



A G E N D A

**REGULAR MEETING
OF THE HIGHLAND VILLAGE CITY COUNCIL
TUESDAY, JANUARY 9, 2018, 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. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of January 9, 2018

(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**

2. 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, including Litigation regarding Horner vs. City of Highland Village, 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 551.071 – Discuss pending lawsuit with City's attorneys, specifically, the case styled *Horner, et.al. v. City of Highland Village, et al.*, Cause No: 4:17-cv-774 in the United States District Court (E.D. Texas - Sherman Division)

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

3. Call to Order
4. Prayer to be led by Mayor Charlotte J. Wilcox
5. Pledge of Allegiance to the U.S. and Texas Flags to be led by Mayor Charlotte J. Wilcox
6. 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.)

7. City Manager/Staff Reports

- **HVTV Update**

8. 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

- **Recognition of Marcus High School Marching Band – Finalists in the Bands of America Grand National Championship**
- **Presentation of a Capital Credit Check from CoServ**

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.

- 9. Consider Approval of Minutes of the Regular Meeting held on December 12, 2017**
- 10. Consider Ordinance 2017-1239 Repealing Code of Ordinances Article 2.07 relating to Assistance to Non-Profit Organizations (2nd and final read)**
- 11. Consider Resolution 2018-2730 Authorizing the City Manager to Enter into a Contract with CFG Industries, LLC for the Idlewild Court Elevated Storage Tank Repainting Project**
- 12. Receive Budget Reports for Period Ending October 31, 2017**

ACTION AGENDA

- 13. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**
 - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation, including Litigation regarding Horner vs. City of Highland Village, 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 551.071 – Discuss pending lawsuit with City's attorneys, specifically, the case styled *Horner, et.al. v. City of Highland Village, et al.*, Cause No: 4:17-cv-774 in the United States District Court (E.D. Texas - Sherman Division)**
- 14. Consider Resolution 2018-2729 Adopting Revised Policy regarding Financial Assistance Grants to Non-Profit Organizations**

LATE WORK SESSION

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

15. Discuss Proposed Regulations relating to the Use of Neighborhood Electric Vehicles (NEV), Low Speed Vehicles (LSV) and Golf Carts in Highland Village
16. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
17. 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 5TH DAY OF JANUARY, 2018 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 _____, 2018 at
_____ am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 5 **MEETING DATE: 01/09/18**

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# 8

MEETING DATE: 01/09/18

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.

- Recognition of Marcus High School Marching Band – Finalists in the Bands of America Grand National Championship
- Presentation of a Capital Credit Check from CoServ

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 9	MEETING DATE: 01/09/18
SUBJECT:	Consider Approval of Minutes of the Regular Meeting held on December 12, 2017
PREPARED BY:	Angela Miller, City Secretary

BACKGROUND:

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

IDENTIFIED NEED/S:

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

OPTIONS & RESULTS:

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

PROGRESS TO DATE: (if appropriate)

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

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve the minutes of the December 12, 2017 meeting.

**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, DECEMBER 12, 2017**

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

Call to Order

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

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Police Chief
	Mark Stewart	Assistant Police Chief
	Brad Goudie	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Fince Espinoza	Parks Operations & Project Manager
	Laurie Mullens	Director of Marketing & Communic
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

EARLY WORK SESSION

1. Discuss Options relating to the Use of Neighborhood Electric Vehicles (NEV), Low Speed Vehicles (LSV) and Golf Carts in Highland Village

Based on state law, City Manager Michael Leavitt asked Council if they wished to move forward with regulating NEVs, LSVs and golf carts in Highland Village. The consensus of Council was to proceed. Mr. Leavitt stated City staff will work with City Attorney Kevin Laughlin to provide a draft ordinance for Council review and discussion at the January 9, 2018 City Council meeting. The ordinance will include regulations relating to the use of NEVs, LSVs and golf carts. Formal action will not be taken at that meeting.

For clarification, Councilmember Busche asked if motorized vehicles/carts would be allowed on the trails. Mr. Laughlin reported they are not allowed on the trails. Mr. Leavitt stated that could be addressed in the regulations relating to our trails.

2. Receive Presentation and Discuss Home Property Maintenance Code Compliance

Public Works Director Scott Kriston reported the City adopted the 2015 International Property Maintenance Code, which includes sections that identify unsafe conditions relating to the exterior of a property. The City currently has one Code Officer position budgeted, but there are four (4) licensed Code Officers on staff. The City's current practice is to react if a complaint is reported.

Mr. Kriston reported the Property Maintenance Code establishes that the exterior structure:

- Must be in good repair and have no evidence of deterioration.
- Must be structurally sound. No loose or collapsing pieces of stairways, porches, balconies and similar structures.
- Must be kept in sanitary condition. No litter or debris around the exterior.
- Must prevent weather elements from entering the home.

He also added viewing of the above items can only be done from a public right-of-way. In the case of an unoccupied home, the premises can only be entered if there is a safety concern. Mr. Laughlin reported the Property Maintenance Code also applies to commercial and multi-family properties. There are 5,162 residential roof tops in the city. Mr. Kriston reported there have been thirty (30) citations issued from 2015 to 2017. Currently there are six (6) abandoned residential properties in the city. Each of the six properties has issues that are currently being addressed.

Mr. Kriston provided the current procedure used by staff when addressing an issue, which includes door tags, letters, and face to face meetings. He reported if there is no compliance, then a citation is issued. Mr. Leavitt encouraged residents to contact the City to report concerns. He also reported the recent article in "The Villager" newsletter was the first step in a public education campaign.

Mayor Wilcox stated she feels there is a difference in maintenance issues and abandonment issues. The abandoned homes are an eye sore and they need to be addressed. Regarding homeowners that have maintenance issues, she would prefer to refer them to civic organizations that could possibly help, if residents are having a hard time.

Mr. Kriston reported a nearby city has a program in place where a different area of the city is inspected on a quarterly basis. Residents receive notices several weeks in advance of what will be inspected during a drive through of their area. This combination of education and enforcement has been effective in that community.

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

Relating to Agenda Items #15 and #20, City Manager Michael Leavitt reported these items are related to the bond program, with the resolution for Agenda Item #24 authorizing reimbursement for expenditures to pay for the engineering services relating to those two agenda items. Councilmember McGee suggested moving Agenda Item #24 to the Consent Agenda.

Mayor Wilcox announced Council would meet in Closed Session and read Agenda Item #4(a). City Attorney Kevin Laughlin reported legal counsel would also be provided in Closed Session regarding Regular Agenda Items #21 and #27.

CLOSED SESSION

Council convened into Closed Session at 6:43 p.m.

4. **Hold a closed meeting in accordance with the following sections of the Texas Government Code:**
 - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
21. **Consider Ordinance 2017-1238 Amending the Code of Ordinances Article 6.03 relating to Hours and Days of Operation for Peddlers and Solicitors (2nd and final read)**
27. **Discuss Improvements at Sunset Point Park**

Council concluded Closed Session at 7:23 p.m.

OPEN SESSION

5. Call to Order

Mayor Charlotte J. Wilcox called the meeting to order at 7:30 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Councilmember
	John McGee	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Police Chief
	Brad Goudie	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communic
	Andrew Boyd	Media Specialist

6. Prayer to be led by Councilmember Dan Jaworski

Councilmember Jaworski gave the invocation.

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

Councilmember Jaworski led the Pledge of Allegiance to the U.S. and Texas Flags.

8. Visitor Comments

The following person spoke:

Chris Dooley (943 Inverness Circle) – Mr. Dooley stated he owns a 6-seat golf cart, and that, before making his purchase, he asked a Highland Village police officer what he needed to know about them. He reported he was provided a list of items required to make the golf cart street legal, which he included when ordering his golf cart, as well as some additional safety features. He stated he uses the golf cart for short distance trips and on slower streets, and that it adds to his quality of life. He suggested clarifying the requirements so golf carts can continue to be used in Highland Village. Mr. Dooley volunteered to serve as an advisor on the topic, if needed.

9. City Manager/Staff Reports

- **HVTV Update**

The latest video report from HVTV News was shown:

Santa's Tour – Santa and the Highland Village firefighters will come to each neighborhood in the city between December 17 – 22 from 6:00 p.m. until 8:30 p.m.; residents can follow Santa through the City on the new Santa Tracker, which is available on the City's website or mobile device

Careers on Wheels Day – last month the Highland Village Public Safety and Public Works Departments participated in this event, which was held at McAuliffe Elementary; a thank you video, which was created by a 5th grader at the school, was shown

Highland Village Business Association – residents were encouraged to visit thehvba.com to discover all the shopping, restaurants, party planning and gift giving options available in Highland Village

City Manager Michael Leavitt thanked the GIS Department, which helped launch the new Santa Tracker feature.

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

Councilmember McGee reported a dedication was held on Saturday, December 2 for the Chris Kyle Veterans Center located in Roanoke. The 3,000 square foot facility will host a range of facilities for Veterans and their families, including a computer lab, work-out room, support group meetings, movie room, art room, reading/relaxing room, and a community resource room where other Veteran organizations can offer their services all under one roof.

Deputy Mayor Pro Tem Fleming announced the Highland Village Lions Club will be serving lunch on Wednesday, December 13 to all City employees as a thank you for their assistance during the Balloon Festival.

CONSENT AGENDA

Councilmember McGee requested Agenda Item #24 be moved up from the Regular Agenda to Consent Agenda. Mayor Wilcox moved Agenda Item #24 up to Consent.

11. Consider Approval of Minutes of the Regular Meeting held on November 14, 2017 and Minutes of the Special Meeting held on November 17, 2017
12. Consider Ordinance 2017-1237 Repealing Ordinance 02-896 Adopting Revised Financial Policies of the City of Highland Village (2nd and final read)
13. Consider Resolution 2017-2719 Confirming the Selection of Market Cities and Strategy to be Utilized in Comparison Studies for the City of Highland Village
14. Consider Resolution 2017-2720 Authorizing the Purchase of a Backhoe from RDO Equipment through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative (BuyBoard)
15. Consider Resolution 2017-2721 Authorizing the City Manager to Execute a Task Order with BW2 Engineers, Inc. for Engineering and Survey Services relating to the Highland Village Road Sidewalk Project, Phase III
16. Consider Resolution 2017-2722 Authorizing the Purchase and Installation of a Pre-Fabricated Restroom Building from Restroom Facilities, Ltd. for the Day Use Area at Pilot Knoll Park through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative (BuyBoard)
17. Consider Resolution 2017-2723 Authorizing the Purchase and Installation of Lighting Improvements from Musco Lighting for Unity Park through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative (BuyBoard)
18. Receive Budget Reports for Period Ending September 30, 2017
24. Consider Resolution 2017-2728 Declaring Expectation to Reimburse Expenditures with Proceeds of Future Debt

Motion by Councilmember McGee, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #11 through #18, and Agenda Item #24. Motion carried 7-0.

ACTION AGENDA

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

NO ACTION TAKEN

No action was taken.

20. Consider Resolution 2017-2726 Authorizing the City Manager to Execute a Task Order with BW2 Engineers, Inc. for Professional Engineering and Survey Services relating to the 2018 Street Improvement Project

APPROVED (7 – 0)

Public Works Director Scott Kriston stated City staff evaluated the 126 asphalt pavement streets located within the City using a pavement condition index (PCI) from our Street Maintenance Program. There were 50+ asphalt streets identified as needing

reconstruction, with 23 of those streets in need of reconstruction within the next 4 years. In November 2017, City voters approved issuance of bonds for various purposes that included authorization to issue bonds in the amount of \$2.8 million to fund street improvements.

The following street sections, which include areas where water lines have been replaced under prior Utility projects, are identified as asphalt reconstruction candidates in our Street Maintenance Program:

- Oak Forest
- Winding Creek

- Rosedale Street
- Ranier Court
- Snowdon Court
- Sheldon Court
- Dickinson Drive
- Baird Circle
- Donna Circle

- Catesby Place
- Rockland Drive
- Hickory Ridge Drive
- S. Clearwater Drive
- N. Clearwater Drive
- Scenic Drive
- Springway Drive
- Pecan Street

- Arbor Court
- Park Lane
- Creek Place
- DuVall Drive
- Raintree Drive
- Greensprings Street

Mr. Kriston reported the streets will be grouped into four (4) construction projects with engineering design starting immediately and the construction phase anticipated to begin in the summer of 2018. Weather permitting, the goal is to have reconstruction completed by the summer of 2020. Councilmember Jaworski stated the question had been asked why this was not included as part of the general fund budget rather than as a bond project. He stated due to the high cost, this is not included in the general fund, but for reference he wanted to know the break down. Mr. Kriston reported the cost is approximately \$550,000 per mile or \$104 per linear foot, depending on the exact width of the street.

Motion by Councilmember Jaworski, seconded by Councilmember McGee, to approve Resolution 2017-2726 authorizing the City Manager to execute a Task Order with BW2 Engineers, Inc. for Professional Engineering and Survey Services relating to the 2018 Street Improvement Project. Motion carried 7-0.

21. Consider Ordinance 2017-1238 Amending the Code of Ordinances Article 6.03 relating to Hours and Days of Operation for Peddlers and Solicitors (2nd and final read)

TABLED (7 – 0)

City Attorney Kevin Laughlin reported staff has some additional provisions that may need to be addressed in the ordinance; therefore a modified version of the ordinance would need to be presented. He recommends tabling this ordinance and presenting a revised ordinance at a later meeting.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Busche, to table Ordinance 2017-1238 amending the Code of Ordinances Article 6.03 relating to Hours and Days of Operation for Peddlers and Solicitors. Motion carried 7-0.

22. Consider Ordinance 2017-1239 Repealing Code of Ordinances Article 2.07 relating to Assistance to Non-Profit Organizations (1st of two reads)
APPROVED 1ST READ (7 – 0)

City Secretary Angela Miller reported Ordinance 03-919 establishes a uniform policy for granting financial assistance to non-profit organizations and outlines criteria that must be met in order for an organization to be eligible for consideration. In reviewing the current ordinance, minor updates of the policy to conform to current practice is proposed.

Article 2.07 requires non-profit organizations desiring funding from the City to submit requests to the City Secretary's Office by April 15. Staff wishes to amend this so the deadline for submission of requests is established each year based on the budget calendar, but no later than August 31. This date is more in line with current procedures and more timely with the presentations to Council by the non-profit organizations. No changes regarding the level of funding the City may provide are being proposed.

In being consistent with general practice of the City approving policies by resolution, repealing of Article 2.07 is suggested. This is to be in conjunction with approval of the updated policy by resolution, concurrent with second read of repealing Ordinance 2017-1239.

Motion by Councilmember Jaworski, seconded by Councilmember Lombardo, to approve the first read of Ordinance 2017-1239 repealing Code of Ordinances Article 2.07 relating to assistance to non-profit organizations. Motion carried 7-0.

23. Consider Resolution 2017-2724 Approving and Authorizing Publication of Notice of Intent to Issue Certificates of Obligation
APPROVED (7 – 0)

Assistant City Manager Ken Heerman stated in the FY 2018 Budget Process, the Capital Improvement Program identified two separate financing components to be combined into one debt issuance: a Bond Election to address both parks and streets projects totaling \$7.15M, and the issuance of Certificates of Obligation (CO) to address needed utility projects for \$2.85M. Voters approved the parks and streets proposition in the November 2017 election.

Certificates of Obligation ("COs") do not require voter authorization and are approved by City Ordinance. After authorization of the "Notice of Intent to Issue COs, the notice must identify the projects to be financed and a not-to-exceed cost for the projects – it is to be published twice in the local newspaper of record. COs are subject to referendum by petition during the required publication period. A petition comprised of at least five (5) percent of the registered voters would be required to force an election to determine the authorization of the COs.

Mr. Jim Sabonis, Managing Director from First Southwest, provided a municipal market update, plan of finance, preliminary sources & uses of funds, and a schedule of events relating to the issuance of COs.

Motion by Councilmember McGee, seconded by Deputy Mayor Pro Tem Fleming, to approve Resolution 2017-2724 approving and authorizing publication of Notice of Intent to Issue Certificates of Obligation. Motion carried 7-0.

24. Consider Resolution 2017-2728 Declaring Expectation to Reimburse Expenditures with Proceeds of Future Debt

Mayor Wilcox moved this item from the Regular Agenda to the Consent Agenda.

25. Consider Resolution 2017-2725 Adopting Revised Financial Policies of the City of Highland Village

APPROVED (7 – 0)

Mr. Heerman reported following a comprehensive review and update of the policies to conform to best practices standards and changes to state law, a replacement financial policy, with addition of a debt management policy, was proposed to Council at the November 14, 2017 Council meeting. Mr. Heerman stated these policies provide guidelines for the financial management staff in planning and directing the City's day-to-day financial operations. The last update to the City's financial policies was in 2002, which was adopted by ordinance.

To be consistent with general practice of the City approving policies by resolution, the revised financial policies are submitted as a resolution for consideration. Concurrent with the resolution is repeal of the current ordinance. Council approved the first read of the repeal at their November 14th meeting.

Per the discussion at the November meeting, one change emanated relating to Section 15.03 delegation of purchasing authority, with initial recommendation of utilizing City Manager approved procedures to determine appropriate approval level for departments within the parameters of the \$50,000 City Manager purchasing authority. Council members however, indicated a preference that a specific departmental approval amount be identified in the policy. Mr. Heerman explained an approval level of \$5,000 is cited as the departmental purchasing limit for individual purchases and signing of contracts, which is consistent with current practice.

Motion by Councilmember Busche, seconded by Mayor Pro Tem Schwolert, to approve Resolution 2017-2725 adopting revised Financial Policies of the City of Highland Village. Motion carried 7-0.

26. Consider Resolution 2017-2727 Adopting a Debt Management Policy for the City of Highland Village

APPROVED (7 – 0)

Mr. Heerman reported in conjunction with updated financial policies for the City, a debt management policy is being presented to provide guidelines for debt issuance. The proposed debt and financial policies were discussed with Council at their November 14th meeting. He stated a debt policy provides guidance to decision makers regarding the appropriate purposes for issuing debt, types of debt that are available, timing and method of sale, and structural features to use in debt issuance. In addition, he reported best-practice standards were also incorporated into the policy.

Motion by Mayor Pro Tem Schwolert, seconded by Councilmember Lombardo, to approve Resolution 2017-2727 adopting a Debt Management Policy for the City of Highland Village. Motion carried 7-0.

LATE WORK SESSION

27. Discuss Improvements at Sunset Point Park

City Manager Michael Leavitt reported this item will be taken back to the Parks and Recreation Advisory Board for further review and will be brought back to Council at a later date.

28. Discuss Request for Proposals for Solid Waste and Recycling Services

Mr. Leavitt reported there are three different service levels of collection, with six different pricing options, which were included in the agenda packet. The City Attorney will do a legal review of the draft RFP. The goal is to have the RFP published on January 10, with approval by City Council in April 2018. Mr. Leavitt encouraged Council to contact City staff if they have any questions.

29. 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.)

Deputy Mayor Pro Tem Fleming reported a large truck had blocked traffic on Lake Vista for several hours and thanked Public Works staff for their assistance. Mr. Leavitt reported that since the completion of the 35Express Project, there has been an increase of large trucks coming from I-35 onto Highland Village Road. The City does have an ordinance prohibiting that and, during the construction of I-35, the signage was removed. Mr. Kriston is working to have signage installed.

Councilmember McGee asked about the status of the severe weather sirens. Mr. Leavitt reported City staff is working on the project with the City Attorney and it will be coming to Council in the near future.

30. Adjournment

Mayor Wilcox adjourned the meeting at 9:02 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

DRAFT

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 10

MEETING DATE: 01/09/18

SUBJECT: Consider Ordinance 2017-1239 Repealing Code of Ordinances Article 2.07 Assistance to Non-Profit Organizations (2nd and final read)

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

Adopted in 2003, Ordinance No. 03-919 (now Code of Ordinances Article 2.07) establishes a uniform policy for granting financial assistance to non-profit organizations and outlines criteria that must be met in order for an organization to be eligible for consideration. In reviewing the current ordinance, minor updates of the policy to conform to current practice is proposed.

IDENTIFIED NEED/S:

Article 2.07 requires non-profit organizations desiring funding from the City to submit requests to the City Secretary's Office by April 15. Staff wishes to amend this so the deadline for submission of requests is established each year based on the budget calendar, but no later than August 31. This date is more in line with current procedures and more timely with the presentations to Council by the non-profit organizations.

No changes regarding the level of funding the City may provide are being proposed.

In being consistent with general practice of the City approving policies by resolution, repealing of Article 2.07 is suggested. This is to be in conjunction with approval of the updated policy by resolution, concurrent with second read of repealing Ordinance 2017-1239.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

There is no budgetary impact.

RECOMMENDATION:

To approve the second read of Ordinance No. 2017-1239 repealing Code of Ordinances Article 2.07.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2017-1239

AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, REPEALING HIGHLAND VILLAGE CODE OF ORDINANCES ARTICLE 2.07 “ASSISTANCE TO NON-PROFIT ORGANIZATIONS”; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Ordinance No. 03-909, later codified as Article 2.07 of the Code of Ordinances, was enacted to establish a policy and procedure for providing financial assistance to qualifying non-profit organizations providing services to City residents that provide a public service to the City; and

WHEREAS, City Administration has recommended certain amendments to the policies set forth in said Article 2.07, to conform such policies to current practices; and

WHEREAS, the City Charter no longer requires adoption of the City’s financial policies by ordinance; and

WHEREAS, City Administration intends to present for adoption a resolution adopting revised City policies relating to providing assistance to non-profit organizations at a future meeting, and because City policies are historically adopted by resolution unless otherwise required by law to be adopted by ordinance, the City Manager has recommended repeal of Article 2.07 in order to prevent any conflict between the current and revised non-profit organization support policies; and

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

SECTION 1. Code of Ordinances of the City of Highland Village is amended by repealing in its entirety Article 2.07 “Assistance to Nonprofit Organizations.”

SECTION 2. This ordinance shall take effect immediately following its approval upon second and final reading, 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 12TH DAY OF DECEMBER, 2017.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 9TH DAY OF JANUARY, 2018.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:12/6/17:93851)

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 11

MEETING DATE: 01/09/17

SUBJECT: Consider Resolution 2018- 2730 Authorizing the City Manager to Enter into a Contract with CFG Industries, LLC for the Idlewild Court Elevated Storage Tank Repainting Project

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND:

The Texas Commission on Environmental Quality (TCEQ) requires that steel tanks be repainted periodically. Repainting water storage tanks facilitates maintenance, enhances their appearance, and prolongs their useful life. Per TCEQ requirements, the Idlewild Court Elevated Storage Tank is scheduled for repainting at this time. The last time this tank was painted was approximately 15 years ago.

Bids were received on December 20, 2017 for the project from general contractors. Seven contractors submitted bids. See table below:

CFG Industries	Utility Service	Tankez Coatings	Tank Pro	Nova Painting	TMI Coatings	NG Painting
\$320,500.00	\$342,000.00	\$385,000.00	\$416,789.00	\$441,000.00	\$524,500.00	\$550,500.00

The low bidder is CFG Industries, LLC with a bid in the amount of \$320,500.00. The low bid has been reviewed and evaluated by staff and the engineering consultant and is considered a very good bid. CFG Industries has sufficient resources and, based on the contractor's work history, is considered the lowest responsible bidder.

The City has two wireless provider contracts associated with this elevated storage tower. Both providers have been notified of this project per the contract and it is anticipated that this project will not affect private equipment or service.

IDENTIFIED NEED/S:

Steel tanks need to be repainted periodically in order to facilitate maintenance, enhance their appearance, and prolong their useful life.

OPTIONS & RESULTS:

The repainting of this elevated storage tank will enhance its appearance and prolong its useful life.

PROGRESS TO DATE: (if appropriate)

Contractors' bids for construction on the project have been received and evaluated.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Funding through the Utility Fund.

RECOMMENDATION:

To approve Resolution 2018-2730.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2018-2730

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDING AND AUTHORIZING A CONTRACT WITH CFG INDUSTRIES, LLC FOR THE IDLEWILD COURT ELEVATED STORAGE TANK REPAINTING PROJECT; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, City administration, having solicited, received, and reviewed the bids for the Idlewild Court Elevated Storage Tank Repainting Project (the "Project") has determined that CFG Industries, LLC has submitted the lowest most responsible bid in an amount of \$320,500.00, and recommends award of a contract for the Project to said bidder; and

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

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

SECTION 1. The City Manager is hereby authorized to execute a contract with CFG Industries, LLC in the amount of \$320,500.00 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

PASSED AND APPROVED THIS 9th DAY OF JANUARY, 2018.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:1/5/18:94618)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 01/09/18

SUBJECT: Receive Budget Reports for Period Ending October 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 October represents the first 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 October 31, 2017.

General Fund Summary

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 77,513	\$ (10,576,975)	1%
Sales Tax	2,675,928	2,675,928	-	(2,675,928)	0%
Franchise Fees	1,687,405	1,687,405	5,211	(1,682,195)	0%
Licensing & Permits	498,728	498,728	65,483	(433,245)	13%
Park/Recreation Fees	236,180	236,180	12,112	(224,068)	5%
Public Safety Fees	40,000	40,000	2,612	(37,388)	7%
Rents	128,832	128,832	7,079	(121,753)	5%
Municipal Court	90,066	90,066	10,654	(79,412)	12%
Public Safety Charges for Svc	456,661	456,661	69,619	(387,042)	15%
Interest Income	56,000	56,000	3,411	(52,589)	6%
Miscellaneous	129,850	129,850	1,186	(128,664)	1%
Total Revenues	\$ 16,654,138	\$ 16,654,138	\$ 254,881	\$ (16,399,257)	2%

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Total Available Resources	\$ 17,188,138	\$ 17,188,138	\$ 254,881	\$ (16,933,257)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 1,191,357	\$ 1,191,357	\$ 32,042	\$ 1,159,315	3%
Finance (includes Mun. Court)	1,515,676	1,515,676	246,372	1,269,305	16%
Human Resources	555,270	555,270	24,742	530,528	4%
City Secretary Office	339,955	339,955	15,278	324,677	4%
Information Services	1,048,903	1,048,903	42,047	1,006,855	4%
Police	4,833,212	4,833,212	391,824	4,441,389	8%
Fire	3,123,257	3,123,257	365,517	2,757,740	12%
Community Services	449,477	449,477	32,434	417,043	7%
Streets/Drainage	1,446,257	1,446,257	63,549	1,382,708	4%
Maintenance	867,516	867,516	46,328	821,188	5%
Parks	1,774,086	1,774,086	131,609	1,642,477	7%
Recreation	453,095	453,095	21,574	431,520	5%
Total Expenditures	\$ 17,598,059	\$ 17,598,059	\$ 1,413,316	\$ 16,184,743	8%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 574,709	\$ 574,709	\$ 48,387	\$ 526,322	8%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000	\$ -	16,000	0%
Total Expenditures	\$ 17,614,059	\$ 17,614,059	\$ 1,413,316	\$ 16,200,743	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,938,282	4,938,282	4,938,282
+ Net Increase (Decrease)	(425,921)	(425,921)	(1,158,435)
Ending Fund Balance	\$ 4,512,361	\$ 4,512,361	\$ 3,779,847

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,639,709	\$ 2,639,709	\$ 211,997
Restricted	11,500	11,500	11,500
Unassigned	1,861,152	1,861,152	3,556,350
Total Fund Balance	\$ 4,512,361	\$ 4,512,361	\$ 3,779,847

General Fund Expenditure Summary

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,985,237	\$ 11,985,237	\$ 794,006	\$ 11,191,231	7%
Services / Supplies	5,038,113	5,038,113	570,923	4,467,189	11%
Capital	574,709	574,709	48,387	526,322	8%
	<u>\$ 17,598,059</u>	<u>\$ 17,598,059</u>	<u>\$ 1,413,316</u>	<u>\$ 16,184,743</u>	<u>8%</u>

- - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 8,662,992	\$ 8,662,992	\$ 475,879	\$ 8,187,113	5%
<i>Employee Benefits</i>	3,322,245	3,322,245	318,127	3,004,118	10%
<i>Total Personnel</i>	<u>\$ 11,985,237</u>	<u>\$ 11,985,237</u>	<u>\$ 794,006</u>	<u>\$ 11,191,231</u>	<u>7%</u>

Services / Supplies

<i>Professional Services</i>	\$ 1,403,078	\$ 1,403,078	\$ 303,277	\$ 1,099,801	22%
<i>Employee Development</i>	345,135	345,135	9,634	335,501	3%
<i>Office Supplies / Equipment</i>	1,005,535	1,005,535	43,233	962,302	4%
<i>Utilities</i>	381,832	381,832	26,767	355,065	7%
<i>Other</i>	1,902,533	1,902,533	188,013	1,714,520	10%
<i>Total Services / Supplies</i>	<u>\$ 5,038,113</u>	<u>\$ 5,038,113</u>	<u>\$ 570,923</u>	<u>\$ 4,467,189</u>	<u>11%</u>

Capital

<i>Equipment / Vehicles</i>	\$ 574,709	\$ 574,709	\$ 48,387	\$ 526,322	8%
<i>Total Capital</i>	<u>\$ 574,709</u>	<u>\$ 574,709</u>	<u>\$ 48,387</u>	<u>\$ 526,322</u>	<u>8%</u>

<i>Total General Fund Expenditure Summary</i>	<u>\$ 17,598,059</u>	<u>\$ 17,598,059</u>	<u>\$ 1,413,316</u>	<u>\$ 16,184,743</u>	<u>8%</u>
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General Fund Revenue

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 77,513	\$ (10,576,975)	1%
Sales Tax	2,675,928	2,675,928	-	(2,675,928)	0%
Franchise Fees	1,687,405	1,687,405	5,211	(1,682,195)	0%
Licensing & Permits	498,728	498,728	65,483	(433,245)	13%
Park/Recreation Fees	236,180	236,180	12,112	(224,068)	5%
Public Safety Fees	40,000	40,000	2,612	(37,388)	7%
Rents	128,832	128,832	7,079	(121,753)	5%
Municipal Court	90,066	90,066	10,654	(79,412)	12%
Public Safety Charges for Svc	456,661	456,661	69,619	(387,042)	15%
Interest Income	56,000	56,000	3,411	(52,589)	6%
Miscellaneous	129,850	129,850	1,186	(128,664)	1%
Total Revenues	\$ 16,654,138	\$ 16,654,138	\$ 254,881	\$ (16,399,257)	2%

City Manager Office

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 397,154	\$ 397,154	\$ 22,282	\$ 374,871	6%
Services / Supplies	794,203	794,203	9,760	784,443	1%
Capital	-	-	-	-	0%
	\$ 1,191,357	\$ 1,191,357	\$ 32,042	\$ 1,159,315	3%

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

Personnel					
<i>Salaries / Wages</i>	\$ 313,689	\$ 313,689	\$ 16,304	\$ 297,385	5%
<i>Employee Benefits</i>	83,465	83,465	5,978	77,487	7%
Total Personnel	\$ 397,154	\$ 397,154	\$ 22,282	\$ 374,871	6%

Services / Supplies					
<i>Professional Services</i> (City-wide legal - \$123,820)	\$ 164,320	\$ 164,320	\$ 9,754	\$ 154,566	6%
<i>Employee Development</i>	15,385	15,385	-	15,385	0%
<i>Supplies / Equipment</i>	4,210	4,210	5	4,205	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency - \$500,000)</i>	610,288	610,288	-	610,288	0%
Total Services / Supplies	\$ 794,203	\$ 794,203	\$ 9,760	\$ 784,443	1%

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

Total City Manager	\$ 1,191,357	\$ 1,191,357	\$ 32,042	\$ 1,159,315	3%
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Finance Department FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 956,458	\$ 956,458	\$ 61,476	\$ 894,982	6%
Services / Supplies	559,219	559,219	184,896	374,323	33%
Capital	-	-	-	-	0%
	\$ 1,515,676	\$ 1,515,676	\$ 246,372	\$ 1,269,305	16%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 693,553	\$ 693,553	\$ 39,955	\$ 653,598	6%
<i>Employee Benefits</i>	262,905	262,905	21,521	241,384	8%
Total Personnel	\$ 956,458	\$ 956,458	\$ 61,476	\$ 894,982	6%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$113,825 / DCAD - \$74,670)</i>	\$ 504,085	\$ 504,085	\$ 180,958	\$ 323,126	36%
<i>Employee Development</i>	19,683	19,683	558	19,125	3%
<i>Supplies / Equipment</i>	13,551	13,551	540	13,011	4%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	21,900	21,900	2,840	19,060	13%
Total Services / Supplies	\$ 559,219	\$ 559,219	\$ 184,896	\$ 374,323	33%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Finance Department	\$ 1,515,676	\$ 1,515,676	\$ 246,372	\$ 1,269,305	16%

Human Resources

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 421,277	\$ 421,277	\$ 18,034	\$ 403,243	4%
Services / Supplies	133,993	133,993	6,708	127,285	5%
Capital	-	-	-	-	0%
	\$ 555,270	\$ 555,270	\$ 24,742	\$ 530,528	4%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 328,107	\$ 328,107	\$ 11,823	\$ 316,284	4%
<i>Employee Benefits</i>	93,170	93,170	6,211	86,959	7%
Total Personnel	\$ 421,277	\$ 421,277	\$ 18,034	\$ 403,243	4%
Services / Supplies					
<i>Professional Services</i>	\$ 47,850	\$ 47,850	\$ 676	\$ 47,174	1%
<i>Employee Development</i>	69,843	69,843	4,613	65,230	7%
<i>Supplies / Equipment</i>	1,700	1,700	19	1,681	1%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	14,600	14,600	1,400	13,200	10%
Total Services / Supplies	\$ 133,993	\$ 133,993	\$ 6,708	\$ 127,285	5%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Human Resources	\$ 555,270	\$ 555,270	\$ 24,742	\$ 530,528	4%

City Secretary Office

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,016	\$ 190,016	\$ 12,633	\$ 177,383	7%
Services / Supplies	149,939	149,939	2,645	147,294	2%
Capital	-	-	-	-	-
	\$ 339,955	\$ 339,955	\$ 15,278	\$ 324,677	4%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 148,938	\$ 148,938	\$ 8,480	\$ 140,458	6%
<i>Employee Benefits</i>	41,078	41,078	4,153	36,925	10%
Total Personnel	\$ 190,016	\$ 190,016	\$ 12,633	\$ 177,383	7%

Services / Supplies

<i>Professional Services</i>	\$ 35,690	\$ 35,690	\$ 1,721	\$ 33,969	5%
<i>Employee Development</i> <i>(City Council related \$45,724)</i>	59,694	59,694	912	58,782	2%
<i>Supplies / Equipment</i>	15,855	15,855	12	15,843	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	38,700	38,700	-	38,700	0%
Total Services / Supplies	\$ 149,939	\$ 149,939	\$ 2,645	\$ 147,294	2%

Capital

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

Total City Secretary Office	\$ 339,955	\$ 339,955	\$ 15,278	\$ 324,677	4%
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Information Services

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 634,555	\$ 634,555	\$ 40,206	\$ 594,349	6%
Services / Supplies	414,348	414,348	1,842	412,506	0%
Capital	-	-	-	-	0%
	\$ 1,048,903	\$ 1,048,903	\$ 42,047	\$ 1,006,855	4%

- - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 475,054	\$ 475,054	\$ 27,965	\$ 447,089	6%
<i>Employee Benefits</i>	159,500	159,500	12,241	147,260	8%
Total Personnel	\$ 634,555	\$ 634,555	\$ 40,206	\$ 594,349	6%

Services / Supplies

<i>Professional Services</i>	\$ 202,711	\$ 202,711	\$ 2	\$ 202,709	0%
<i>Employee Development</i>	28,805	28,805	50	28,755	0%
<i>Supplies / Equipment</i>	2,800	2,800	58	2,742	2%
<i>Utilities</i>	72,032	72,032	1,732	70,300	2%
<i>Other (Data Processing)</i>	108,000	108,000	-	108,000	0%
Total Services / Supplies	\$ 414,348	\$ 414,348	\$ 1,842	\$ 412,506	0%

Capital

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

Total City Secretary Office	\$ 1,048,903	\$ 1,048,903	\$ 42,047	\$ 1,006,855	4%
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Police Department

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,330,030	\$ 4,330,030	\$ 288,694	\$ 4,041,337	7%
Services / Supplies	386,182	386,182	97,197	288,985	25%
Capital	<u>117,000</u>	<u>117,000</u>	<u>5,933</u>	<u>111,067</u>	<u>5%</u>
	\$ 4,833,212	\$ 4,833,212	\$ 391,824	\$ 4,441,389	8%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 3,159,739	\$ 3,159,739	\$ 176,415	\$ 2,983,324	6%
<i>Employee Benefits</i>	<u>1,170,291</u>	<u>1,170,291</u>	<u>112,279</u>	<u>1,058,012</u>	<u>10%</u>
Total Personnel	\$ 4,330,030	\$ 4,330,030	\$ 288,694	\$ 4,041,337	7%
Services / Supplies					
<i>Professional Services</i>	\$ 138,055	\$ 138,055	\$ 90,419	\$ 47,636	65%
<i>Employee Development</i>	45,104	45,104	651	44,453	1%
<i>Supplies / Equipment</i>	137,895	137,895	1,655	136,240	1%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>65,128</u>	<u>65,128</u>	<u>4,472</u>	<u>\$ 60,656</u>	<u>7%</u>
Total Services / Supplies	\$ 386,182	\$ 386,182	\$ 97,197	\$ 288,985	25%
Capital					
<i>Equipment / Vehicles</i>	117,000	117,000	5,933	111,067	5%
Total Capital	\$ 117,000	\$ 117,000	\$ 5,933	\$ 111,067	5%
Total Police Department	\$ 4,833,212	\$ 4,833,212	\$ 391,824	\$ 4,441,389	8%

Fire Department FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

--- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,360,077	\$ 2,360,077	\$ 165,366	\$ 2,194,711	7%
Services / Supplies	602,080	602,080	181,718	420,362	30%
Capital	161,100	161,100	18,433	142,667	11%
	\$ 3,123,257	\$ 3,123,257	\$ 365,517	\$ 2,757,740	12%

--- Detail ---

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

Salaries / Wages	\$ 1,658,491	\$ 1,658,491	\$ 93,416	\$ 1,565,075	6%
Employee Benefits	701,585	701,585	71,950	629,636	10%
Total Personnel	\$ 2,360,077	\$ 2,360,077	\$ 165,366	\$ 2,194,711	7%

Services / Supplies

Professional Services	\$ 64,500	\$ 64,500	\$ 6,719	\$ 57,781	10%
Employee Development (Training - \$47,705)	63,305	63,305	2,410	60,896	4%
Supplies / Equipment	152,625	152,625	8,102	144,523	5%
Utilities	1,800	1,800	133	1,667	7%
Other	319,850	319,850	164,355	155,495	51%
Total Services / Supplies	\$ 602,080	\$ 602,080	\$ 181,718	\$ 420,362	30%

Capital

Equipment / Vehicles	161,100	161,100	18,433	142,667	11%
Total Capital	\$ 161,100	\$ 161,100	\$ 18,433	\$ 142,667	11%

Total Fire Department	\$ 3,123,257	\$ 3,123,257	\$ 365,517	\$ 2,757,740	12%
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Community Services

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 426,819	\$ 426,819	\$ 31,800	\$ 395,019	7%
Services / Supplies	22,658	22,658	634	22,024	3%
Capital	-	-	-	-	0%
	\$ 449,477	\$ 449,477	\$ 32,434	\$ 417,043	7%

- - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 299,040	\$ 299,040	\$ 19,710	\$ 279,330	7%
<i>Employee Benefits</i>	127,779	127,779	12,090	115,689	9%
Total Personnel	\$ 426,819	\$ 426,819	\$ 31,800	\$ 395,019	7%

Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ -	9,200	0%
<i>Employee Development</i>	5,805	5,805	195	5,610	3%
<i>Supplies / Equipment</i>	7,653	7,653	439	7,214	6%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
Total Services / Supplies	\$ 22,658	\$ 22,658	\$ 634	\$ 22,024	3%

Capital

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

Total Building Operations	\$ 449,477	\$ 449,477	\$ 32,434	\$ 417,043	7%
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Streets Division

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 663,380	\$ 663,380	\$ 48,409	\$ 614,970	7%
Services / Supplies	705,877	705,877	15,139	690,738	2%
Capital	77,000	77,000	-	77,000	0%
	\$ 1,446,257	\$ 1,446,257	\$ 63,549	\$ 1,382,708	4%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 457,290	\$ 457,290	\$ 23,862	\$ 433,428	5%
<i>Employee Benefits</i>	206,090	206,090	24,547	181,542	12%
Total Personnel	\$ 663,380	\$ 663,380	\$ 48,409	\$ 614,970	7%
Services / Supplies					
<i>Professional Services</i>	\$ 67,521	\$ 67,521	\$ 3,580	\$ 63,941	5%
<i>Employee Development</i>	10,256	10,256	111	10,145	1%
<i>Supplies / Equipment</i>	47,550	47,550	668	46,882	1%
<i>Utilities</i>	90,000	90,000	7,179	82,821	8%
<i>Other (Street Maintenance)</i>	490,550	490,550	3,602	486,948	1%
Total Services / Supplies	\$ 705,877	\$ 705,877	\$ 15,139	\$ 690,738	2%
Capital					
<i>Equipment / Vehicles</i>	77,000	77,000	-	77,000	0%
Total Capital	\$ 77,000	\$ 77,000	\$ -	\$ 77,000	0%
Total Streets	\$ 1,446,257	\$ 1,446,257	\$ 63,549	\$ 1,382,708	4%

Maintenance Division

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 327,979	\$ 327,979	\$ 22,372	\$ 305,607	7%
Services / Supplies	539,537	539,537	23,956	515,581	4%
Capital	-	-	-	-	0%
	\$ 867,516	\$ 867,516	\$ 46,328	\$ 821,188	5%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 231,054	\$ 231,054	\$ 12,568	\$ 218,486	5%
<i>Employee Benefits</i>	96,925	96,925	9,804	87,121	10%
Total Personnel	\$ 327,979	\$ 327,979	\$ 22,372	\$ 305,607	7%

Services / Supplies					
<i>Professional Services</i>	\$ 61,530	\$ 61,530	\$ 3,282	\$ 58,248	5%
<i>Employee Development</i>	3,255	3,255	35	3,220	1%
<i>Supplies / Equipment (Fuel & Oils - \$132,917, Repair Parts / Contract Repairs - \$253,000)</i>	389,652	389,652	14,705	374,947	4%
<i>Utilities</i>	85,000	85,000	5,934	79,066	7%
<i>Other</i>	100	100	-	100	0%
Total Services / Supplies	\$ 539,537	\$ 539,537	\$ 23,956	\$ 515,581	4%

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

Total Maintenance	\$ 867,516	\$ 867,516	\$ 46,328	\$ 821,188	5%
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Parks Division FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,067,478	\$ 1,067,478	\$ 72,372	\$ 995,105	7%
Services / Supplies	486,999	486,999	35,216	451,783	7%
Capital	<u>219,609</u>	<u>219,609</u>	<u>24,021</u>	<u>195,588</u>	<u>11%</u>
	\$ 1,774,086	\$ 1,774,086	\$ 131,609	\$ 1,642,477	7%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 743,483	\$ 743,483	\$ 38,294	\$ 705,189	5%
<i>Employee Benefits</i>	<u>323,995</u>	<u>323,995</u>	<u>34,079</u>	<u>289,916</u>	<u>11%</u>
Total Personnel	\$ 1,067,478	\$ 1,067,478	\$ 72,372	\$ 995,105	7%
Services / Supplies					
<i>Professional Services</i>	\$ 107,616	\$ 107,616	\$ 6,402	\$ 101,214	6%
<i>Employee Development</i>	15,445	15,445	40	15,405	0%
<i>Supplies / Equipment</i>	229,938	229,938	16,984	212,954	7%
<i>Utilities</i>	133,000	133,000	11,789	121,211	9%
<i>Other</i>	<u>1,000</u>	<u>1,000</u>	<u>-</u>	<u>1,000</u>	<u>0%</u>
Total Services / Supplies	\$ 486,999	\$ 486,999	\$ 35,216	\$ 451,783	7%
Capital					
<i>Equipment / Vehicles</i>	219,609	219,609	24,021	195,588	11%
Total Capital	219,609	219,609	24,021	195,588	11%
Total Parks	\$ 1,774,086	\$ 1,774,086	\$ 131,609	\$ 1,642,477	7%

Recreation Division

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 210,017	\$ 210,017	\$ 10,362	\$ 199,654	5%
Services / Supplies	243,078	243,078	11,212	231,866	5%
Capital	-	-	-	-	0%
	\$ 453,095	\$ 453,095	\$ 21,574	\$ 431,520	5%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 154,554	\$ 154,554	\$ 7,087	\$ 147,467	5%
<i>Employee Benefits</i>	55,463	55,463	3,275	52,187	6%
Total Personnel	\$ 210,017	\$ 210,017	\$ 10,362	\$ 199,654	5%
Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ (237)	\$ 237	0%
<i>Employee Development</i>	8,555	8,555	60	8,495	1%
<i>Supplies / Equipment</i>	2,106	2,106	45	2,061	2%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	232,417	232,417	11,344	221,073	5%
Total Services / Supplies	\$ 243,078	\$ 243,078	\$ 11,212	\$ 231,866	5%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Recreation	\$ 453,095	\$ 453,095	\$ 21,574	\$ 431,520	5%

Equipment Replacement / Capital Schedule

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	117,000	117,000	5,933	111,067	5%
Fire Dept Capital Outlay	161,100	161,100	18,433	142,667	11%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	77,000	77,000	-	77,000	0%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	219,609	219,609	24,021	195,588	11%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 574,709	\$ 574,709	\$ 48,387	\$ 526,322	8%

Utility Fund Revenues

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	8.3%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (100,000)	\$ (100,000)	\$ (14,470)	\$ (85,530)	14%
<i>Charges / Penalties</i>	82,250	82,250	7,748	74,502	9%
Total Fees	\$ (17,750)	\$ (17,750)	\$ (6,722)	\$ (11,028)	38%

Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	0%
Total Licenses & Permits	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	0%

Charges for Services

<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 558,890	\$ 5,011,085	10%
<i>Sewer Sales</i>	4,397,099	4,397,099	381,328	4,015,771	9%
<i>Inspection Fees</i>	3,000	3,000	80	2,920	3%
Total Charges for Service	\$ 9,970,074	\$ 9,970,074	\$ 940,298	\$ 9,029,776	9%

Interest

<i>Interest (Operations)</i>	\$ 18,500	\$ 18,500	\$ 2,520	\$ 15,980	14%
<i>Interest (Capital Projects)</i>	20,000	20,000	803	19,197	4%
Total Interest	\$ 38,500	\$ 38,500	\$ 3,323	\$ 35,177	9%

Impact Fees

<i>Impact Fees</i>	\$ 265,000	\$ 265,000	\$ 4,996	\$ 260,004	2%
Total Impact Fees	\$ 265,000	\$ 265,000	\$ 4,996	\$ 260,004	2%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 177	\$ 4,823	4%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 177	\$ 4,823	4%

Total Utility Fund Revenues	\$ 10,270,824	\$ 10,270,824	\$ 942,072	\$ 9,328,752	9%
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Utility Division FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

--- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,643,929	\$ 1,643,929	\$ 121,171	\$ 1,522,757	7%
Services / Supplies	5,904,815	5,904,815	450,268	5,454,547	8%
Capital	285,000	285,000	-	285,000	0%
Total Utility Division	\$ 7,833,744	\$ 7,833,744	\$ 571,439	\$ 7,262,304	7%

--- Detail - Operations ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 1,116,887	\$ 1,116,887	\$ 64,529	\$ 1,052,358	6%
<i>Employee Benefits</i>	527,042	527,042	56,643	470,399	11%
Total Personnel	\$ 1,643,929	\$ 1,643,929	\$ 121,171	\$ 1,522,757	7%
Services / Supplies					
<i>Professional Services</i>	\$ 208,579	\$ 208,579	\$ 26,011	\$ 182,568	12%
<i>Employee Development</i>	58,216	58,216	34	58,182	0%
<i>Supplies / Equipment</i>	71,859	71,859	2,300	69,559	3%
<i>Utilities</i>	404,380	404,380	33,901	370,479	8%
<i>Other (Well Lot Maintenance)</i>	773,650	773,650	12,318	761,332	2%
Sub-Total - Operations Services / Supplies	\$ 1,516,685	\$ 1,516,685	\$ 74,565	\$ 1,442,120	5%
Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 4,955	\$ 4,955	\$ 4,954	\$ 1	100%
<i>UTRWD - Water Volume Cost</i>	989,010	989,010	93,308	895,702	9%
<i>UTRWD - Water Demand Charges</i>	1,284,600	1,284,600	107,050	1,177,550	8%
<i>UTRWD - Sewer Effluent Volume Rate</i>	548,725	548,725	40,412	508,313	7%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,334,510	1,334,510	111,209	1,223,301	8%
<i>UTRWD - HV Sewer Line to UTRWD</i>	226,330	226,330	18,770	207,560	8%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,388,130	\$ 4,388,130	\$ 375,703	\$ 4,012,427	9%
Total Services / Supplies	\$ 5,904,815	\$ 5,904,815	\$ 450,268	\$ 5,454,547	8%
Capital					
<i>Equipment / Vehicles</i>	285,000	285,000	-	285,000	0%
Total Capital	\$ 285,000	\$ 285,000	\$ -	\$ 285,000	0%
Total Utility Division - Operations	\$ 7,833,744	\$ 7,833,744	\$ 571,439	\$ 7,262,304	7%

Utility Fund Working Capital FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	\$ 5,569,975	\$ 5,569,975	\$ 558,890	\$ 5,011,085	10%
Sewer Sales	4,397,099	4,397,099	381,328	4,015,771	9%
Other Fees / Charges	100,250	100,250	8,005	92,245	8%
Electronic Payment Credit	(100,000)	(100,000)	(14,470)	(85,530)	14%
Interest	18,500	18,500	2,520	15,980	14%
Total Revenues	\$ 9,985,824	\$ 9,985,824	\$ 936,273	\$ 9,049,551	9%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	\$346,132	\$346,132	\$ 34,425	\$ 311,708	10%
Operations	2,814,481	2,814,481	161,312	2,653,170	6%
UTRWD	4,388,130	4,388,130	375,703	4,012,427	9%
Debt Service	1,076,878	1,076,878	-	1,076,878	0%
Capital Projects	-	-	-	-	0%
Equipment Replace / Capital	285,000	285,000	-	285,000	0%
Total Expenditures	\$ 8,910,622	\$ 8,910,622	\$ 571,439	\$ 8,339,182	6%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Transfers In (Applied Impact Fees)	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	100%
Operating Transfers Out / Utility Capital Projects	(300,000)	(300,000)	-	(300,000)	0%
Operating Transfers Out / General Fund	(470,000)	(470,000)	-	(470,000)	0%
Total Other Sources (Uses)	\$ (620,000)	\$ (620,000)	\$ 150,000	\$ (770,000)	-24%

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	455,202	455,202	514,834
Beginning Working Capital			
Operations	1,580,413	1,580,413	1,580,413
Available Impact Fees	853,398	853,398	853,398
Total Available Working Capital	\$ 2,433,811	\$ 2,433,811	\$ 2,433,811
Ending Working Capital			
Operations	2,035,615	2,035,615	2,095,247
Designated Capital Project	-	-	-
Available Impact Fees	968,398	968,398	708,394
Total Available Working Capital	\$ 3,004,013	\$ 3,004,013	\$ 2,803,641

<u>Impact Fees</u>			
Beginning Balance	853,398	853,398	853,398
+ Collections	265,000	265,000	4,996
- Applied to offset Debt Service	(150,000)	(150,000)	(150,000)
Ending Balance	968,398	968,398	708,394

*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 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 355,650	\$ 355,650	\$ 16,931	\$ 338,719	5%
<i>Annual Park Passes</i>	25,000	25,000	380	24,620	2%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	800	800	22	778	3%
<i>I-35 Mitigation</i>	50,000	50,000	-	50,000	0%
Total Revenues	\$ 431,450	\$ 431,450	\$ 17,333	\$ 414,117	4%

**I-35 Mitigation Revenue is recognized as it is used and / or to replace lost revenue.
Initial total - \$641,834 (Est balance as of 9/30/2017 \$116,665)**

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 204,197	\$ 204,197	\$ 12,417	\$ 191,780	6%
<i>Services / Supplies</i>	129,171	129,171	14,098	115,073	11%
<i>Capital</i>	280,300	280,300	-	280,300	0%
Total Expenditures	\$ 613,667	\$ 613,667	\$ 26,515	\$ 587,152	4%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 212,152	\$ 212,152	\$ 212,152
<i>+ Net Increase (Decrease)</i>	(182,217)	(182,217)	(9,182)
Ending Fund Balance	\$ 29,935	\$ 29,935	\$ 202,970

Debt Service Fund

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,525,882	\$ 1,525,882	\$ 11,053	\$ 1,514,829	1%
<i>Interest Income</i>	1,400	1,400	143	1,257	10%
<i>Total Revenues</i>	\$ 1,527,282	\$ 1,527,282	\$ 11,196	\$ 1,516,086	1%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,865,000	\$ 1,865,000	\$ -	\$ 1,865,000	0%
<i>Interest Payments</i>	521,568	521,568	-	521,568	0%
<i>Paying Agent Fees</i>	4,000	4,000	-	4,000	0%
<i>Total Expenditures</i>	\$ 2,390,568	\$ 2,390,568	\$ -	\$ 2,390,568	0%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	870,685	870,685	-	\$ 870,685	0%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<i>Total Financing Sources</i>	\$ 870,685	\$ 870,685	\$ -	\$ 870,685	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 149,942	\$ 149,942	\$ 149,942
<i>+ Net Increase (Decrease)</i>	7,399	7,399	11,196
<i>Ending Fund Balance</i>	\$ 157,341	\$ 157,341	\$ 161,138

Capital Projects Fund

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	25,000	25,000	41	24,959	0%
Total Revenues	\$ 25,000	\$ 25,000	\$ 41	\$ 24,959	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2018 Proposed Bond (Parks/Streets/Drainage)	6,982,931	6,982,931	-	6,982,931	0%
Total Expenditures	\$ 6,982,931	\$ 6,982,931	\$ -	\$ 6,982,931	100%

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ 6,982,931	\$ 6,982,931	\$ -	\$ 6,982,931.00	0%
Bond Discount / Premium	-	-	-	-	0%
Debt Issuance	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
Total Financing Sources	\$ 6,982,931	\$ 6,982,931	\$ -	\$ 6,982,931	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ -	\$ -	\$ -
+Net Increase (Decrease)	25,000	25,000	41
Ending Fund Balance	\$ 25,000	\$ 25,000	\$ 41

Drainage Utilities

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Drainage Fee Receipts</i>	490,000	490,000	40,392	449,608	8%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	212	(137)	283%
Total Revenues	\$ 490,075	\$ 490,075	\$ 40,604	\$ 449,471	8%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 359,292	\$ 359,292	\$ 27,283	\$ 332,009	8%
<i>Services / Supplies</i>	154,470	154,470	1,750	152,720	1%
<i>Capital</i>	24,700	24,700	-	24,700	0%
Total Expenditures	\$ 538,462	\$ 538,462	\$ 29,033	\$ 509,429	5%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 16,000	\$ 16,000	\$ -	\$ 16,000	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 257,624	\$ 257,624	\$ 257,624
<i>+ Net Increase (Decrease)</i>	(48,387)	(48,387)	11,571
Ending Fund Balance	\$ 209,238	\$ 209,238	\$ 269,195

Public Safety Special Revenue Fund

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 29,169	\$ (3,569)	114%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	132	3,468	4%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 132	\$ 3,468	0%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 26,892	\$ 26,892	\$ 26,892
+ Net Increase (Decrease)	-	-	29,036
Ending Fund Balance	\$ 26,892	\$ 26,892	\$ 55,928

Municipal Court Technology Fee Fund

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 328	3,172	9%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 5,500	\$ 5,500	\$ 4,905	\$ 595	89%
Total Expenditures	\$ 5,500	\$ 5,500	\$ 4,905	\$ 595	89%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 34,449	\$ 34,449	\$ 34,449
+ Net Increase (Decrease)	(2,000)	(2,000)	(4,576)
Ending Fund Balance	\$ 32,449	\$ 32,449	\$ 29,873

Municipal Court Building Security Fund

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 246	\$ 2,454	9%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 31,374	\$ 31,374	\$ 31,374
+ Net Increase (Decrease)	2,700	2,700	246
Ending Fund Balance	\$ 34,074	\$ 34,074	\$ 31,620

Highland Village Community Development Corporation
Working Capital Analysis (FY 2018)

	<i>Actual 2015-2016</i>	<i>Projected 2016-2017</i>	<i>Budget 2017-2018</i>	<i>YTD 2017-2018</i>
Beginning Fund Balance	\$ 824,241	\$ 373,514	\$ 235,485	\$ 235,485
Revenues				
4B Sales Tax	1,231,754	1,256,098	1,291,796	-
Park Fees (Rental)	1,263	43,992	57,670	1,153
Linear Park Fees	287	287	574	-
Miscellaneous Income	-	-		-
Interest Income	2,601	600	800	7
Total	\$ 1,235,905	\$ 1,300,977	\$ 1,350,840	\$ 1,160
Expenditures				
Personnel	164,137	200,939	258,465	19,019
Services / Supplies	261,960	181,928	184,676	14,382
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	889,309	890,071	870,685	-
Total Non-Capital Expenditures	\$ 1,343,406	\$ 1,300,938	\$ 1,341,826	\$ 33,400
Capital				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ 300,000	\$ 138,068	\$ -	\$ -
Equipment	43,226	-	40,000	-
Net Increase / (Decrease)	(450,727)	(138,029)	(30,986)	(32,240)
Working Capital Balance	\$ 373,514	\$ 235,485	\$ 204,499	\$ 203,245

Highland Village Community Development Corporation
Capital Projects

	<i>Actual 2015-2016</i>	<i>Actual 2016-2017</i>
Beginning Fund Balance	\$ -	\$ -
Funding		
Debt Issuance	-	-
Bond Discount	-	-
Debt Issuance Cost	-	-
Funding from Operations	300,000	138,068
Capital Projects (HV RR Crossing)	-	-
Denton County	-	-
I-35 Mitigation	-	-
Interest Earnings	-	-
Total Available Project Funding	\$ 300,000	\$ 138,068

[illegible]

Expenditures		
Castlewood Trail		
Engineering - \$131,200	-	-
Project Cost - \$1.312M (Estimated)	-	-
Copperas Trail		
Engineering - \$112,380	-	-
Project Cost - \$1.5M (Estimated)	-	-
HV Rd Trail (Phase IIa - CH to Svc Cntr)		
Engineering - \$25,000	-	-
Project Cost - \$250,982 (Estimated)	-	-
HV Rd Trail (Phase IIb - Lions Club Park to Doubletree Ranch Park)		
Engineering (Mostly included in Copperas Trail Eng.) - \$25,714 (Remain)	-	-
Project Cost - \$250,000 (Estimated)	-	-
FM 2499 Sidewalk		
Engineering - \$12,500	-	-
Project Cost - \$117,678 (Estimated)	-	-
Pedestrian Crosswalk Enhancement		
Engineering	-	-
Project Cost - \$26,000/Crossing	-	-
Marauder Park Lake Access		
Engineering - \$31,000 (Estimated)	-	-
Project Cost - \$58,178 (Estimated)	-	-
HV Rd RR Crossing		
Engineering - \$7,200 (Estimated)	-	-
Project Cost - \$48,000 (Estimated)	-	-
Lakeside Community Park (707 HV Rd Trailhead)		
Engineering - \$40,000	-	-
Project Cost - \$420,000	-	-
Misc. Small, Fill-In/Connector Sections		
Project Cost - \$20,000 (Per Year)	1,875	5,400
Doubletree Ranch Park		
Engineering - \$779,300	-	-
Project Cost - \$8,500,000 (Estimated)	1,444,637	511,000

[illegible]

Total Capital Projects	\$ 1,446,512	\$ 516,400
Remaining Project Funding	\$ 378,333	\$ -

\$ -	\$ -
\$ -	\$ -

PEG Fee Fund

FY 2017/2018 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired

8.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 52,000	\$ 52,000	\$ -	\$ 52,000	0%
<i>Total Revenues</i>	\$ 52,000	\$ 52,000	\$ -	\$ 52,000	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,000	3,000	-	3,000	0%
<i>Capital</i>	-	-	-	-	0%
<i>Total Expenditures</i>	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	0%

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>	\$ 68,592	\$ 68,592	\$ 68,592
<i>+Net Increase (Decrease)</i>	49,000	49,000	-
<i>Ending Fund Balance</i>	\$ 117,592	\$ 117,592	\$ 68,592

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 14

MEETING DATE: 01/09/18

**SUBJECT: Consider Resolution 2018-2729 Adopting Policy Regarding
Financial Assistance Grants to Non-Profit Organizations**

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

In 2003, the City adopted an ordinance establishing a policy regarding the provision of financial assistance grants to non-profit agencies. This provided for a uniform policy and outlined criteria that must be satisfied in order for an organization to be eligible for consideration. No updates or changes have been made to the policy since its adoption in 2003.

The existing policy requires non-profit organizations desiring funding from the City to submit requests to the City Secretary's Office by April 15. Following a review of the policy, staff wishes to amend the policy so that the deadline for submission of requests can be established each year based on the budget adoption calendar, but no later than August 31. This date is more in line with current procedures and more timely with when presentations are made to Council by the non-profit organizations. The minor update of the policy was proposed to Council at the December 12th City Council meeting. Since the policy has not been reviewed in close to 15 years, the City Attorney has also reviewed and made additional clean up changes to the wording of the policy as well as adding language making it clear that grants are subject to forfeiture if the required contract is not signed and returned to the City by the deadline established by the City Manager. No change regarding the level of funding the City may provide is being proposed.

IDENTIFIED NEED/S:

In being consistent with general practice of the City approving policies by resolution, the revised policy is submitted for consideration as a resolution. Concurrent with the resolution is repeal of the current ordinance, which was approved by Council on first read at the December 12th meeting.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

There is no budgetary impact.

RECOMMENDATION:

Council to approve Resolution 2018-2729 as submitted.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO 2018-2729

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ADOPTING POLICY REGARDING FINANCIAL ASSISTANCE GRANTS TO NON-PROFIT ORGANIZATIONS; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, non-profit community organizations request financial assistance from the City of Highland Village in order to provide services in the City; and

WHEREAS, organizations performing public service in the City should have the opportunity to demonstrate to the City that their service provides a benefit to the community and thereby merits support by public funding; and

WHEREAS, a uniform policy will help the City and community service organizations by defining the limits of City involvement, participation, and funding; and

WHEREAS, City Administration has reviewed the City's current policy for granting financial assistance to non-profit organizations and recommends such policy be revised to reflect current practices and procedures; and

WHEREAS, the City Council, having reviewed and considered the revised policy presented to City Administration finds it in the public interest to adopt such policies as the official policies of the City.

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

SECTION 1. *The Policy Regarding Financial Assistance Grants to Non-Profit Organizations*, attached hereto as Exhibit "A" and incorporated herein by reference, is hereby adopted and shall govern for the City.

SECTION 2. This resolution shall become effective immediately from and after its passage.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS THE 9TH DAY OF JANUARY, 2018.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:1/5/18:94619)

EXHIBIT "A"
Resolution 2018-2729

**POLICY REGARDING FINANCIAL ASSISTANCE GRANTS
TO NONPROFIT ORGANIZATIONS**

SECTION I - PURPOSE

Community organizations request financial assistance from the City to provide better community services to the residents of Highland Village. A uniform policy is needed to state the limitation of the City's participation with these organizations and the level of funding the City may provide.

SECTION II - POLICY

- A. City Council will consider written requests for funding of the community services that are provided by community organizations. Requests must satisfy the following criteria:
 - 1. The services are to be provided by an organized civic, cultural, educational, or service group that is a non-profit organization with membership open to all residents of Highland Village.
 - 2. The services must be of economic benefit to the community or contribute to the quality of life in Highland Village by serving a municipal public purpose.
 - 3. The services must be provided to the residents of Highland Village on an equal basis.
 - 4. The organization must enter into a written contract with Highland Village for the provision of services.
- B. Examples of a municipal public purpose include, but are not limited to:
 - 1. Preservation, promotion or development of historically sensitive areas of the City
 - 2. Promotion of the performing arts
 - 3. Activities promoting and improving the health, safety and welfare of the youth, adults or senior citizens residing in the City
 - 4. Educational programs promoting student and citizen participation in the electoral process and local government
 - 5. Crime awareness and prevention
- C. Funding, if any, for community service providers will be determined annually by the Council during the budget process.

SECTION III - PROCEDURE

Community organizations desiring funding from the City must submit requests on the form provided by the City Secretary. The deadline for submission of requests for funding during the following fiscal year will be established each year based on the budget calendar, but shall in no case be later than August 31. The City Secretary will process the requests and submit those requests which meet the criteria set out in this policy to the Council for review and funding as budgeted funds are available. The City Council will determine the amount, if any, of the funding requests that will be granted. Such determination will be made in the budget public hearing process.

Community organizations approved for funding will execute a written agreement specifying the services to be performed using City funds, agreeing to reporting obligations, and any other administrative requirements the Council deems necessary and appropriate. Failure to sign and return the required agreement by the deadline established by the City Manager may result in the forfeiture of any funds awarded.

SECTION IV – PUBLIC PURPOSE

In satisfying the criteria set forth in this policy, the organizations who are awarded funding pursuant to this policy are deemed to be serving a public purpose that justifies the expenditure of public funds. The criteria create no entitlement to funding, however, and the City Council shall in all instances have the ability to deny funding to any organization, regardless of whether it satisfies the requirements of this policy.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 01/09/18

SUBJECT: Discuss Options relating to the Use of Neighborhood Electric Vehicles (NEV), Low Speed Vehicles (LSV) and Golf Carts in Highland Village

PREPARED BY: Michael Leavitt, City Manager, Chief Reim

COMMENTS

Currently State Law allows golf carts to be used in Master Planned Communities. The City Attorney has advised, based on Attorney General opinion, which cites a footnote in a Texas Supreme Court case where the definition of "Master Planned Community" was discussed in a totally different context. Highland Shores and other "Planned Developments" in Highland Village would be considered a "Master Planned Community" since they have been zoned as a Planned Development (PD). The City's zoning requirements for PD's requires a uniform set of restrictive covenants, the establishment of a HOA and the property to have been platted in accordance with City regulations. In all other Sub-Divisions in Highland Village that have been developed as straight zoning per our development standards, golf carts are prohibited; State Law does not apply. As a result, it will be necessary for the City Council to adopt an ordinance pursuant to Texas Transportation Code sec. 551.403(b) in order to "Prohibit or Allow" the use of golf carts generally within the City.

The attached document is our first "Draft" Ordinance providing options for Council's consideration relating to the use of Neighborhood Electric Vehicles, Low Speed Vehicles, and Golf Cars in Highland Village.

Sec. _____ Definitions

When used in this article, the following words and phrases shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Daytime means the period beginning one-half hour before sunrise and ending one-half hour after sunset.

Driver means the person driving and having physical control over the golf cart or NEV.

Driver's License means an authorization issued by a State for the operation of a motor vehicle. The term includes: (1) a temporary license or instruction permit; and (2) an occupational license.

Golf Cart means a motor vehicle designed by the manufacturer primarily for use on a golf course.

Neighborhood Electric Vehicle or *NEV* shall have the same meaning as set forth in Texas Transportation Code 551.301.

Owner means the person holding title to the golf cart or NEV.

Parking Area means those areas accessible to the public by motor vehicular traffic and which are designated for temporary parking of motor vehicles, usually in places referred to as parking lots.

Permit means a certificate/decal of authorization issued to the applicant/owner by the City's Police Department authorizing the operation of the golf cart for which the permit was issued. The decal will display the month and year of expiration.

Permit Holder means the person to whom a golf cart or NEV permit has been issued.

Public Safety Personnel means any employee or officer of a governmental law enforcement agency or the Highland Village Fire Department.

Public way or *public property* means real property owned, leased or controlled by a political subdivision of the state, a governmental entity or agency, or similar entity, or any property that is publicly owned or maintained or dedicated to public use, including but not limited to a path, trail, sidewalk, alley, street or highway, and a public park facility.

Public Street means a publicly-owned or dedicated road, street, drive, or other right-of-way for the use of vehicles within the City's corporate boundaries.

Sidewalk means the portion of a street that is between a curb or lateral line of a roadway and the adjacent property line and intended for pedestrian use.

Slow-Moving-Vehicle-Emblem means a triangular emblem that conforms to standards and specifications adopted by the Director of the Texas Department of Transportation under Section 547.104 of the Texas Transportation Code and is displayed in accordance with Section 547.703 of the Texas Transportation Code.

Texas Transportation Code means the code as it currently exists or may be amended.

Trafficway means any land way open to the public as a matter of right or custom for moving persons or property from one place to another. The traffic way includes all property, both improved and unimproved, between the property lines of a roadway system.

Sec. _____ Golf Carts Permitted and Restricted

A person, other than Public Safety Personnel, may operate a golf cart or NEV on a public street, parking area and/or trafficway if the person obtains a permit and complies with the following requirements:

- (a) The maximum speed limit on the public street on which the golf cart or NEV is operated is thirty-five (35) miles per hour or less;
- (b) The person has been issued and possesses a valid driver's license;
- (c) The person maintains current financial responsibility for the golf cart or NEV, as required of other passenger vehicles in Section 601.051 of the Texas Transportation Code;
- (d) The person complies with all applicable federal, state and local laws and ordinances;
- (e) If operating a golf cart, the golf cart being operated by the person has the following equipment, which must continuously remain in good working and operational order:
 - (1) Two (2) headlamps;
 - (2) Two (2) tail lamps;
 - (3) Side reflectors (two (2) front, amber in color and two (2) rear, red in color);
 - (4) Parking brake;
 - (5) Rearview mirror(s), capable of a clear, unobstructed view of at least two hundred feet (200') to the rear;
 - (6) Slow-moving vehicle emblem; and
 - (7) Seat belts in sufficient numbers for all occupants;
- (f) If operating an NEV, the NEV is equipped as required by Texas Transportation Code 551.301;
- (g) The golf cart or NEV being operated otherwise complies with all applicable State and Federal Motor Vehicle Safety Standards, as they exist or may be amended; and
- (h) While the golf cart or NEV is in motion, the driver and every passenger is seated, with a seatbelt dedicated and designed to hold passengers. No person may stand or ride in the lap of the driver and/or other passenger of a golf cart while it is moving.

Sec. _____ Additional Operational Regulations for all Golf Carts and NEV's

- (a) Except for Public Safety Personnel, golf carts and NEV's shall not be operated on or within any public park, sidewalk, pedestrian walkway, jogging path, park trail or any location normally used for pedestrian traffic;
- (b) Golf carts and NEV's shall move to the right and yield the right-of-way to faster-moving vehicles;
- (c) The driver of a golf cart or NEV shall not overtake and pass in the same lane occupied by the vehicle being overtaken;
- (d) No driver shall operate a golf cart or NEV between lanes of traffic or between adjacent lines or rows of vehicles;
- (e) The driver of a golf cart or NEV operating the golf cart or NEV on a public street may only cross a multi-lane federal, county or state route at an intersection controlled by an official traffic control device which stops traffic from all directions.
- (f) The number of occupants in a golf cart or NEV shall be limited to the number of seatbelts installed and provided on the golf cart or NEV.
- (g) The driver and all passengers of a golf cart or NEV must be wearing a seat belt while the golf cart or NEV is in motion.
- (h) Children must be properly seated while a golf cart or NEV is in motion and may not be transported in a reckless or negligent manner. No person younger than six (6) years of age may be transported in a golf cart or NEV unless restrained by a safety car seat to the same extent required for transportation in a motor vehicle in accordance with Texas Transportation Code §545.412.
- (i) Golf carts and NEV's may not be used for the purpose of towing another golf cart, trailer or vehicle of any kind including, without limitation, a person on roller skates, skateboard or bicycle.
- (j) Golf carts NEV's shall not be operated during inclement weather or when visibility is impaired by weather, smoke, fog, or other condition.
- (k) A golf cart or NEV operated upon a public street or public right-of-way may only be operated during daytime hours with the required headlights and tail lights on.
- (l) If not equipped with stop or turn signals, driver must use appropriate hand signals for stopping or turning.

Sec. _____ Liability

- (a) Nothing in this Article shall be construed as an assumption of liability by the City for any injuries (including death) to persons, pets or property which may result from the operation of a golf cart or NEV by an authorized driver.
- (b) An owner is liable for the intentional or negligent actions of any person to whom the owner grants permission to operate the owner's golf cart or NEV, whether such operation occurs on private property and/or any authorized public street, parking area or trafficway, and includes,

but is not limited to liability for personal injuries (including death) or property damage resulting from the acts of a person under the age of twenty-one (21) who operates the owner's golf cart or NEV, whether or not possessing a current and valid driver's license.

Sec. _____ Permit required

(a) No person shall operate, cause to be operated or allow the operation of a golf cart or NEV on any authorized public street, parking area or trafficway unless a valid permit has been issued by the City for the golf cart or NEV, unless such operation is otherwise allowed by state law exempting such operation from regulation by the City.

(b) Application for a permit authorizing the operation of a golf cart or NEV shall be made by a person who owns, leases or otherwise uses the golf cart or NEV for which the permit is sought. Such application shall be made in writing to the City's Police Department on a form designated for that purpose. An application for a permit required by this section shall contain at least following:

(1) The name, address, telephone number and state driver's license number, if applicable, of the permit holder;

(2) The street address where the golf cart or NEV is kept, including the particular suite or apartment number, if applicable;

(3) The name of the residents residing at and/or business name used for the premises where the golf cart or NEV is kept, if applicable;

(4) The year, make, model, color, vehicle identification number (in the case of an NEV) or serial number (in the case of a golf cart);

(5) Whether the golf cart or NEV is powered by and electric or gasoline engine; and

(6) An affidavit whereby the applicant under oath swears and affirms that the golf cart or NEV for which the permit is sought is fully equipped as required by Sec. _____.

(c) The permit shall be permanently affixed on the left side of the golf cart in such a manner that it is clearly visible from fifty feet (50'). The permit must not be damaged, altered, obstructed or otherwise made illegible. The permit holder shall apply for a replacement permit and pay all applicable cost associated with the issuance and inspection of the golf cart.

(d) The permit shall only be placed upon the golf cart or NEV for which it was issued.

(e) A permit issued to a golf cart or NEV shall become invalid if the golf cart or NEV is altered in a manner that fails to comply with any requirement of this article.

(f) Permits are valid for a period of (2) two years from the date issued.

(g) No permit shall be issued pursuant to this section until the applicant has paid the permit fee established by resolution of the City Council and made a part of the City's Fee Schedule.

(h) Not later than ten (10) days after:

- (1) An owner transfers title to the golf cart or NEV to another owner; or
- (2) The address of the normal storage location for the golf cart or NEV has changed.

The permit holder shall notify the City in writing of the changes in ownership or storage location submitted on a form designated by the City's Police Department.

(i) Lost or stolen Permits are the responsibility of the Owner. A police report must be filed in the event of a lost or stolen Permit. If no record can be found of a previous application for a permit, or the receipt of a Permit/Sticker, the City's Chief of Police may direct the applicant to reapply, and also resubmit any and all fees necessary before a replacement Permit/Sticker is issued.

(j) Any person who operates a golf cart or NEV and fails to receive and properly display a Permit required by and issued in accordance with this section will be subject to all applicable state laws, in addition to being in violation of this Article.

(k) A permit may be revoked at any time by the City's Chief of Police, or his designee, if there is any evidence that the permit holder cannot safely operate, or has failed to operate, a golf cart on any authorized public street, parking area and trafficway of the City in compliance with this Article.

(l) A person commits an offense when making a false statement in the application for a permit under this section, including, but not limited to, any factual statement regarding the condition of the golf cart or NEV for which a permit is sought and the manner in which such golf cart or NEV is equipped.

Sec. _____. Public Safety Personnel

Public Safety Personnel may operate a golf cart or NEV on any public street, parking area and traffic way without any further restrictions when the golf cart or NEV is used in the performance of his/her duties.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 16	MEETING DATE: 01/09/18
SUBJECT:	Status Reports on Current Projects and Discussion on Future Agenda Items
PREPARED BY:	Angela Miller, City Secretary

COMMENTS

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



UPCOMING EVENTS

Expected Absences: None

January 9, 2018 **Regular City Council Mtg. 7:30 pm**

January 15, 2018 Park Board Mtg. 6:00 pm (if needed)

January 16, 2018 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

January 18, 2018 Public Art Advisory Board Mtg. 7:00 pm (if needed)

January 23, 2018 **Regular City Council Mtg. 7:30 pm**

February 1, 2018 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

February 13, 2018 **Regular City Council Mtg. 7:30 pm**

February 15, 2018 Public Art Advisory Board Mtg. 7:00 pm (if needed)

February 19, 2018 Park Board Mtg. 6:00 pm (if needed)

February 20, 2018 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

February 27, 2018 **Regular City Council Mtg. 7:30 pm**

March 1, 2018 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

March 13, 2018 **Regular City Council Mtg. 7:30 pm**

March 15, 2018 Public Art Advisory Board Mtg. 7:00 pm (if needed)

March 19, 2018 Park Board Mtg. 6:00 pm (if needed)

March 20, 2018 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

March 27, 2018 **Regular City Council Mtg. 7:30 pm**

April 5, 2018 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

April 10, 2018 **Regular City Council Mtg. 7:30 pm**

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

By: Karen Bradley, Administrative Assistant - City Secretary Office