro Tem Councilmember Deputy Mayor Pro Tem Councilmember Councilmember
Absent:	John McGee	Councilmember
Staff Members:	Michael Leavitt Ken Heerman Angela Miller Brad Goudie Mark Stewart Scott Kriston Linda Cornelius Jana Onstead Laurie Mullens Andrew Boyd Karen Bradley	City Manager Assistant City Manager City Secretary Fire Chief Assistant Police Chief Public Works Director Parks and Recreation Director Human Resources Director Public Affairs Manager Media Specialist Administrative Assistant

**EARLY WORK SESSION**

**1. Receive an Economic Development Update from BlackEagle Real Estate Partners**

City Manager Michael Leavitt introduced Debra Morgan from BlackEagle Real Estate Partners.

Mayor Wilcox announced Council would convene into Closed Session and read Agenda Items #6(a) and #6(b).

**CLOSED SESSION**

Council convened into Closed Session at 6:01 p.m.

**6. 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 551.072 – Deliberate the purchase, sale, lease, or value of real property generally located north of FM 407 and east of Highland Village Road**

Council concluded Closed Session and reconvened into Open Session at 6:43 p.m.

**2. Discuss Appointment to Fill a Vacancy for a City Representative Position on the Highland Village Community Development Corporation**

City Secretary Angela Miller reported the Highland Village Community Development Corporation (HVCDC) is composed of seven (7) members, with at least three (3) members of the board of directors being persons who serve as Citizen Members. The remaining four (4) members of the board of directors serve as City Representatives, which can include an employee, officer or member of the City Council.

Former Deputy Mayor Pro Tem William Meek was appointed to a City Representative position on the HVCDC in September, 2015, for a term expiring on September 30, 2017. As a result of the May 6, 2017 General Election, Mr. Meek is no longer serving on City Council. Therefore a vacancy now exists on the HVCDC for a City Representative position. Deputy Mayor Pro Tem Fleming, and Councilmembers Jaworski and Lombardo volunteered to serve.

**3. Discuss Proposed Ordinance 2017-1228 Amending the Code of Ordinances by Increasing the City Homestead Exemption for Disabled Persons and Persons Age 65 and Over**

Assistant City Manager Ken Heerman reported the Code of Ordinances currently provides for a \$50,000 exemption in the taxable value of a residence homestead owned by people age 65 & over and those with a disability, which has been in effect since 2000. With increases in real property valuation, it has been suggested the amount of that exemption be increased. In reviewing area cities with similar demographics to Highland Village, he reported most have adopted an exemption of \$75,000.

He further reported that based on the 2016 Certified Tax Roll, Highland Village showed a total of 1,167 residential properties having either the 65 and Over or Disabled Person exemption. Of the approximately 5,200 homes in Highland Village, this represents 22% of the City residents. The average assessed valuation of these properties is \$313,265, compared to the City average of \$344,913. Based on the average valuation of \$313,265, the properties having qualified for this exemption at the current \$50,000 exemption amount would see an annual savings of \$285 on their tax bill. Increasing the exemption to \$75,000 would provide an annual savings of \$427 on their tax bill.

With the current tax rate in effect, the annual budgetary impact would be a reduction in collected property taxes of \$166,000. Deputy Mayor Pro Tem Fleming mentioned the savings would help offset the recent utility rate increase. Councilmember Busche stated he would like to see the funds dedicated toward providing services for seniors, such as extending the trail system. Councilmember Jaworski asked if staff has tried to forecast what the population will look like in the future and what the impact might be. Based on information he received when serving on the Fire Department Service Level Task Force, in 2020 there would be approximately 2,100 residents of Highland Village between the ages of 65 and 85+. Councilmember Jaworski questioned how much the additional \$142 annual savings would help and if the exemption amount should be increased. Mr. Heerman stated the increase to \$75,000 would provide some relief and cautioned about increasing the exemption so much that it

has to be scaled back later. Councilmember Lombardo stated he favors the exemption, but he and Councilmember Jaworski both voiced concern due to possible action resulting from the upcoming special session of the Texas Legislature and its potential impact on cities.

Councilmember Jaworski stated there are a lot of people who have raised their families in Highland Village who now want to downsize and stay in the city, but can't afford to stay and have moved out. He said he would like to keep them here in Highland Village. City Manager Michael Levitt and Mayor Wilcox agreed that any relief to those on a fixed income is good. Mr. Heerman stated the increase could go into effect in January, if Council would rather wait. He also reported, unlike a property tax freeze, exemption amounts can be re-examined in the future.

Mr. Heerman stated an ordinance has been prepared amending the Code of Ordinances to increase the exemption from \$50,000 to \$75,000 and providing a number of other clean ups to the section. The ordinance is written to be effective retroactively so that it applies to tax bills for the 2017 tax year. Denton County Appraisal District (DCAD) has a deadline of July 15<sup>th</sup> to make changes to the exemption amount to be reflected on the current year certified tax roll. As this is an ordinance, Council will have an opportunity to approve only one reading before the deadline. If it is desired by Council to include this on the 2017 tax roll, DCAD has agreed to accept notification of first read approval to make the change, to then be followed up with the final approved ordinance when passed.

#### **4. Discuss the General Fund Budget for Fiscal Year 2017-2018**

Mr. Heerman provided an overview of the general fund budget and reported above average increases in assessed valuation are expected for the next few years due to a strong market, barring any unforeseen disruptions. He reported the proposed increase in the homestead exemption will remove \$29 million from the tax roll, which will offset the increase resulting from new growth this year.

Due to time constraints, discussion on this item resumed during Late Work Session.

#### **5. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of July 11, 2017**

No items were discussed.

### **OPEN SESSION**

#### **7. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:37 p.m.

#### **Roll Call**

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

Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Brad Goudie	Fire Chief
	Doug Reim	Police Chief
	Scott Kriston	Public Works Director
	Linda Cornelius	Parks and Recreation Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Media Specialist

**8. Prayer to be led by Deputy Mayor Pro Tem Barbara Fleming**

Deputy Mayor Pro Tem Fleming gave the invocation.

**9. Pledge of Allegiance to the U.S. and Texas Flags to be led by Deputy Mayor Pro Tem Barbara Fleming**

Deputy Mayor Pro Tem Fleming led the pledge to the U.S. and Texas flags.

**10. Visitor Comments**

No one wished to speak.

**11. City Manager/Staff Reports**

- **2017 Utility Rate Video**

City Manager Michael Leavitt reported the City has enacted new water rates that go into effect October 1, 2017. A video was presented that explains the new rate structure and rate increase. Mr. Leavitt stated the video will be available on the City's website and social media. He also acknowledged Public Affairs Manager Laurie Mullens and Media Specialist Andrew Boyd for their hard work in preparing the video.

Mr. Leavitt reported on the following:

*Volunteer for Boards or Commissions* - Each year the City puts out a call for volunteers to serve on our various boards and commissions. As a volunteer, our residents' expertise and recommendations will be utilized by City Council and City staff to shape the future of Highland Village. To find out more about the different boards and commissions, or to sign up online, visit the City's website at [www.highlandvillage.org](http://www.highlandvillage.org). To be considered for an appointment, submit your application by July 31. City Council will appoint members in September.

*Concert in the Park* – The Summer Concert in the Park series kicks off on July 22 at Doubletree Ranch Park with country music from The Darrin Morris Band. Concerts begin at 7:00 pm and the Flour Shop Bakery will be operating the concession stand with their signature treats. Don't forget your lawn chairs or blankets!

*Unity in Communities Luncheon* - The Unity in Communities Luncheon is set for July 25 at the Hilton Garden Inn of Lewisville. The Highland Village Business Association is partnering with the Flower Mound and Lewisville Area Chambers of Commerce to host this year's luncheon. The luncheon recognizes the work of our local non-profit organizations who serve our community and honors one non-profit as "Non-Profit of the Year." To register to attend the luncheon, visit [www.thehvba.com](http://www.thehvba.com).

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

Mayor Wilcox invited everyone to visit the Ben & Jerry's located at The Shops in Highland Village this Thursday between 4-5:00 p.m. There will be a scoop competition between the Cities of Highland Village, Flower Mound and Lewisville. Tip jars and donations will be accepted, with proceeds benefitting Your Home Team Cares.

Mayor Wilcox reminded everyone to check the settings on your irrigation system. She reported she had received a call from a resident regarding their water bill and it was determined the system was set to water more than needed. She also reminded everyone to help keep the dog park clean by cleaning up after your dog.

### **CONSENT AGENDA**

13. **Consider Approval of Minutes of the Regular Meeting held on June 27, 2017**

***Motion by Councilmember Lombardo, seconded by Mayor Pro Tem Schwolert, to approve Consent Agenda Item #13. Motion carried 6-0.***

### **ACTION AGENDA**

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

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

**NO ACTION TAKEN**

**(b) Section 551.072 – Deliberate the purchase, sale, lease, or value of real property generally located north of FM 407 and east of Highland Village Road**

**NO ACTION TAKEN**

15. **Consider Ordinance 2017-1228 Amending the Code of Ordinances by Increasing the City Homestead Exemption for Disabled Persons and Persons Age 65 and Over (1<sup>st</sup> of two reads)**

**APPROVED 1<sup>ST</sup> READ (5 – 1)**

Assistant City Manager Ken Heerman reported there was significant growth in the assessed valuation over last year. In looking at how to reduce the tax burden for our seniors and disabled persons, the opportunity existed to increase the homestead exemption from \$50,000 to \$75,000. With the current tax rate, the annual budgetary impact would be a reduction in collected property taxes of \$166,000. The total annual income reduction from the Disabled Persons / Age 65 and Over exemptions would now total \$500,000 annually. Mr. Heerman stated the proposed ordinance can be considered during this year's budget process or that it could be made effective beginning on January 1, 2018.

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Mayor Pro Tem Schwolert, to approve the first read of Ordinance 2017-1228 amending the Code of***

***Ordinances by increasing the city homestead exemption for disabled persons and persons age 65 and over.***

With the uncertainty of revenue caps that may be passed during the special session of the Texas Legislature, and not knowing about future property values, Councilmember Jaworski asked for assurance that staff is confident the City can absorb this in the future when the senior population expands. Mr. Heerman stated yes, based on the immediate outlook. He further stated that although he can't forecast ten years ahead, and even with possible legislative action, feels confident given the increases in valuation that the City can easily absorb this.

Mayor Pro Tem Schwolert stated she supports the increase and that, although the number of seniors was surprising, she feels something should be done to help. Councilmember Busche stated he feels action is premature and that more information is needed regarding our senior population, as well as needing to see the outcome of the special session. He also stated he has not heard any complaints from seniors in Highland Village regarding their property taxes and encouraged waiting another few months before making a decision. Councilmember Lombardo voiced concern due to a recent report of a grim financial future and the uncertainty of what the legislature will do during their special session. Mayor Wilcox reported she encouraged the City Manager to meet with a real estate professor located in Highland Village and the information he received was that it does not look as if there will be a downturn any time soon. She also voiced she feels something needs to be done to help seniors and those on fixed incomes. Councilmember Jaworski stated for months Council has been in opposition regarding the existing proposition for tax reform in the legislature. By increasing the exemption, he voiced concern this may send a mixed message to the legislature. Mr. Leavitt and Mr. Heerman responded they view this is a positive and that since the City has been fiscally responsible it has created this opportunity to provide something for our residents.

***Mayor Wilcox called for a vote for the earlier motion. Motion carried 5-1, with the following votes:***

***Lombardo – Aye***

***Schwolert – Aye***

***Wilcox - Aye***

***Busche – Nos***

***Fleming – Aye***

***Jaworski - Aye***

16. **Consider Resolution 2017-2688 Appointing a Member to Fill a Vacancy for a City Representative Position on the Highland Village Community Development Corporation**

**APPROVED (6 – 0)**

***Motion by Councilmember Jaworski, seconded by Mayor Pro Tem Schwolert, to approve Resolution 2017-2688 appointing Barbara Fleming to a City Representative position on the Highland Village Community Development Corporation. Motion carried 6-0.***

**LATE WORK SESSION**

City Manager Michael Leavitt announced discussion of Agenda Item #4 would continue during Late Work Session.

4. **Discuss the General Fund Budget for Fiscal Year 2017-2018**

The following Supplemental Requests were presented:

City Manager

- Economic Development Incentive (\$500,000)

Mr. Leavitt reported the City Attorney advised funds should be included in the fiscal year budget for economic development incentive(s). This is a contingency amount that will be used only if needed, possibly in the form of an incentive/development agreement, and would still come before Council for approval.

Human Resources

- Wellright Online Wellness Platform (\$8,600)
- Performance Management System (\$20,000)

Police

- Kawasaki Mule (\$17,000)
- Update Remaining PD Vehicles w/ New Graphics (\$2,100)
- Parking Canopy (\$100,000)

Fire

- Lucas Device (\$23,000)
- Parking Canopy (\$17,600)
- Department Painting (\$5,000)
- Emergency Operations Center Upgrade (\$15,000)
- Outdoor Warning System Siren Upgrade (\$52,800) – Add Two Additional Warning Sirens at Pilot Knoll and Sunset Point (\$38,000)

Parks

- Upgrade Musco Lights at Unity Park Ballfields (\$55,000)
- Shade Covers for Several Existing Playgrounds (\$63,609)
- Add Drinking Fountain at Village Park (\$7,000)
- Thor Guard Lightning Detection System for Brazos Park (\$11,000)

Mr. Leavitt reported staff will have received the Certified Tax Roll from DCAD prior to the July 25 City Council meeting. The budget work session for Council will continue at that meeting to review any updates in the General Fund Budget and to review the Special Revenue Funds. In addition, the HVCDC will be meeting before the next Council meeting to approve their budget and receive the FDCIP update.

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

- **35Express Project Update**

Mr. Leavitt provided the following update:

The final surface paving for the northbound and southbound main lanes will continue through late summer. There will be various nightly main lane closures along the I-35E corridor for this work and motorists should be prepared for short term uneven pavement conditions.

The Oak Drive/Lake Dallas Drive intersection is scheduled to open in July. The northbound to southbound U-turn at the intersection will open later in the month.

The additional northbound and southbound I-35E main lanes, frontage road lanes and pedestrian/bike paths on the Lewisville Lake bridges are scheduled to open this summer.

Work on Highland Village Road at the southbound I-35E frontage road is scheduled to be completed in July.

**18. Adjournment**

Mayor Wilcox adjourned the meeting at 9:30 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 11**

**MEETING DATE: 07/25/17**

**SUBJECT: Consider Ordinance No. 2017-1228 Amending the Code of Ordinances Section 18.02.001 Increasing the City Homestead Exemption for Disabled Persons and Persons Age 65 and Over to \$75,000**

**PREPARED BY: Ken Heerman, Asst. City Manger**

### **BACKGROUND:**

Code of Ordinances §18.02.001 currently provides for a \$50,000 exemption in the taxable value of a residence homestead owned by people age 65 and over and those with a disability. This exemption has been in effect since 2000. With increases in real property valuation, it has been suggested the amount of that exemption amount should be considered. A review of many area cities with similar demographics to Highland Village shows that most have adopted an exemption of \$75,000 of the valuation.

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

Based on the 2016 Certified Tax Roll, Highland Village showed a total of 1,167 residential properties having either the 65 and Over or Disabled Person exemption (out of a total of roughly 5,200 homes). The 65 and Over exemptions claimed totaled 1,141, with claims for the Disabled Persons exemption being 26. The average assessed valuation of these properties was \$313,265 – compared to the City average of \$344,913. The exemption amount is intended to reduce the tax burden on this demographic to address this groups' traditionally reduced earning potential. This is not reflective of a reduction in demand of City services.

### **PROGRESS TO DATE:**

The exemption amount decreases the taxable value of the home, thus reducing the amount of associated property tax.

Based on the average value for properties having qualified for this exemption, the current \$50,000 exemption amount provides an annual savings of \$285 on the average valued homestead. Increasing the exemption to \$75,000 would provide an additional annual savings of \$142 in City property taxes on the average valued homestead. The property qualifying for exemption, based on the average valuation of \$313,265, would reflect an annual City property tax bill of \$1,357, compared to \$1,784 if the exemption amount remained unchanged.

Pursuant to staff request, the City Attorney has prepared an ordinance amending Sec. 18.02.001 of the Code of Ordinances increasing the exemption from \$50,000 to \$75,000 and providing a number of other clean ups to the section. The ordinance is written to be effective retroactively so that it applies to tax bills for the 2017 tax year. DCAD has a deadline of July



15<sup>th</sup> to make changes to the exemption amount to be reflected on the Certified Tax Roll. As this is an ordinance, Council will have an opportunity to approve only one reading before the deadline. But if it is desired by Council to include on the 2017 Tax Roll, they have agreed to accept notification of first read approval to make the change – to be followed up with the final approved ordinance when passed.

Council approved the first read of Ordinance 2017-1228 at their July 11, 2017 meeting.

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

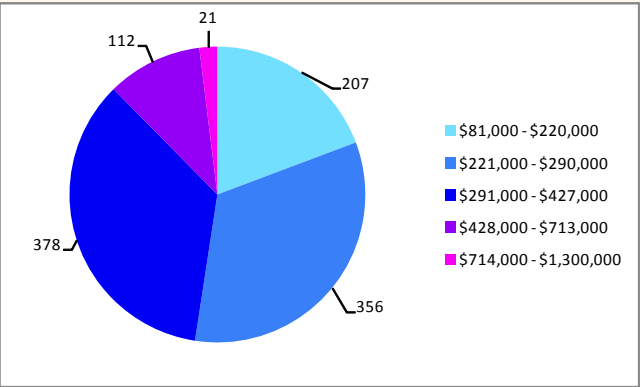
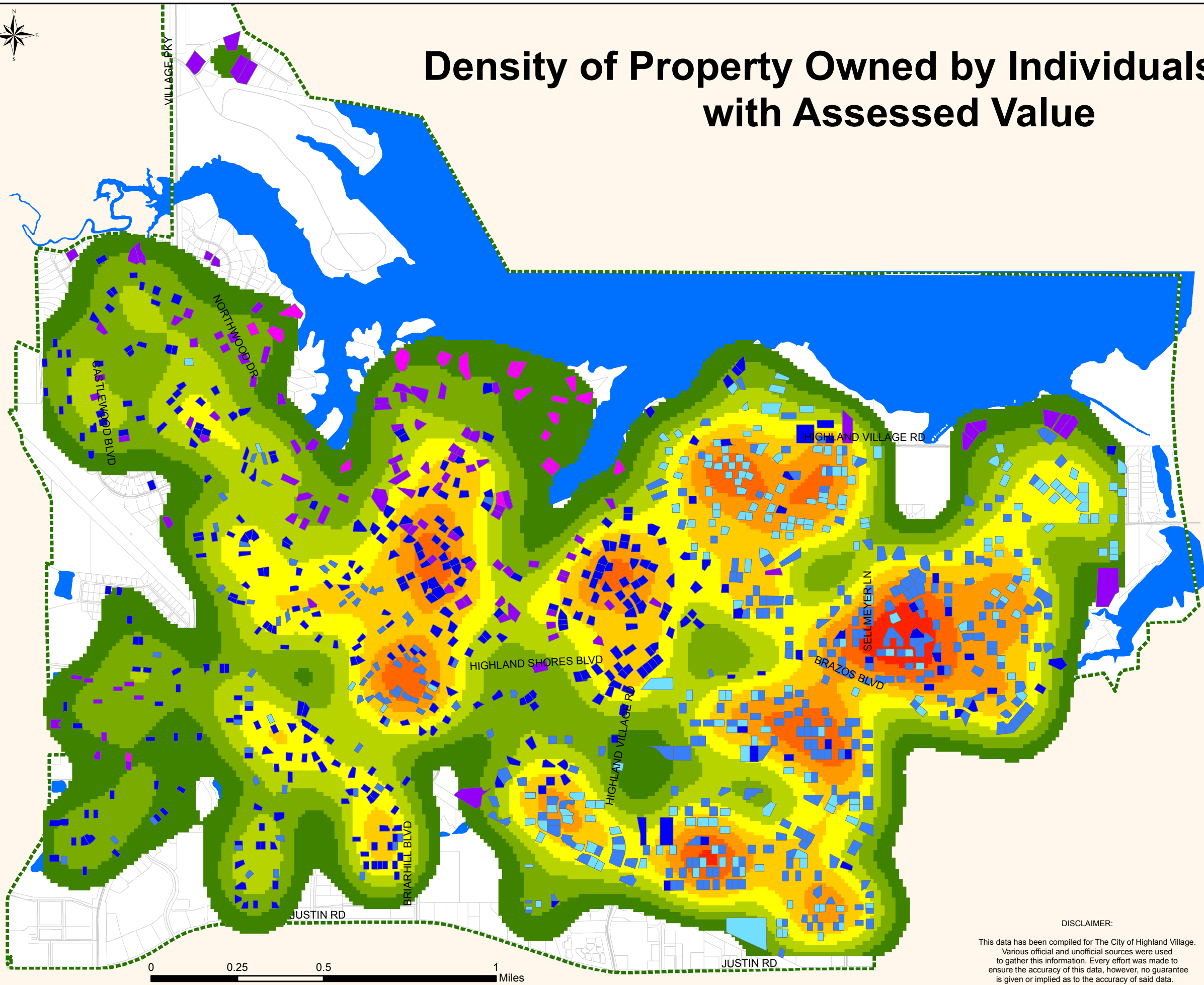
At the current tax rate in effect, the annual budgetary impact would be a reduction in collected property taxes of \$166,000. The total annual income reduction from the 65 and Over / Disabled exemptions would now total \$500,000 annually.

### **RECOMMENDATION:**

Council to approve the second and final read of Ordinance No. 2017–1228 as submitted.



# Density of Property Owned by Individuals Over 65 with Assessed Value



## Legend

- \$81,000 - \$220,000 - 207 homes
- \$221,000 - \$290,000 - 356 homes
- \$291,000 - \$427,000 - 378 homes
- \$428,000 - \$713,000 - 112 homes
- \$714,000 - \$1,300,000 - 21 homes

### DISCLAIMER:

This data has been compiled for The City of Highland Village. Various official and unofficial sources were used to gather this information. Every effort was made to ensure the accuracy of this data, however, no guarantee is given or implied as to the accuracy of said data.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2017-1228**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, CHAPTER 18 "TAXATION," ARTICLE 18.02 "PROPERTY TAX," SECTION 18.02.001 "HOMESTEAD EXEMPTION FOR DISABLED PERSONS AND PERSONS OVER 65" TO INCREASE THE AMOUNT OF THE EXEMPTION TO \$75,000; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council finds it to be in the public interest to amend the Code of Ordinances §18.02.001 to increase the amount of exemption from the assessed value of the residence homestead owned by a disabled person or person 65 years of age or older as authorized by Texas Tax Code §11.13;

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

**SECTION 1.** Chapter 18 "Taxation," Article 18.02 "Property Tax," Section 18.02.001 "Homestead Exemption for Disabled Persons and Persons Over 65" of the Code of Ordinances of the City of Highland Village, Texas, is amended to read as follows:

**Sec. 18.02.001 Homestead exemption for disabled persons and persons 65 and over**

(a) Pursuant to Texas Tax Code sec. 11.13(d) and (e), \$75,000.00 of the assessed value of a residence homestead owned by a person 65 years of age or older as of January 1 of the tax year shall be exempt from city ad valorem taxes if the owner of the residence homestead, or one of the spouses if the residence homestead is owned by a married couple, files an exemption application with the chief appraiser of the Denton Central Appraisal District in accordance with Texas Tax Code sec. 11.43 and is determined to qualify for said exemption.

(b) Pursuant to Texas Tax Code sec. 11.13(d) and (e), \$75,000.00 of the assessed value of the residence homestead of a disabled person who is disabled as of January 1 of the tax year shall be exempt from City ad valorem taxes upon the owner of the residence homestead, or one of the spouses if the residence homestead is owned by a married couple, files an exemption application with the chief appraiser of the Denton Central Appraisal District in accordance with Texas Tax Code sec. 11.43 and is determined to qualify for said exemption.

(c) A disabled person who is 65 year of age or older may not receive both the exemption provided in paragraph (a) and in paragraph (b) of this section, but may elect which exemption to receive.

(d) Any person who makes a false affidavit in claiming a residence homestead exemption provided by this section and who was determined to be qualified for said exemption based on the false information shall be subject to all

penalties, interest, and attorney fees that may accrue for the failure to timely pay ad valorem taxes to the City pursuant to this Code and the Texas Tax Code, in addition to other applicable criminal and civil penalties.

(e) For purposes of this section, "residence homestead" shall have the meaning set forth in Texas Tax Code sec. 11.13(j)(1).

(f) For purposes of this section, "disabled" shall have the same meaning set forth in Texas Tax Code sec. 11.13(m).

**SECTION 2.** Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinance as a whole.

**SECTION 3.** This ordinance shall take effect upon its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village and shall be applicable to the taxable value of property within the City of Highland Village for the tax year beginning January 1, 2017, and it is accordingly so ordained.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 11<sup>TH</sup> DAY OF JULY, 2017.**

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

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:7/5/17:87755)

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

**AGENDA# 12**

**MEETING DATE: 07/25/17**

**SUBJECT: Consider Resolution 2017-2689 Authorizing the City Manager to Enter Into an Interlocal Cooperation Agreement with Denton County for Collection of Taxes**

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

**BACKGROUND:**

This is the annual Interlocal Collection Agreement with Denton County authorizing tax collections for the period beginning October 1, 2017 to September 30, 2018.

**IDENTIFIED NEED/S:**

This is a “housekeeping” procedure and requires annual action by Council to approve this Interlocal Collection Agreement (attached following this briefing).

**OPTIONS & RESULTS:**

There are no significant changes to the agreement for FY 2017.

Below are the pertinent details of the annual agreement:

- The cost for mailing tax statements will increase from \$0.72 per parcel to \$0.82 per parcel.
- The agreement acknowledges that the County agrees to prepare and mail all current and delinquent tax statements required by statute, supplemental changes for applicable property accounts, as well as prepare and mail any other mailing as deemed necessary and appropriate by the County.
- The County will provide daily and monthly collection reports to the City.
- The agreement states that the County will disburse tax monies daily to the City based on prior day tax postings and agrees to approve and refund overpayment or erroneous payment of taxes for the City pursuant to Texas Property Tax Code sections 31.11 and 31.12 from available current tax collections of the City.
- The City agrees that the County will calculate the effective and rollback tax rates; the County will also publish the required notices on behalf of the City.
- The County agrees to manage all notices and publications on behalf of the City if requested no later than July 25<sup>th</sup>.
- The County agrees to post a notice on its website reminding taxpayers that delinquent tax penalties will apply to all assessed taxes which are not paid by January 31<sup>st</sup>.
- The County agrees to mail reminder notices to delinquent property accounts between the 5<sup>th</sup> and 28<sup>th</sup> of February.

- The City will provide the County with a copy of their current tax collection attorney contract on or before the effective date of the new collection attorney contract.
- The City agrees that the County will, no later than January 31<sup>st</sup>; deduct from current collections the total cost of providing all services. In the event of a rollback election the County will bill the City with payment due within 30 days of receipt.
- For tax deposits, payment will be by wire transfer or ACH; only in the event of electronic transfer failure will a check be mailed.
- If the County experiences a shortage in collections as a result of outstanding tax dept of the City, the City agrees to pay the amount of the shortage by check or ACH within 15 days of notification.
- The City continues to maintain an excellent tax collection rate of nearly 100%.

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

**BUDGETARY IMPACT/ORDINANCE CHANGE:**

This will be a budgeted line item in the FY 2018 budget. The annual amount is expected to total \$5,100.

**RECOMMENDATION:**

Approve Resolution 2017-2689.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2017-2689**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH DENTON COUNTY FOR COLLECTION OF AD VALOREM TAXES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Highland Village, Texas, has historically contracted with Denton County, Texas, to authorize Denton County to collect the City's taxes as agent; and

**WHEREAS**, the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, authorizes Texas local governments to contract with one or more other local governments to perform governmental functions and services under the terms of said Act; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to renew its agreement with Denton County to collect the City's property taxes, as a cost-effective means of performing that service;

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

**SECTION 1.** The City Manager is hereby authorized to negotiate and sign on behalf of the City an agreement with Denton County for collection of ad valorem taxes for the 2016 Tax Year and to take those actions reasonable and necessary to comply with said agreement.

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, THIS THE 25<sup>th</sup> DAY OF JULY, 2017.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:7/20/17:88210)

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

**AGENDA# 13**

**MEETING DATE: 07/25/17**

**SUBJECT: Consider Resolution 2017-2690 Authorizing the City Manager to Enter into an Agreement with Weisinger, Inc. for Repair of the Southwood Water Well**

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

**BACKGROUND:**

On May 31, 2017 the Southwood water well exhibited issues that if not corrected would lead to total well pump failure. After troubleshooting aboveground components, City staff determined the problem was below ground. Utility staff requested Weisinger, Inc. to pull the well motor and pump to inspect and troubleshoot it. It was determined that the pump bearings and shaft components were failing. Utility Operations records show this well pump and motor were repaired in July 2014. The life expectancy of a vertical turbine pump is 4 to 6 years. This well was scheduled for rehabilitation Fiscal Year 2017-18.

**IDENTIFIED NEED/S:**

Repair the Southwood well which provides the City with 1.4MGD of its groundwater supply.

**OPTIONS & RESULTS:**

Not repairing the well results in a water supply decrease of 1.4MGD which is utilized in the summer peak demand flows.

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

Weisinger, Inc. removed the well pump and motor, transported back to their shop, inspected the well motor and pump and submitted a repair and reinstallation quote.

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

Funded through the Utility Fund operations budget.

**RECOMMENDATION:**

Approve Resolution 2017-2690.



**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2017-2690**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH WEISINGER, INC. FOR THE SOUTHWOOD WATER WELL REPAIRS IN THE AMOUNT OF \$131,123.00; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the pump in the City's Southwood water well ("the Pump") failed on May 31, 2017; and

**WHEREAS**, the City has an existing agreement with Weisinger, Inc. to provide equipment, supplies and services related to testing and repairing the City's well pumps; and

**WHEREAS**, City Administration, having obtained a quote for the repair of the Well ("the Project"), has determined that Weisinger, Inc. has submitted a responsible quote in the amount of \$131,123.00 and recommends an agreement for the Project be executed with Weisinger, Inc.; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration and award the above-described contract to Weisinger, Inc.; and

**WHEREAS**, the City Council further finds that the failure of the Well was unexpected and that having the Pump repaired as soon as possible is necessary for the protection of the health, safety, and welfare of the citizens and residents of Highland Village and the protection and safety of property located within the City;

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

**SECTION 1.** The City Manager is hereby authorized to sign on behalf of the City a contract with Weisinger, Inc. to repair the Southwood Water Well pump in the amount of \$131,123.00, and authorizing such change orders to said contract as the City Manager deems reasonable, necessary, and in the public interest which are in compliance with applicable law and City policy.

**SECTION 2.** This resolution shall become effective immediately upon its passage.

**PASSED AND APPROVED this the 25th day of July, 2017.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

---

**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:7/19/17:88191)

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

**AGENDA# 14**

**MEETING DATE: 07/25/17**

**SUBJECT: Consider Resolution 2017-2691 Casting the City's Vote for Representation to the Denco Area 9-1-1 District Board of Managers**

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

**BACKGROUND:**

The Denco Area 9-1-1 District Board of Managers is comprised of six members. Each member serves a term of two years beginning on October 1<sup>st</sup> of the year the member is appointed. Chapter 772 of the Health and Safety Code provides that two voting members of the Board of Managers of an Emergency Communications District shall be appointed jointly by all cities and towns lying wholly or partly within the District. One member, representing participating municipalities, is appointed each year. The remaining members are appointed by the Denton County Commissioners Court, Denton County Fire Chiefs' Association and one non-voting member is appointed by the largest telephone company (Verizon). All voting members are eligible for re-appointment.

Each year, the Denco Area 9-1-1 District accepts nominations for candidates to represent municipalities. The District then forwards copies of all nominations to each municipality for their consideration and vote. At its September 2017 meeting, the Denco Area 9-1-1 District Board of Managers will count the votes and appoint the candidate with the highest number of votes to the Board of Managers for a two-year term beginning October 1<sup>st</sup>.

**IDENTIFIED NEED/S:**

To consider representation for the City of Highland Village to the Denco Area 9-1-1 District Board of Managers.

**OPTIONS & RESULTS:**

Council shall cast the City's vote for a candidate that has been nominated from a participating city in the Denco Area 9-1-1 District.

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

At the June 13, 2017 meeting, Council nominated Sue Tejml to a slate of nominees for representation on the Board of Managers of the Denco Area 9-1-1 District.

Staff received correspondence from Denco Area 9-1-1 District Executive Director Mark Payne, advising nominations for the following were received for the representative position set to expire on September 30, 2017:

- ❖ Sue Tejml - nominated by the Cities of Corinth, Highland Village, Lewisville, Copper Canyon, Hickory Creek, North Lake, and Trophy Club
- ❖ David Terre - nominated by the City of The Colony
- ❖ Chrystal Davis - nominated by the City of Carrollton

Resumes for all three nominees have been provided to Council.

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

N/A

**RECOMMENDATION:**

Approve Resolution 2017-2691 casting the City's vote for a representative to the Denco Area 9-1-1 District Board of Managers.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2017-2691**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS CASTING THE CITY'S VOTE FOR A MEMBER TO THE DENCO AREA 9-1-1 DISTRICT BOARD OF MANAGERS, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Texas Health and Safety Code Section 772 provides that two voting members of the Board of Managers of an Emergency Communications District shall be appointed jointly by all cities and towns lying wholly or partly within the District; and

**WHEREAS**, the Denco Area 9-1-1 District Executive Director has forwarded three nominations for the representative position on the Board of Managers.

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

**SECTION 1.** The City of Highland Village hereby casts its vote for Sue Tejml to serve as a member of the Denco Area 9-1-1 District Board of Managers.

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

**PASSED AND APPROVED** this the 25<sup>th</sup> day of July, 2017.

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

---

**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

---

**Kevin B. Laughlin, City Attorney**

(kbl:7/19/17:88190)

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

**AGENDA# 15**

**MEETING DATE: 07/25/17**

**SUBJECT: Receive Budget Reports for Period Ending May 31, 2017**

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

**BACKGROUND:**

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

The budget report submitted for May represents the eighth report in the Fiscal Year.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

N/A

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

N/A

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

N/A

**RECOMMENDATION:**

Council to receive the budget reports for the period ending May 31, 2017.

# General Fund Summary

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 9,763,828	\$ 9,763,828	\$ 9,743,394	\$ (20,434)	100%
Sales Tax	2,700,218	2,700,218	1,285,087	(1,415,131)	48%
Franchise Fees	1,714,328	1,714,328	769,468	(944,860)	45%
Licensing & Permits	450,833	450,833	433,927	(16,906)	96%
Park/Recreation Fees	221,070	221,070	177,549	(43,521)	80%
Public Safety Fees	39,000	39,000	29,667	(9,333)	76%
Rents	126,401	126,401	106,758	(19,643)	84%
Municipal Court	112,200	112,200	60,688	(51,512)	54%
Public Safety Charges for Svc	466,921	466,921	341,847	(125,074)	73%
Interest Income	32,000	32,000	35,529	3,529	111%
Miscellaneous	129,850	129,850	89,203	(40,647)	69%
<b>Total Revenues</b>	<b>\$ 15,756,649</b>	<b>\$ 15,756,649</b>	<b>\$ 13,073,119</b>	<b>\$ (2,683,530)</b>	<b>83%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 16,290,649</b>	<b>\$ 16,290,649</b>	<b>\$ 13,073,119</b>	<b>\$ (3,217,530)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 646,560	\$ 646,560	\$ 368,634	\$ 277,926	57%
Finance (includes Mun. Court)	1,483,887	1,483,887	1,015,253	468,633	68%
Human Resources	552,948	552,948	292,633	260,315	53%
City Secretary Office	304,402	304,402	201,183	103,220	66%
Information Services	1,109,963	1,109,963	504,886	605,078	45%
Police	4,676,887	4,676,887	2,859,370	1,817,517	61%
Fire	2,846,905	2,846,905	2,285,045	561,861	80%
Community Services	425,512	425,512	270,588	154,924	64%
Streets/Drainage	1,374,669	1,374,669	954,039	420,630	69%
Maintenance	898,459	898,459	444,832	453,628	50%
Parks	1,571,130	1,571,130	963,487	607,644	61%
Recreation	448,527	448,527	227,492	221,035	51%
<b>Total Expenditures</b>	<b>\$ 16,339,850</b>	<b>\$ 16,339,850</b>	<b>\$ 10,387,440</b>	<b>\$ 5,952,409</b>	<b>64%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 484,000	\$ 484,000	\$ 506,621	\$ (22,621)	105%

Other Uses					
Transfers Out	\$ 266,000	\$ 266,000	\$ -	266,000	0%
<b>Total Expenditures</b>	<b>\$ 16,605,850</b>	<b>\$ 16,605,850</b>	<b>\$ 10,387,440</b>	<b>\$ 6,218,409</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,024,986	5,456,225	5,456,225
+ Net Increase (Decrease)	(315,201)	(315,201)	2,685,678
Ending Fund Balance	\$ 3,709,785	\$ 5,141,024	\$ 8,141,903

Audited FY16

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,450,977	\$ 2,450,977	\$ 1,558,116
Restricted	11,500	11,500	11,500
Unassigned	1,247,308	2,678,547	6,572,287
<b>Total Fund Balance</b>	<b>\$ 3,709,785</b>	<b>\$ 5,141,024</b>	<b>\$ 8,141,903</b>

# General Fund Expenditure Summary

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,486,094	\$ 11,486,094	\$ 7,263,359	\$ 4,222,736	63%
Services / Supplies	4,369,755	4,369,755	2,617,461	1,752,295	60%
Capital	484,000	484,000	506,621	(22,621)	105%
	\$ 16,339,850	\$ 16,339,850	\$ 10,387,440	\$ 5,952,409	64%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 8,416,498	\$ 8,416,498	\$ 5,323,101	\$ 3,093,397	63%
<i>Employee Benefits</i>	3,069,597	3,069,597	1,940,258	1,129,338	63%
<i>Total Personnel</i>	\$ 11,486,094	\$ 11,486,094	\$ 7,263,359	\$ 4,222,736	63%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,313,594	\$ 1,313,594	\$ 795,341	\$ 518,252	61%
<i>Employee Development</i>	313,817	313,817	164,096	149,721	52%
<i>Office Supplies / Equipment</i>	1,064,876	1,064,876	606,376	458,500	57%
<i>Utilities</i>	328,432	328,432	171,853	156,579	52%
<i>Other</i>	1,349,037	1,349,037	879,794	469,243	65%
<i>Total Services / Supplies</i>	\$ 4,369,755	\$ 4,369,755	\$ 2,617,461	\$ 1,752,295	60%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 484,000	\$ 484,000	\$ 506,621	\$ (22,621)	105%
<i>Total Capital</i>	\$ 484,000	\$ 484,000	\$ 506,621	\$ (22,621)	105%

<i>Total General Fund Expenditure Summary</i>	\$ 16,339,850	\$ 16,339,850	\$ 10,387,440	\$ 5,952,409	64%
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# General Fund Revenue

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 9,763,828	\$ 9,763,828	\$ 9,743,394	\$ (20,434)	100%
Sales Tax	2,700,218	2,700,218	1,285,087	(1,415,131)	48%
Franchise Fees	1,714,328	1,714,328	769,468	(944,860)	45%
Licensing & Permits	450,833	450,833	433,927	(16,906)	96%
Park/Recreation Fees	221,070	221,070	177,549	(43,521)	80%
Public Safety Fees	39,000	39,000	29,667	(9,333)	76%
Rents	126,401	126,401	106,758	(19,643)	84%
Municipal Court	112,200	112,200	60,688	(51,512)	54%
Public Safety Charges for Svc	466,921	466,921	341,847	(125,074)	73%
Interest Income	32,000	32,000	35,529	3,529	111%
Miscellaneous	129,850	129,850	89,203	(40,647)	69%
<b>Total Revenues</b>	<b>\$ 15,756,649</b>	<b>\$ 15,756,649</b>	<b>\$ 13,073,119</b>	<b>\$ (2,683,530)</b>	<b>83%</b>

# City Manager Office

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 382,973	\$ 382,973	\$ 280,998	\$ 101,974	73%
Services / Supplies	263,587	263,587	87,635	175,952	33%
Capital	-	-	-	-	0%
	\$ 646,560	\$ 646,560	\$ 368,634	\$ 277,926	57%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 312,211	\$ 312,211	\$ 227,295	\$ 84,916	73%
<i>Employee Benefits</i>	70,761	70,761	53,703	17,058	76%
<b>Total Personnel</b>	\$ 382,973	\$ 382,973	\$ 280,998	\$ 101,973	73%

### Services / Supplies

<i>Professional Services</i> (City-wide legal - \$120,500)	\$ 135,750	\$ 135,750	\$ 68,275	\$ 67,475	50%
<i>Employee Development</i>	12,875	12,875	4,670	8,205	36%
<i>Supplies / Equipment</i>	4,710	4,710	1,826	2,884	39%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,252	110,252	12,864	97,388	12%
<b>Total Services / Supplies</b>	\$ 263,587	\$ 263,587	\$ 87,635	\$ 175,952	33%

### Capital

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

<b>Total City Manager</b>	\$ 646,560	\$ 646,560	\$ 368,634	\$ 277,925	57%
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# Finance Department

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 928,120	\$ 928,120	\$ 598,485	\$ 329,635	64%
Services / Supplies	555,767	555,767	416,768	138,998	75%
Capital	-	-	-	-	0%
	\$ 1,483,887	\$ 1,483,887	\$ 1,015,253	\$ 468,633	68%

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

<b>Personnel</b>					
<b>Salaries / Wages</b>	\$ 682,779	\$ 682,779	\$ 438,426	\$ 244,353	64%
<b>Employee Benefits</b>	245,341	245,341	160,059	85,282	65%
<b>Total Personnel</b>	\$ 928,120	\$ 928,120	\$ 598,485	\$ 329,635	64%

<b>Services / Supplies</b>					
<b>Professional Services</b> (City-wide liability insurance - \$107,201 / DCAD - \$74,670)	\$ 502,763	\$ 502,763	\$ 384,053	\$ 118,710	76%
<b>Employee Development</b>	19,938	19,938	10,405	9,533	52%
<b>Supplies / Equipment</b>	10,176	10,176	4,155	6,021	41%
<b>Utilities</b>	-	-	1,675	(1,675)	0%
<b>Other (Special Events)</b>	22,890	22,890	16,481	6,409	72%
<b>Total Services / Supplies</b>	\$ 555,767	\$ 555,767	\$ 416,768	\$ 138,998	75%

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

<b>Total Finance Department</b>	\$ 1,483,887	\$ 1,483,887	\$ 1,015,253	\$ 468,633	68%
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# Human Resources

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 450,958	\$ 450,958	\$ 250,283	\$ 200,675	56%
Services / Supplies	101,990	101,990	42,350	59,640	42%
Capital	-	-	-	-	0%
	\$ 552,948	\$ 552,948	\$ 292,633	\$ 260,315	53%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 362,545	\$ 362,545	\$ 192,596	\$ 169,950	53%
<i>Employee Benefits</i>	88,413	88,413	57,688	30,725	65%
<b>Total Personnel</b>	\$ 450,958	\$ 450,958	\$ 250,283	\$ 200,674	56%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 26,350	\$ 26,350	\$ 11,149	\$ 15,201	42%
<i>Employee Development</i>	67,590	67,590	29,516	38,074	44%
<i>Supplies / Equipment</i>	2,050	2,050	1,006	1,044	49%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	6,000	6,000	678	5,322	11%
<b>Total Services / Supplies</b>	\$ 101,990	\$ 101,990	\$ 42,350	\$ 59,640	42%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 552,948	\$ 552,948	\$ 292,633	\$ 260,314	53%

# City Secretary Office

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 180,137	\$ 180,137	\$ 119,158	\$ 60,980	66%
Services / Supplies	124,265	124,265	82,025	42,240	66%
Capital	-	-	-	-	-
	\$ 304,402	\$ 304,402	\$ 201,183	\$ 103,220	66%

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 143,137	\$ 143,137	\$ 94,380	\$ 48,757	66%
<b>Employee Benefits</b>	37,001	37,001	24,778	12,223	67%
<b>Total Personnel</b>	\$ 180,137	\$ 180,137	\$ 119,158	\$ 60,979	66%

#### Services / Supplies

<b>Professional Services</b>	\$ 26,650	\$ 26,650	\$ 10,030	\$ 16,620	38%
<b>Employee Development</b> <i>(City Council related \$31,280)</i>	42,560	42,560	24,796	17,764	58%
<b>Supplies / Equipment</b>	16,355	16,355	8,198	8,157	50%
<b>Utilities</b>	-	-	-	-	0%
<b>Other</b>	38,700	38,700	39,000	(300)	101%
<b>Total Services / Supplies</b>	\$ 124,265	\$ 124,265	\$ 82,025	\$ 42,240	66%

#### Capital

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

<b>Total City Secretary Office</b>	\$ 304,402	\$ 304,402	\$ 201,183	\$ 103,219	66%
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# Information Services

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 565,776	\$ 565,776	\$ 348,205	\$ 217,571	62%
Services / Supplies	319,187	319,187	156,680	162,507	49%
Capital	<u>225,000</u>	<u>225,000</u>	<u>-</u>	<u>225,000</u>	<u>0%</u>
	\$ 1,109,963	\$ 1,109,963	\$ 504,886	\$ 605,078	45%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 418,823	\$ 418,823	\$ 263,771	\$ 155,051	63%
<i>Employee Benefits</i>	<u>146,954</u>	<u>146,954</u>	<u>84,434</u>	<u>62,520</u>	<u>57%</u>
<i>Total Personnel</i>	\$ 565,776	\$ 565,776	\$ 348,205	\$ 217,571	62%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 155,020	\$ 155,020	\$ 86,557	\$ 68,463	56%
<i>Employee Development</i>	24,425	24,425	20,214	4,211	83%
<i>Supplies / Equipment</i>	2,560	2,560	1,581	979	62%
<i>Utilities</i>	15,032	15,032	8,781	6,251	58%
<i>Other (Data Processing)</i>	<u>122,150</u>	<u>122,150</u>	<u>39,548</u>	<u>82,602</u>	<u>32%</u>
<i>Total Services / Supplies</i>	\$ 319,187	\$ 319,187	\$ 156,680	\$ 162,507	49%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	225,000	225,000	-	225,000	0%
<i>Total Capital</i>	\$ 225,000	\$ 225,000	\$ -	\$ 225,000	0%
<i>Total City Secretary Office</i>	\$ 1,109,963	\$ 1,109,963	\$ 504,886	\$ 605,078	45%

# Police Department

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,198,439	<b>\$ 4,198,439</b>	<b>\$ 2,541,450</b>	\$ 1,656,989	61%
Services / Supplies	378,448	<b>378,448</b>	<b>201,864</b>	176,584	53%
Capital	<u>100,000</u>	<u><b>100,000</b></u>	<u><b>116,056</b></u>	<u>(16,056)</u>	<u>116%</u>
	<b>\$ 4,676,887</b>	<b>\$ 4,676,887</b>	<b>\$ 2,859,370</b>	<b>\$ 1,817,517</b>	<b>61%</b>

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 3,091,914	<b>\$ 3,091,914</b>	<b>\$ 1,886,237</b>	\$ 1,205,677	61%
<b>Employee Benefits</b>	<u>1,106,525</u>	<u><b>1,106,525</b></u>	<u><b>655,213</b></u>	<u>451,312</u>	<u>59%</u>
<b>Total Personnel</b>	<b>\$ 4,198,439</b>	<b>\$ 4,198,439</b>	<b>\$ 2,541,450</b>	<b>\$ 1,656,989</b>	<b>61%</b>

#### Services / Supplies

<b>Professional Services</b>	\$ 133,147	<b>\$ 133,147</b>	<b>\$ 77,833</b>	\$ 55,314	58%
<b>Employee Development</b>	44,924	<b>44,924</b>	<b>17,923</b>	27,001	40%
<b>Supplies / Equipment</b>	135,249	<b>135,249</b>	<b>66,507</b>	68,742	49%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Animal Care - \$49,420)</b>	<u>65,128</u>	<u><b>65,128</b></u>	<u><b>39,601</b></u>	<u>\$ 25,527</u>	<u>61%</u>
<b>Total Services / Supplies</b>	<b>\$ 378,448</b>	<b>\$ 378,448</b>	<b>\$ 201,864</b>	<b>\$ 176,584</b>	<b>53%</b>

#### Capital

<b>Equipment / Vehicles</b>	100,000	<b>100,000</b>	<b>116,056</b>	(16,056)	116%
<b>Total Capital</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 116,056</b>	<b>\$ (16,056)</b>	<b>116%</b>

<b>Total Police Department</b>	<b>\$ 4,676,887</b>	<b>\$ 4,676,887</b>	<b>\$ 2,859,370</b>	<b>\$ 1,817,517</b>	<b>61%</b>
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# Fire Department FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

## --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,207,017	\$ 2,207,017	\$ 1,446,707	\$ 760,311	66%
Services / Supplies	581,888	581,888	522,345	59,544	90%
Capital	58,000	58,000	315,994	(257,994)	545%
	\$ 2,846,905	\$ 2,846,905	\$ 2,285,045	\$ 561,861	80%

## --- Detail ---

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

<b>Salaries / Wages</b>	\$ 1,597,162	\$ 1,597,162	\$ 1,035,037	\$ 562,124	65%
<b>Employee Benefits</b>	609,856	609,856	411,669	198,186	68%
<b>Total Personnel</b>	\$ 2,207,017	\$ 2,207,017	\$ 1,446,707	\$ 760,311	66%

### Services / Supplies

<b>Professional Services</b>	\$ 61,676	\$ 61,676	\$ 48,816	\$ 12,860	79%
<b>Employee Development</b> (Training - \$42,000)	57,520	57,520	39,191	18,329	68%
<b>Supplies / Equipment</b>	187,692	187,692	164,810	22,882	88%
<b>Utilities</b>	1,800	1,800	1,035	765	57%
<b>Other</b>	273,200	273,200	268,493	4,707	98%
<b>Total Services / Supplies</b>	\$ 581,888	\$ 581,888	\$ 522,345	\$ 59,544	90%

### Capital

<b>Equipment / Vehicles</b>	58,000	58,000	315,994	(257,994)	545%
<b>Total Capital</b>	\$ 58,000	\$ 58,000	\$ 315,994	\$ (257,994)	545%

<b>Total Fire Department</b>	\$ 2,846,905	\$ 2,846,905	\$ 2,285,045	\$ 561,861	80%
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New ambulance received  
that was budgeted in FY  
2016 (\$250,780)



# Community Services

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 402,319	\$ 402,319	\$ 266,905	\$ 135,413	66%
Services / Supplies	23,193	23,193	3,682	19,511	16%
Capital	-	-	-	-	0%
	\$ 425,512	\$ 425,512	\$ 270,588	\$ 154,924	64%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 290,160	\$ 290,160	\$ 190,682	\$ 99,478	66%
<i>Employee Benefits</i>	112,158	112,158	76,223	35,935	68%
<i>Total Personnel</i>	\$ 402,319	\$ 402,319	\$ 266,905	\$ 135,413	66%

#### Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 816	8,385	9%
<i>Employee Development</i>	4,765	4,765	1,311	3,454	28%
<i>Supplies / Equipment</i>	7,228	7,228	1,555	5,673	22%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	2,000	2,000	-	2,000	0%
<i>Total Services / Supplies</i>	\$ 23,193	\$ 23,193	\$ 3,682	\$ 19,511	16%

#### Capital

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

<i>Total Building Operations</i>	\$ 425,512	\$ 425,512	\$ 270,588	\$ 154,924	64%
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# Streets Division

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 671,743	\$ 671,743	\$ 437,865	\$ 233,879	65%
Services / Supplies	672,926	672,926	441,604	231,322	66%
Capital	30,000	30,000	74,571	(44,571)	249%
	\$ 1,374,669	\$ 1,374,669	\$ 954,039	\$ 420,630	69%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 452,166	\$ 452,166	\$ 307,503	\$ 144,663	68%
<i>Employee Benefits</i>	219,577	219,577	130,361	89,216	59%
<b>Total Personnel</b>	\$ 671,743	\$ 671,743	\$ 437,865	\$ 233,879	65%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 64,676	\$ 64,676	\$ 5,000	\$ 59,676	8%
<i>Employee Development</i>	10,150	10,150	3,633	6,517	36%
<i>Supplies / Equipment</i>	47,550	47,550	28,121	19,429	59%
<i>Utilities</i>	90,000	90,000	55,803	34,197	62%
<i>Other (Street Maintenance)</i>	460,550	460,550	349,046	111,504	76%
<b>Total Services / Supplies</b>	\$ 672,926	\$ 672,926	\$ 441,604	\$ 231,322	66%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	30,000	30,000	74,571	(44,571)	249%
<b>Total Capital</b>	\$ 30,000	\$ 30,000	\$ 74,571	\$ (44,571)	249%
<b>Total Streets</b>	\$ 1,374,669	\$ 1,374,669	\$ 954,039	\$ 420,630	69%

# Maintenance Division

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 305,832	\$ 305,832	\$ 171,183	\$ 134,650	56%
Services / Supplies	592,627	592,627	273,649	318,978	46%
Capital	-	-	-	-	0%
	\$ 898,459	\$ 898,459	\$ 444,832	\$ 453,628	50%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 217,185	\$ 217,185	\$ 122,182	\$ 95,003	56%
<i>Employee Benefits</i>	88,648	88,648	49,001	39,647	55%
<b>Total Personnel</b>	\$ 305,832	\$ 305,832	\$ 171,183	\$ 134,650	56%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 64,480	\$ 64,480	\$ 28,603	\$ 35,877	44%
<i>Employee Development</i>	5,535	5,535	986	4,549	18%
<i>Supplies / Equipment (Fuel &amp; Oils - \$135,777, Repair Parts / Contract Repairs - \$188,000)</i>	437,512	437,512	205,144	232,368	47%
<i>Utilities</i>	85,000	85,000	38,915	46,085	46%
<i>Other</i>	100	100	-	100	0%
<b>Total Services / Supplies</b>	\$ 592,627	\$ 592,627	\$ 273,649	\$ 318,978	46%

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

<b>Total Maintenance</b>	\$ 898,459	\$ 898,459	\$ 444,832	\$ 453,628	50%
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# Parks Division

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,001,680	<b>\$ 1,001,680</b>	<b>\$ 690,235</b>	\$ 311,445	69%
Services / Supplies	498,450	<b>498,450</b>	<b>273,251</b>	225,199	55%
Capital	<u>71,000</u>	<u><b>71,000</b></u>	<u>-</u>	<u>71,000</u>	<u>0%</u>
	<b>\$ 1,571,130</b>	<b>\$ 1,571,130</b>	<b>\$ 963,487</b>	\$ 607,644	61%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 708,555	<b>\$ 708,555</b>	<b>\$ 486,101</b>	\$ 222,454	69%
<i>Employee Benefits</i>	<u>293,125</u>	<u><b>293,125</b></u>	<u><b>204,134</b></u>	<u>88,991</u>	<u>70%</u>
<b>Total Personnel</b>	<b>\$ 1,001,680</b>	<b>\$ 1,001,680</b>	<b>\$ 690,235</b>	\$ 311,445	69%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 133,882	<b>\$ 133,882</b>	<b>\$ 74,209</b>	\$ 59,673	55%
<i>Employee Development</i>	14,980	<b>14,980</b>	<b>9,751</b>	5,229	65%
<i>Supplies / Equipment</i>	212,288	<b>212,288</b>	<b>123,167</b>	89,121	58%
<i>Utilities</i>	136,600	<b>136,600</b>	<b>65,645</b>	70,955	48%
<i>Other</i>	<u>700</u>	<u><b>700</b></u>	<u><b>480</b></u>	<u>220</u>	<u>69%</u>
<b>Total Services / Supplies</b>	<b>\$ 498,450</b>	<b>\$ 498,450</b>	<b>\$ 273,251</b>	\$ 225,199	55%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	71,000	<b>71,000</b>	-	71,000	0%
<b>Total Capital</b>	<b>71,000</b>	<b>71,000</b>	-	71,000	0%
<b>Total Parks</b>	<b>\$ 1,571,130</b>	<b>\$ 1,571,130</b>	<b>\$ 963,487</b>	\$ 607,644	61%

# Recreation Division FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 191,099	\$ 191,099	\$ 111,885	\$ 79,214	59%
Services / Supplies	257,428	257,428	115,608	141,820	45%
Capital	-	-	-	-	0%
	\$ 448,527	\$ 448,527	\$ 227,492	\$ 221,035	51%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 139,861	\$ 139,861	\$ 78,889	\$ 60,972	56%
<i>Employee Benefits</i>	51,238	51,238	32,996	18,243	64%
<i>Total Personnel</i>	\$ 191,099	\$ 191,099	\$ 111,885	\$ 79,214	59%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	8,555	8,555	1,699	6,856	20%
<i>Supplies / Equipment</i>	1,506	1,506	305	1,201	20%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	247,367	247,367	113,604	133,763	46%
<i>Total Services / Supplies</i>	\$ 257,428	\$ 257,428	\$ 115,608	\$ 141,820	45%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Total Recreation</i>	\$ 448,527	\$ 448,527	\$ 227,492	\$ 221,035	51%

# Equipment Replacement / Capital Schedule

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	225,000	<b>225,000</b>	-	-	0%
Police Dept Capital Outlay	100,000	<b>100,000</b>	<b>116,056</b>	(16,056)	116%
Fire Dept Capital Outlay	58,000	<b>58,000</b>	<b>315,994</b>	(257,994)	545%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	30,000	<b>30,000</b>	<b>74,571</b>	(44,571)	249%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	71,000	<b>71,000</b>	-	71,000	0%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 484,000</b>	<b>\$ 484,000</b>	<b>\$ 506,621</b>	<b>\$ (22,621)</b>	<b>105%</b>

# Utility Fund Revenues

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

<b>Percent of Budget Year Transpired</b>	<b>66.7%</b>
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<b>Fees</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Electronic Payment</i>	\$ (100,000)	\$ (100,000)	\$ (61,110)	\$ (38,890)	61%
<i>Charges / Penalties</i>	81,950	81,950	47,198	34,752	58%
<b>Total Fees</b>	\$ (18,050)	\$ (18,050)	\$ (13,912)	\$ (4,138)	77%

### Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 2,425	\$ 7,575	24%
<b>Total Licenses &amp; Permits</b>	\$ 10,000	\$ 10,000	\$ 2,425	\$ 7,575	24%

### Charges for Services

<i>Water Sales</i>	\$ 4,859,679	\$ 4,859,679	\$ 2,193,056	\$ 2,666,623	45%
<i>Sewer Sales</i>	3,585,708	3,585,708	2,249,773	1,335,935	63%
<i>Inspection Fees</i>	3,300	3,300	2,010	1,290	61%
<b>Total Charges for Service</b>	\$ 8,448,687	\$ 8,448,687	\$ 4,444,840	\$ 4,003,847	53%

### Interest

<i>Interest (Operations)</i>	\$ 7,000	\$ 7,000	\$ 11,515	\$ (4,515)	164%
<i>Interest (Capital Projects)</i>	10,000	10,000	3,751	6,249	38%
<b>Total Interest</b>	\$ 17,000	\$ 17,000	\$ 15,266	\$ 1,734	90%

### Impact Fees

<i>Impact Fees</i>	\$ 192,000	\$ 192,000	\$ 105,993	\$ 86,007	55%
<b>Total Impact Fees</b>	\$ 192,000	\$ 192,000	\$ 105,993	\$ 86,007	55%

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 4,456	\$ 544	89%
<b>Total Miscellaneous Income</b>	\$ 5,000	\$ 5,000	\$ 4,456	\$ 544	89%

<b>Total Utility Fund Revenues</b>	\$ 8,654,637	\$ 8,654,637	\$ 4,559,067	\$ 4,095,570	53%
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# Utility Division FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

## --- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,529,725	\$ 1,529,725	\$ 1,038,602	\$ 491,123	68%
Services / Supplies	5,569,211	5,569,211	3,331,437	2,237,774	60%
Capital	95,000	95,000	205,082	(110,082)	216%
<b>Total Utility Division</b>	<b>\$ 7,193,936</b>	<b>\$ 7,193,936</b>	<b>\$ 4,575,121</b>	<b>\$ 2,618,815</b>	<b>64%</b>

## --- Detail - Operations ---

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

<b>Salaries / Wages</b>	\$ 1,077,784	\$ 1,077,784	\$ 710,795	\$ 366,989	66%
<b>Employee Benefits</b>	451,941	451,941	327,807	124,134	73%
<b>Total Personnel</b>	<b>\$ 1,529,725</b>	<b>\$ 1,529,725</b>	<b>\$ 1,038,602</b>	<b>\$ 491,123</b>	<b>68%</b>

### Services / Supplies

<b>Professional Services</b>	\$ 255,447	\$ 255,447	\$ 149,939	\$ 105,508	59%
<b>Employee Development</b>	58,379	58,379	38,577	19,802	66%
<b>Supplies / Equipment</b>	83,159	83,159	42,756	40,404	51%
<b>Utilities</b>	404,380	404,380	182,988	221,392	45%
<b>Other (Well Lot Maintenance)</b>	497,027	497,027	108,286	388,741	22%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,298,392</b>	<b>\$ 1,298,392</b>	<b>\$ 522,546</b>	<b>\$ 775,846</b>	<b>40%</b>

### Wholesale Water / Wastewater

Note: UTRWD billing reflects a one month delay

<b>UTRWD - Administration Fees</b>	\$ 4,955	\$ 4,955	\$ 4,954	\$ 1	100%
<b>UTRWD - Water Volume Cost</b>	916,014	916,014	588,171	327,843	64%
<b>UTRWD - Water Demand Charges</b>	1,234,500	1,234,500	823,000	411,500	67%
<b>UTRWD - Sewer Effluent Volume Rate</b>	495,680	495,680	313,923	181,757	63%
<b>UTRWD - Capital Charge Joint Facilities</b>	1,329,595	1,329,595	886,397	443,198	67%
<b>UTRWD - HV Sewer Line to UTRWD</b>	290,075	290,075	192,447	97,628	66%
<b>UTRWD - Wtr Transmission - Opus Develop</b>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,270,819</b>	<b>\$ 4,270,819</b>	<b>\$ 2,808,891</b>	<b>\$ 1,461,928</b>	<b>66%</b>

### Total Services / Supplies

	\$ 5,569,211	\$ 5,569,211	\$ 3,331,437	\$ 2,237,774	60%
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### Capital

<b>Equipment / Vehicles</b>	95,000	95,000	205,082	(110,082)	216%
<b>Total Capital</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 205,082</b>	<b>\$ (110,082)</b>	<b>216%</b>

<b>Total Utility Division - Operations</b>	<b>\$ 7,193,936</b>	<b>\$ 7,193,936</b>	<b>\$ 4,575,121</b>	<b>\$ 2,618,815</b>	<b>64%</b>
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# Utility Fund Working Capital FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 4,859,679	\$ 4,859,679	\$ 2,193,056	\$ 2,666,623	45%
<i>Sewer Sales</i>	3,585,708	3,585,708	2,249,773	1,335,935	63%
<i>Other Fees / Charges</i>	100,250	100,250	56,089	44,161	56%
<i>Electronic Payment Credit</i>	(100,000)	(100,000)	(61,110)	(38,890)	61%
<i>Interest</i>	7,000	7,000	11,515	(4,515)	164%
<b>Total Revenues</b>	<b>\$ 8,452,637</b>	<b>\$ 8,452,637</b>	<b>\$ 4,449,323</b>	<b>\$ 4,003,314</b>	<b>53%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$331,316	\$331,316	\$ 227,568	\$ 103,748	69%
<i>Operations</i>	2,496,801	2,496,801	1,333,580	1,163,221	53%
<i>UTRWD</i>	4,270,819	4,270,819	2,808,891	1,461,928	66%
<i>Debt Service</i>	1,285,650	1,285,650	1,154,434	131,216	90%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	95,000	95,000	205,082	(110,082)	216%
<b>Total Expenditures</b>	<b>\$ 8,479,586</b>	<b>\$ 8,479,586</b>	<b>\$ 5,729,555</b>	<b>\$ 2,750,031</b>	<b>68%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In (Applied Impact Fees)</i>	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	100%
<i>Operating Transfers Out / Utility Capital Projects</i>	-	-	-	-	0%
<i>Operating Transfers Out / General Fund</i>	(470,000)	(470,000)	-	(470,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ (320,000)</b>	<b>\$ (320,000)</b>	<b>\$ 150,000</b>	<b>\$ (470,000)</b>	<b>-47%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(346,949)	(346,949)	(1,130,232)
<b>Beginning Working Capital</b>			
<i>Operations</i>	1,729,103	1,729,103	1,729,103
<i>Available Impact Fees</i>	889,804	889,804	889,804
<b>Total Available Working Capital</b>	<b>\$ 2,618,907</b>	<b>\$ 2,618,907</b>	<b>\$ 2,618,907</b>
<b>Ending Working Capital</b>			
<i>Operations</i>	1,382,154	1,382,154	598,871
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	931,804	931,804	845,797
<b>Total Available Working Capital</b>	<b>\$ 2,313,958</b>	<b>\$ 2,313,958</b>	<b>\$ 1,444,668</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	889,804	889,804	889,804
+ <i>Collections</i>	192,000	192,000	105,993
- <i>Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<i>Ending Balance</i>	931,804	931,804	845,797

\*The working Capital Analysis is prepared to provide a picture of the "cash position" of this enterprise fund. Income restricted for specific use and non-operating expenses are excluded. Impact fees are excluded from revenues, however included for working capital balances - as they are available to address contingency expenditures.

# Corps Leased Parks Fund

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 351,300	\$ 351,300	\$ 273,954	\$ 77,346	78%
<i>Annual Park Passes</i>	20,000	20,000	18,455	1,545	92%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	1,300	1,300	524	776	40%
<i>I-35 Mitigation</i>	50,000	50,000	24,622	25,378	49%
<b>Total Revenues</b>	<b>\$ 422,600</b>	<b>\$ 422,600</b>	<b>\$ 317,555</b>	<b>\$ 105,045</b>	<b>75%</b>

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

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 199,564	\$ 199,564	\$ 113,577	\$ 85,987	57%
<i>Services / Supplies</i>	147,171	147,171	65,080	82,091	44%
<i>Capital</i>	71,500	71,500	34,375	37,125	48%
<b>Total Expenditures</b>	<b>\$ 418,234</b>	<b>\$ 418,234</b>	<b>\$ 213,031</b>	<b>\$ 205,203</b>	<b>51%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 84,919	\$ 252,198	\$ 252,198
<i>+ Net Increase (Decrease)</i>	4,366	4,366	104,524
<b>Ending Fund Balance</b>	<b>\$ 89,285</b>	<b>\$ 256,564</b>	<b>\$ 356,722</b>

**Audited FY16**

# Debt Service Fund

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,761,728	\$ 1,761,728	\$ 1,753,532	\$ 8,196	100%
<i>Interest Income</i>	1,400	1,400	1,564	(164)	112%
<i>Total Revenues</i>	\$ 1,763,128	\$ 1,763,128	\$ 1,755,095	\$ 8,033	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,015,000	\$ 2,015,000	\$ 2,015,000	\$ -	100%
<i>Interest Payments</i>	625,801	625,801	338,115	287,686	54%
<i>Paying Agent Fees</i>	4,000	4,000	2,846	1,154	71%
<i>Total Expenditures</i>	\$ 2,644,801	\$ 2,644,801	\$ 2,355,960	\$ 288,841	89%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 137,811	\$ 141,058	\$ 141,058
<i>+ Net Increase (Decrease)</i>	8,398	8,398	151,410
<i>Ending Fund Balance</i>	\$ 146,209	\$ 149,456	\$ 292,468

**Audited FY16**

# Capital Projects Fund

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	-	-	1,085	(1,085)	0%
<b>Total Revenues</b>	\$ -	\$ -	\$ 1,085	\$ (1,085)	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2015 Tax Note</b> (CAD, Radio System, Screening Walls, Drainage)	\$ -	\$ -	\$ 168,249	\$ (168,249)	0%
<b>2012 Certificate</b> (Parks/Streets/Drainage)	-	-	47,433	(47,433)	0%
<b>Total Expenditures</b>	\$ -	\$ -	\$ 215,683	\$ (215,683)	100%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ -	\$ 438,834	\$ 438,834
<i>+Net Increase (Decrease)</i>	-	-	(214,597)
<b>Ending Fund Balance</b>	\$ -	\$ 438,834	\$ 224,237

Audited FY16

# Drainage Utilities

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 1,375	\$ (1,375)	0%
<i>Drainage Fee Receipts</i>	480,000	480,000	302,959	177,041	63%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	707	(632)	943%
<b>Total Revenues</b>	<b>\$ 480,075</b>	<b>\$ 480,075</b>	<b>\$ 305,041</b>	<b>\$ 175,034</b>	<b>64%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 331,943	\$ 331,943	\$ 229,349	\$ 102,594	69%
<i>Services / Supplies</i>	166,355	166,355	55,809	110,546	34%
<i>Capital</i>	250,000	250,000	519,970	(269,970)	208%
<b>Total Expenditures</b>	<b>\$ 748,298</b>	<b>\$ 748,298</b>	<b>\$ 805,128</b>	<b>\$ (56,830)</b>	<b>108%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 164,197	\$ 240,467	\$ 240,467
<i>+ Net Increase (Decrease)</i>	(18,223)	(18,223)	(500,087)
<b>Ending Fund Balance</b>	<b>\$ 145,974</b>	<b>\$ 222,244</b>	<b>\$ (259,620)</b>

**Audited FY16**

# Park Development Fee Fund

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ -	\$ -	\$ 228	\$ (228)	0%
<i>Community Park Fees</i>	684	684	684	-	100%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	\$ 684	\$ 684	\$ 912	\$ (228)	133%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ -	\$ -	\$ 98,259	\$ (98,259)	0%
<i>Capital Outlay (Unity Park)</i>	-	-	-	-	0%
<i>Capital Outlay (Village Park)</i>	-	-	-	-	0%
<i>Capital Outlay - (St James development, Area I)</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ -	\$ -	\$ 98,259	\$ (98,259)	0%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ -	\$ 10,026	\$ 10,026
<i>+ Net Increase (Decrease)</i>	684	684	(97,347)
<b>Ending Fund Balance</b>	\$ 684	\$ 10,710	\$ (87,321)

**Audited FY16**

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 684	(87,321)
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ 684	\$ (87,321)

# Public Safety Special Revenue Fund

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 75,725	\$ (50,125)	296%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	4,416	(816)	123%
Capital	-	-	34,896	(34,896)	0%
<b>Total Expenditures</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 39,311</b>	<b>\$ (35,711)</b>	<b>0%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 17,905	\$ 13,522	\$ 13,522
+ Net Increase (Decrease)	-	-	36,414
Ending Fund Balance	\$ 17,905	\$ 13,522	\$ 49,936

Audited FY16

# Municipal Court Technology Fee Fund

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 5,000	\$ 5,000	\$ 2,188	2,812	44%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 5,500	\$ 5,500	\$ 5,129	\$ 371	93%
<b>Total Expenditures</b>	\$ 5,500	\$ 5,500	\$ 5,129	\$ 371	93%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 36,256	\$ 36,298	\$ 36,298
+ Net Increase (Decrease)	(500)	(500)	(2,941)
Ending Fund Balance	\$ 35,756	\$ 35,798	\$ 33,357

**Audited FY16**



# Municipal Court Building Security Fund

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 3,600	\$ 3,600	\$ 1,641	\$ 1,959	46%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel (Bailiff)	\$ -	\$ -	\$ 500	\$ (500)	0%
Services / Supplies	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ 500	\$ (500)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 29,016	\$ 28,675	\$ 28,675
+ Net Increase (Decrease)	3,600	3,600	1,141
Ending Fund Balance	\$ 32,616	\$ 32,275	\$ 29,816

**Audited FY16**

# Highland Village Community Development Corporation

## Working Capital Analysis (FY 2016)

	<i>Actual 2014-2015</i>	<i>Actual 2015-2016</i>	<i>Budget 2016-2017</i>	<i>YTD 2016-2017</i>
<b>Beginning Fund Balance</b>	<b>\$ 717,764</b>	<b>\$ 755,390</b>	<b>\$ 401,792</b>	<b>\$ 304,663</b>
<b>Revenues</b>				
4B Sales Tax	1,197,263	1,231,754	1,317,305	620,385
Park Fees (Rental)		1,263	19,240	16,039
Linear Park Fees	11,934	287	500	287
Miscellaneous Income	-	-	-	-
Interest Income	6,112	2,601	2,000	484
<b>Total</b>	<b>\$ 1,215,309</b>	<b>\$ 1,235,905</b>	<b>\$ 1,339,045</b>	<b>\$ 637,195</b>
<b>Expenditures</b>				
Personnel	113,602	164,137	180,617	128,013
Services / Supplies	148,197	261,960	153,690	81,002
Reimburse GF (Support Functions)	28,000	28,000	-	-
Reimburse GF (Debt Service)	887,884	889,309	918,071	747,429
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,177,683</b>	<b>\$ 1,343,406</b>	<b>\$ 1,252,378</b>	<b>\$ 956,444</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ -	\$ 300,000	\$ -	\$ -
Equipment	-	43,226	42,680	-
Net Increase / (Decrease)	37,626	(450,727)	43,987	(319,249)
<b>Working Capital Balance</b>	<b>\$ 755,390</b>	<b>\$ 304,663</b>	<b>\$ 445,779</b>	<b>\$ (14,586)</b>

Highland Village Community Development Corporation  
Capital Projects

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

[illegible]

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

[illegible]

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

\$	20,000	\$	508,207
\$	427,182	\$	(61,025)

# PEG Fee Fund

## FY 2016/2017 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 65,000	\$ 65,000	\$ 27,890	\$ 37,110	43%
<i>Total Revenues</i>	\$ 65,000	\$ 65,000	\$ 27,890	\$ 37,110	43%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	21,700	21,700	4,105	17,595	19%
<i>Capital</i>	12,000	12,000	15,191	(3,191)	127%
<i>Total Expenditures</i>	\$ 33,700	\$ 33,700	\$ 19,296	\$ 14,404	57%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 2,601	\$ 36,094	\$ 36,094
<i>+Net Increase (Decrease)</i>	31,300	31,300	8,594
<i>Ending Fund Balance</i>	\$ 33,901	\$ 67,394	\$ 44,688

**Audited FY16**

# **CITY OF HIGHLAND VILLAGE**

## **COUNCIL BRIEFING**

**AGENDA# 17**

**MEETING DATE: 07/25/17**

**SUBJECT: Consider Ordinance 2017-1229 Authorizing Certain Budget Amendments Pertaining to the Fiscal Year 2016-2017 Budget**

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

### **BACKGROUND:**

Each department is responsible for not exceeding the amounts budgeted in each of three categories – Personnel, Services/Supplies, and Capital. Category subtotals of departmental expenditures thus provide the level of budgetary control. Should a need arise for reallocation between categories or between departments, budget amendments are then presented for Council consideration.

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

This is the first amendment presented to Council this fiscal year. This amendment mirrors the year-end projections detailed in the budget discussions. Some of the proposed adjustments reflect encumbrances from FY 2015-2016 that were actually paid in FY 2016-2017. This amendment is to ensure sufficient appropriation for the year-end projections. In total, projected expenditures of \$17,707,147 are \$1,367,298 more than the original budget of \$16,339,849. In addition, projected GF transfers to other funds totals \$311,179, compared to the original budgeted amount of \$266,000. Projected revenues of \$16,967,384 reflect an increase of \$1,210,735 over the original budget, which largely offsets the expenditure increase. The projected FY 2017 year-end fund balance is \$4,939,282 – exceeding the original budgeted projected amount of \$3,709,786. The presented amendments are primarily to ensure sufficient appropriation for each category; however, not every deviation from the budget amount is enumerated.

#### **General Fund**

- 1) Two primary factors comprise the majority of the requested increased budget appropriation
  - a. A hail storm brought widespread damage to City facilities, requiring replacement of roofs and repair of a number of vehicles. Increased appropriation of \$1,037,723 in the Maintenance Department associated with these repairs is offset by a corresponding increase in revenues resulting from insurance settlement proceeds of \$1.1M.
  - b. An ambulance purchased in FY 2016 with a lease/purchase arrangement requires recording of the transaction for the full value (\$251,000), equally offset by proceeds from the capital lease. (The capital lease payments are recorded when paid each year). The revenue was recorded in FY 2016; however, the ambulance was actually received shortly after year-end, thus showing the associated expenditure in FY 2017.
- 2) Personnel budget changes in various departments are suggested to address

factors incurred during the year that were not known when budgeted, such as mid-year adjustments, personnel changes, insurance coverage election, etc. Also, some personnel expenditures are budgeted in a single department, with actual expenditures charged to the respective departments. This amendment reallocates the associated appropriation. In total, projected personnel expenditures exceed the budgeted amount by \$48,640. This amount is largely related to increased overtime for Fire personnel to assist Community Services with backlog of inspections resulting from the significant increase in roofing permits.

3) Other items requiring additional appropriation include:

- **Police Dept** (Capital) – Increase \$140,000 related to procurement of three vehicles to replace vehicles totaled from hail storm.
- **Fire Department** (Capital) – Increase \$267,500 primarily related to recording of the expenditure for the new ambulance (the offsetting lease proceeds recorded in FY 2016).
- **Maintenance Department**
  - (Services / Supplies) – Increase \$110,000 due to repairs to City utility vehicles with hail damage (partially offset by insurance proceeds)
  - (Capital) – Increase \$1,037,723 for roof replacements (\$937,723) and replacement of A/C units (\$100,000) damaged from hail storm. The cost associated with the A/C units exceeds insurance settlement for repair. Replacement rather than repair is suggested for a number of units – providing greater overall value due to age of units.
- **Recreation** (Services / Supplies) – Increase \$5,000 related to increased cost of Kids Kamp resulting from increased participation (with offsetting increase in revenues).
- **Information Services**
  - (Services / Supplies) – Increase \$225,000 related to (1) re-classification of budgeted \$225,000 for security cameras from capital, and (2) \$95,000 related to cost of purchasing upgrade for Exchange / Office rather than leasing – ultimately providing a savings to the City in overall expenditures over a five-year window.
  - (Capital) – Decrease \$130,000 related to re-classification of security cameras (\$225,000), partially offset by purchase of core server upgrade (\$95,000).
- **Streets**
  - (Services / Supplies) – Increase \$200,000 resulting from the FY 2016 street overlay program carried over to FY 2017
  - (Capital) – Increase \$45,000 related to a budgeted FY 2016 replacement truck received after year-end and thus recorded in FY 2017.

## **Other Funds**

### **1) Utility Fund**

- a. UTRWD (Services / Supplies) – Increase \$100,000 related to sewer effluent charges (\$50,000) and water volume (\$50,000) potentially exceeding budgeted amounts.
- b. Personnel (Utility Admin - \$10,000, Utility Operations - \$60,000) largely related to actual Health Insurance coverage selections varying from that budgeted.
- c. Services / Supplies (Utility Operations - \$130,000) related to replacement of one of our well pumps due to failure.

**2) HVCDC**

- a. (Personnel) – Increase \$25,000 primarily related to increased overtime associated with opening of Doubletree Ranch Park
- b. (Services / Supplies) Increase \$35,000 related to needed modifications to pump house at Doubletree, addition of a water meter for a secondary water line, A/C unit for IT room at Doubletree
- c. (Capital) – Increase \$460,000 related to completion of Doubletree Ranch Park. (Budgeted in FY 2016, but delayed until FY 2017).

**3) Corps Leased Parks Fund**

- a. (Services / Supplies) Increase \$10,000 primarily related to increased water usage.
- b. (Capital) Increase \$40,000 related to completion of boat dock extension at Pilot Knoll that was budgeted in FY 2016.

**4) PEG Fee Fund**

- a. (Services / Supplies) Decrease \$4,000 related to budgeted maintenance agreement that was instead funded in the Finance Dept budget.
- b. (Capital) Increase \$3,500 for purchase of an HVTV digital video scheduler exceeding the budgeted amount.

**5) Capital Projects Fund**

- a. (Capital) Increase \$262,000 related to projects carried over from FY 2016. Sellmeyer Road (\$48,000), Dispatch / Radio System (\$214,000).
- b. (Transfers) – Provide for transfer out of \$195,000 to Drainage Utility (2015 Tax Note proceeds recorded in Capital Projects - the Canyon Creek Drainage improvements were a listed item for the 2015 Tax Note, however, recorded in the Drainage Utility Fund); Transfer-In from GF for \$14,000 related to remaining amount of Sellmeyer project after remaining 2012 CO bond funds were applied.

**6) Drainage Utility Fund**

- a. (Personnel) Increase \$25,000 related to increased overtime and health insurance
- b. (Capital) Increase \$275,000 for expenditures associated with the Canyon Creek Drainage project (carried over from FY 2016)

**7) Park Development Fee Fund**

- a. (Revenues) Increase \$60,000 related to anticipated park development fees from the Ladera development
- b. (Transfers-In) Increase \$31,334 from GF to fund remaining amount for Dog Park.
- c. (Capital) Increase \$115,000 related to remaining expenditures for construction of Dog Park (carried over from FY 2016).

**8) Public Safety Fund**

- a. (Revenues) Increase \$55,000 primarily related (\$35,000) to contribution from Denton County related to acquiring an electronic fingerprinting system
- b. (Capital) Increase \$35,000 related to acquisition of an electronic fingerprinting system
- c. (Services / Supplies) – Increase \$6,000

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

Budgetary changes to Fund Balance are detailed on the request worksheets following.

**RECOMMENDATION:**

Council to approve Ordinance No. 2017-1229 as presented.



# Budget Amendment Request Worksheet

## Line Item for Proposed Change:

<u>Department</u>	<u>Category</u>	<u>Current Budget (Annual)</u>	<u>Proposed Budget (Annual)</u>	<u>Increase / Decrease</u>
City Manager	Personnel	382,973	421,613	38,640
City Manager	Services/Supplies	263,587	224,947	-38,640
Human Resources	Personnel	450,958	370,958	-80,000
City Secretary	Personnel	180,137	200,137	20,000
Information Services	Services / Supplies	319,187	544,187	225,000
Information Services	Capital	225,000	95,000	-130,000
Police	Personnel	4,198,439	4,128,439	-70,000)
Police	Capital	100,000	240,000	140,000
Fire	Personnel	2,207,017	2,257,017	50,000
Fire	Capital	58,000	325,500	267,500
Community Services	Personnel	402,319	447,319	45,000
Streets	Services / Supplies	672,926	872,926	200,000
Streets	Capital	30,000	75,000	45,000
Maintenance	Services / Supplies	592,627	702,627	110,000
Maintenance	Capital	0	1,037,723	1,037,723
Parks	Personnel	1,001,680	1,041,680	40,000
Recreation	Personnel	191,099	196,099	5,000
Recreation	Services / Supplies	257,428	267,428	10,000
Transfers	Transfers Out	266,000	312,000	46,000
Revenues	Revenues	-15,756,649	-17,056,649	-1,300,000
<b>General Fund Balance</b>			<b>Net Change</b>	<b>\$ 661,223</b>

### Reason for Request

**Personnel** (Various departments) – Actual charges vary from budget resulting from various issues: employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc) in total budget for personnel adjusted by \$48,640

**Human Resources Personnel** – \$80,000 budget appropriation for 401a and RHS reallocated to departments

**Information Services Services / Supplies** – \$225,000 security cameras re-classified from capital (Capital) security cameras to services / supplies – partially offset by added core servers upgrade (\$95,000).

**Police Capital** – \$140,000 related to replacement of three vehicles damaged by hail storm

**Fire Capital** - \$267,500 primarily related to recording purchase of a new ambulance purchased in FY16 but received in FY 17. (

**Community Services Personnel** - \$45,000 overtime resulting from Fire personnel assisting with roofing inspections to relieve backlog resulting from hail storm

**Streets Services / Supplies** - \$200,000 from FY 16 street overlay program carried over to FY 17 **Capital** – \$45,000 related to vehicle purchased in FY 16 but received in FY 17.

**Maintenance Services / Supplies** – \$110,000 related to vehicle repair resulting from hail storm. **Capital** - \$1,037,723 related to City buildings (roofs) repaired resulting from hail storm

**Recreation Services / Supplies** – \$10,000 increased participation for Kids Kamp

**Transfers**- \$13,845 transfer to Capital Projects Fund associated with Sellmeyer road improvements, and transfer of \$31,334 to Park Development Fee Fund for construction of Dog Park.

# Budget Amendment Request Worksheet

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UTRWD	Services / Supplies	4,270,819	4,370,819	100,000
Utility Admin	Personnel	192,270	202,270	10,000
Utility Operations	Personnel	1,260,581	1,320,581	60,000
Utility Operations	Services / Supplies	1,236,220	1,366,220	130,000
HVCDC	Personnel	180,617	205,617	25,000
HVCDC	Services / Supplies	153,690	188,690	35,000
HVCDC	Capital	62,680	522,680	460,000
Corps Leased Parks	Services / Supplies	147,171	157,171	10,000
Corps Leased Parks	Capital	71,500	111,500	40,000
PEG Fee Fund	Services / Supplies	21,700	17,700	-4,000
PEG Fee Fund	Capital	12,000	15,500	3,500
Park Develop Fee	Capital	0	115,000	115,000
Park Develop Fee	Transfers	0	-31,334	-31,334
Park Develop Fee	Revenues	-684	-60,684	-60,000
Capital Projects	Capital	0	262,000	262,000
Capital Projects	Transfers In	0	-14,000	-14,000
Capital Projects	Transfers Out	0	195,000	195,000
Public Safety Fund	Revenues	-25,600	-80,600	-55,000
Public Safety Fund	Services / Supplies	3,600	9,600	6,000
Public Safety Fund	Capital	0	35,000	35,000
Drainage Utility	Personnel	331,943	356,943	25,000
Drainage Utility	Capital	250,000	525,000	275,000
Drainage Utility	Transfers	0	(150,000)	(150,000)
Capital Projects Fund	Transfers	-266,000	-461,000	-195,000

### Reason for Request

**UTRWD** – \$100,000 Increase related to potential increased sewer effluent and increased water purchases, each at \$50,000.

**Utility Admin** – *Personnel* - \$10,000

**Utility Operations** – *Personnel* - \$60,000 largely due to actual selection of health insurance coverage varying from that anticipated with budget *Services / Supplies* - \$130,000 related to replacement of failed well pump

**HVCDC** – *Personnel* - \$25,000 primarily due to increased OT with opening of DTR Park, *Services / Supplies* - \$35,000 related to pump house improvements at DTR Park, A/C unit for IT room in DTR Concession Building, *Capital* - \$460,000 remaining Doubletree Ranch Park construction (carried over from FY 16).

**Corps Leased Parks** – *Services / Supplies* - \$10,000 – water usage *Capital* - \$40,000 related to boat dock extension (carried over from FY 16).

**PEG Fee Fund** – *Services / Supplies* - \$-4,000 related to maintenance agreement instead funded in Finance budget, *Capital* - \$3,500 for purchase of HVTV digital video scheduler exceeding the budgeted amount

**Park Development Fee Fund** – *Capital* - \$115,000 related to construction of Dog Park, and 31,334 transfers from GF for funding supplementing fees on hand, *Revenues* - \$60,000 anticipated park development fees from Ladera Development.

**Public Safety Fund** – *Services / Supplies* \$6,000 *Capital* - purchase of electronic fingerprinting system (and associated maintenance), funded by Denton County contribution

**Drainage Utility** – *Personnel* - \$25,000, *Capital* - \$275,000 increase for Canyon Creek drainage repairs.

(earmarked portion of 2015 Tax Note)

**Capital Projects Fund** - \$48,000 – remaining Sellmeyer project, \$214,000 remaining from Dispatch / Radio system project. *Transfers* \$14,000 from General Fund for remaining Sellmeyer Road improvements, \$195,000 transfer to the Drainage Utility related to the Canyon Creek project.

UTILITY.FUND	<b>Net Change \$ - 300,000</b>
HVCDC	<b>Net Change \$- 520,000</b>
CORPS LEASED PARKS FUND	<b>Net Change \$ - 50,000</b>
PEG FEE FUND	<b>Net Change \$ 500</b>
PARK DEVELOPMENT FEE FUND	<b>Net Change \$ - 23,666</b>
PUBLIC SAFETY FUND	<b>Net Change \$ 14,000</b>
DRAINAGE UTILITY	<b>Net Change \$ 105,000</b>
CAPITAL PROJECTS FUND	<b>Net Change \$ - 443,000</b>

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2017-1229**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ADOPTING AMENDMENTS TO THE FISCAL YEAR 2016-2017 BUDGET; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Highland Village, Texas has lawfully adopted a budget for fiscal year 2016-2017 ("2016-17 Budget"), by prior action of the City Council; and

**WHEREAS**, the City Manager has prepared, as required by Article VI, Section 6.08 of the City Charter, an amendment to certain appropriations and expenditures in the 2016-17 Budget, and has submitted same to the City Council for its review and approval, a copy of which is attached to this Ordinance; and

**WHEREAS**, the City Council of the City of Highland Village has determined that this budget amendment is necessary and appropriate to preserve and protect the health, safety and welfare of the citizens of the City of Highland Village as well as other persons in the City.

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

**SECTION 1.** The fiscal year 2016-17 Budget amendments, attached hereto as Exhibit "A" and incorporated herein by reference, are hereby authorized, approved and adopted.

**SECTION 2.** If any section, subsection, paragraph, sentence, clause, phrase or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect, and to this end, the provisions of this Ordinance are declared severable.

**SECTION 3.** This Ordinance shall take effect immediately from and after its passage on second reading.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE FIRST READING, THIS THE 25th DAY OF JULY, 2017.**

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

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:7/20/17:88206)

**Ordinance No. 2017-1229**  
**Exhibit "A"**

**Budget Amendment Request Worksheet (General Fund)**  
**Line Item for Proposed Change:**

<u>Department</u>	<u>Category</u>	<u>Current Budget (Annual)</u>	<u>Proposed Budget (Annual)</u>	<u>Increase / Decrease</u>
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**Ordinance No. 2017-1229  
Exhibit "A"**

**Budget Amendment Request Worksheet (Utility Fund and Special Funds)  
Line Item for Proposed Change:**

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**Ordinance No. 2017-1229**  
**Exhibit "A"**

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CAPITAL PROJECTS FUND	<b>Net Change \$ - 443,000</b>



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

<b>AGENDA#</b> 18	<b>MEETING DATE:</b> 07/25/17
<b>SUBJECT:</b>	<b>Status Reports on Current Projects and Discussion on Future Agenda Items</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**COMMENTS**

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

- 35Express Project Update



## **UPCOMING EVENTS**

**Expected Absences:** Councilmember McGee (August 8<sup>th</sup> and August 22<sup>nd</sup>)

July 24, 2017 HV Community Development Board (4B) Mtg. 5:30 pm

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

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

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

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

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

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

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

**September 4, 2017 Labor Day Holiday (City Offices Closed)**

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

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

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

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

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

**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**

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

By: Karen Bradley, Administrative Assistant - City Secretary Office