



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

**REGULAR MEETING  
OF THE HIGHLAND VILLAGE CITY COUNCIL  
TUESDAY, FEBRUARY 13, 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. Receive an Update regarding Projects, Operations and Services from Upper Trinity Regional Water District (UTRWD)
2. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of February 13, 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**

3. Hold a closed meeting in accordance with the following sections of the Texas Government Code:
  - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
  - (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)
  - (c) Section 551.074 – Personnel – Deliberate the Evaluation of the City Manager and City Secretary

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

4. Call to Order
5. Prayer to be led by Councilmember Mike Lombardo

6. **Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Mike Lombardo:** *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*
7. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
8. **City Manager/Staff Reports**
  - **HVTV Update**
9. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415** the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety
  - **Recognition of Briarhill Middle School for Selection by NASA to host a Downlink with the International Space Station**
  - **Presentation of a Proclamation recognizing Parent Teacher Association (PTA) Day in Highland Village**

#### **CONSENT AGENDA**

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

10. **Consider Approval of Minutes of the Regular City Council Meeting held on January 23, 2018**
11. **Consider Resolution 2018-2733 Repealing Resolution 2013-2445 and Dissolving the Public Art Advisory Board**
12. **Consider Resolution 2018-2734 Amending the Public Art Master Plan**
13. **Consider Resolution 2018-2736 Amending the Public Art Policy**
14. **Consider Resolution 2018-2735 Authorizing the Purchase of Radio Telemetry Units from Prime Controls for the Public Works Utility Division**
15. **Receive Investment Report for Quarter Ending December 31, 2017**
16. **Receive Budget Reports for Period Ending December 31, 2017**

#### **ACTION AGENDA**

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

- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
  - (b) Section 551.071 – 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)
  - (c) Section 551.074 – Personnel – Deliberate the Evaluation of the City Manager and City Secretary
18. Consider Ordinance 2018-1242 Amending the Code of Ordinances Article 6.03 "Peddlers and Solicitors" by Amending Section 6.03.005 relating to the Time of Day during which a Person may Operate as a Peddler or Solicitor in the City; Section 6.03.046 relating to the Time for which a Peddler and Solicitors Permit is Valid; and Repealing Section 6.03.054 "Bond" (1<sup>st</sup> of two reads)
19. Consider Ordinance 2018-1243 Amending the Code of Ordinances, Chapter 20 "Transportation and Traffic" by adding Article 20.09 "Golf Carts, Neighborhood Electric Vehicles, and Slow-Moving Vehicles" relating to the operation of Golf Carts, Neighborhood Electric Vehicles, and Slow-Moving Vehicles on public streets (1<sup>st</sup> of two reads)

**LATE WORK SESSION**

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

20. 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.)
- Discuss Cancelling the March 13, 2018 City Council Meeting

21. 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 9<sup>TH</sup> DAY OF FEBRUARY, 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**

<b>AGENDA#</b> 1	<b>MEETING DATE:</b> 02/13/18
<b>SUBJECT:</b>	Receive an Update regarding Projects, Operations and Services from Upper Trinity Regional Water District (UTRWD)
<b>PREPARED BY:</b>	Angela Miller, City Secretary

**COMMENTS**

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

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

**AGENDA# 9**

**MEETING DATE: 02/13/18**

**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 Briarhill Middle School for Selection by NASA to host a Downlink with the International Space Station
- Presentation of a Proclamation recognizing Parent Teacher Association (PTA) Day in Highland Village



## PROCLAMATION

*WHEREAS, the Parent Teacher Association (PTA) has a mission to make every child's potential a reality by engaging and empowering families and communities to advocate for all children; and*

*WHEREAS, PTA prides itself on being a powerful voice for all children, a relevant resource for families and communities, and a strong advocate for public education; and*

*WHEREAS, Membership in PTA is open to anyone who wants to be involved and make a difference for the education, health, and welfare of children and youth; and*


*WHEREAS, PTA is the largest volunteer child advocacy organization in the nation; and*

*WHEREAS, PTA has worked toward bettering the lives of every child in education, health and safety since its founding in 1897; and*

*NOW THEREFORE, I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim February 22, 2018 in Highland Village as:*

***"Parent Teacher Association Day"***

*IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Highland Village to be affixed on this the 13<sup>th</sup> day of February 2018.*

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

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

**AGENDA# 10**

**MEETING DATE: 02/13/18**

**SUBJECT: Consider Approval of Minutes of the Regular Meeting held on January 23, 2018**

**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 January 23, 2018 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, JANUARY 23, 2018**

**Call to Order**

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

**Roll Call**

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

**EARLY WORK SESSION**

**1. Discuss the City's Current Ordinance relating to Motor-Assisted Scooters**

City Manager Michael Leavitt stated in light of recent research relating to golf carts, the ordinance regulating scooters may warrant updating. He reported the current ordinance allows a child 12-years of age or older to operate a motor-assisted scooter if they successfully complete a safety course. At the time the ordinance was adopted, scooters were much more popular than they are today. Police Chief Doug Reim reported the number of scooter permits have greatly declined since 2004, with no permits being issued the last two years.

Mr. Leavitt asked Council if this was something they would like to have updated. Increasing the age restriction, prohibiting use on certain streets and a review of the permitting requirement were discussed. Mr. Leavitt reported Chief Reim would bring back suggested revisions at a future meeting.

**2. Discuss Status of the Public Art Advisory Board**

Mr. Leavitt stated during last year's annual appointment process, Council had postponed appointments to the Public Art Advisory Board (PAAB) to allow staff to find out more information regarding the status of the Highland Village Parks Foundation (Foundation) and to allow further discussion regarding the mission and scope of the PAAB. At that



time, there was some indication of interest in dissolving the Foundation and potentially having the PAAB serve as a non-profit to continue the work of the Foundation. In addition, there was also some frustration by PAAB members due to a lack of funding and interest in doing something beyond their annual Highland Village Art Festival event.

Mr. Leavitt stated with the Art Festival coming up in May, City staff is already working with The Shops to continue the event. Parks and Recreation Director Phil Lozano has discussed the possibility of dissolving the PAAB with the Parks and Recreation Advisory Board taking over its functions. Mr. Leavitt reported increasing the use of volunteers to assist with some of the work previously carried out by the PAAB would allow more flexibility to seek out donations and acquisitions, which would then be presented through the Parks and Recreation Advisory Board and ultimately presented to City Council for approval, per the Highland Village Public Art Master Plan. Volunteers could also assist staff with the annual Highland Village Art Festival as well as other city sponsored special events.

Councilmember Jaworski asked if there was any further update on the status of the Foundation. Mr. Leavitt stated Mr. Lozano would be contacting member(s) to follow up and he would update as he had further details. The consensus of Council was to move forward with dissolving the PAAB. An agenda item will be provided on the agenda for the February 13<sup>th</sup> Council meeting.

### **3. Discuss Regulations relating to Peddlers and Solicitors in Highland Village**

Mr. Leavitt reported amendments regarding hours of operation and extending permit expiration from 90-days to 180-days were presented to Council last year. Just prior to the second read, it was determined that another provision in the existing ordinance which relates to a cash bond requirement also needed to be updated. In addition, the City Attorney provided an update and background information to Council on area cities that also considered amending their hours of operation for solicitors. At the December meeting, the ordinance was tabled to allow for further research and for a modified ordinance to be presented to Council at a future meeting.

City Attorney Kevin Laughlin suggested amending the hours of operation to the following:

- Standard Time – allowed at a private residence from 9:00 a.m. until 7:00 p.m.
- Daylight Savings Time – allowed at a private residence from 9:00 a.m. until 8:00 p.m.

Consensus of council was to move forward with an ordinance that includes provisions relating to hours of operation, as suggested above; extending the expiration of permits to 180-days; and modifying the bond provision to require a copy of a current surety bond rather than provide a cash bond

### **4. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of January 23, 2018**

Regarding Agenda Item #14, Mr. Leavitt reported this item is for repairs and upgrades to the existing outdoor warning system before the spring storm season, but does not include adding a siren at Sunset Point. The siren at Sunset Point will be a standalone quote and project that will be addressed at a later time.

Mr. Leavitt asked is anyone had any questions regarding Agenda Item #20. Deputy Mayor Pro Tem Fleming asked about the golf carts used for the Balloon Festival. Mr. Leavitt reported that could be addressed in the application process for the special event. Council discussed having two ordinances, one for Slow Moving Vehicles and another

regulating golf carts. Councilmember Lombardo voiced concern with the use of golf carts on public streets. Councilmember Jaworski asked how many times dispatch had been contacted regarding an issue with a golf cart. Mr. Leavitt reported 42 times over the last year. Further discussion would continue later during the regular meeting.

Early Work Session concluded at 6:55 p.m.

### **CLOSED SESSION**

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

(a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation, 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)**

Council did not meet in Closed Session.

### **OPEN SESSION**

6. **Call to Order**

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

#### **Roll Call**

**Present:**

Charlotte J. Wilcox  
Michelle Schwolert  
Michael Lombardo  
Barbara Fleming  
Daniel Jaworski

Mayor  
Mayor Pro Tem  
Councilmember  
Deputy Mayor Pro Tem  
Councilmember

**Absent:**

John McGee  
Fred Busche

Councilmember  
Councilmember

**Staff Members:**

Michael Leavitt  
Kevin Laughlin  
Ken Heerman  
Angela Miller  
Doug Reim  
Karl Schlichter  
Brad Goudie  
Scott Kriston  
Phil Lozano  
Laurie Mullens  
Andrew Boyd

City Manager  
City Attorney  
Assistant City Manager  
City Secretary  
Police Chief  
Police Commander  
Fire Chief  
Public Works Director  
Parks and Recreation Director  
Director of Marketing & Communication  
Media Specialist

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

Mayor Pro Tem Schwolert gave the invocation.

8. **Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Pro Tem Michelle Schwolert: “Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”**

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

**9. Visitor Comments**

No one wished to speak.

**0. City Manager/Staff Reports**

- **HVTV Update**

The latest video report from HVTV News was shown:

*Foodie Friday* – This month's HVBA Foodie Friday video featured Bistecca, an Italian steakhouse located in Highland Village. Chef Morris Salerno shared new items that would be featured on the Valentine's Day menu.

*Senior All Stars* – Highland Village seniors are invited to take a trip to the Fort Worth Stockyards for a day of fun on February 17. Attendees will stop at Joe T Garcia's for lunch. To register, contact the staff at the Robert & Lee DuVall Center or visit the City's website to register online.

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

Deputy Mayor Pro Tem Fleming wished her granddaughter Anna a happy 16<sup>th</sup> birthday.

**CONSENT AGENDA**

- 12. Consider Approval of Minutes of the Regular City Council Meeting held on January 9, 2018**
- 13. Consider Resolution 2018-2731 Ordering a General Municipal Election to be held on May 5, 2018 for the Purpose of Electing Councilmembers to Places 1 (Mayor), 2, 4, and 6; Authorizing a Joint Election with other Denton County Political Subdivisions; and Authorizing a Contract for Election Services with Denton County**
- 14. Consider Resolution 2018-2732 Authorizing the City Manger to Enter into an Agreement with Joe Goddard Enterprises, LLC for the Storm Warning Siren Project**
- 15. Receive Budget Reports for Period Ending November 30, 2017**

***Motion by Mayor Pro Tem Schwolert, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #12 through #15. Motion carried 5-0.***

**ACTION AGENDA**

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

- (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation, 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)**

**NO ACTION TAKEN**

17. **Discuss and Consideration of all matters incident and related to the Issuance and Sale of “City of Highland Village, Texas, General Obligation Bonds, Series 2018”, including the adoption of Ordinance 2018-1240 Authorizing the Issuance of such Bonds for Street and Parks & Recreation Improvements**

**APPROVED (5 – 0)**

Assistant City Manager Ken Heerman reported that in November, two propositions were approved by voters – one for Street improvements and one for Parks projects.

Jim Sabonis from Hilltop Securities reported the bid process was successful. Six bidders competed, with the winning bid coming in approximately \$43,000 less than anticipated. Mr. Sabonis stated the City’s recent increase by Standard & Poors from a rating of AA+ to AAA is the highest credit rating available. Standard & Poors credited the rating increase to the City’s strong economy supported by wealth and income metrics, in addition to the City’s very strong and stable financial flexibility. The City’s financial position is further supported by its very strong financial management practices and policies.

Mr. Heerman also reported there is no tax increase associated with this bond issuance.

***Motion by Councilmember Jaworski, seconded by Mayor Pro Tem Schwolert, to approve Ordinance 2018-1240. Motion carried 5-0.***

18. **Discuss and Consideration of all matters incident and related to the Issuance and Sale of “City of Highland Village, Texas, Combination Tax and Revenue Certificates of Obligation, Series 2018”, including the adoption of Ordinance 2018-1241 Authorizing the Issuance of such Certificates of Obligation for Water and Sewer System Improvements**

**APPROVED (5 – 0)**

Assistant City Manager Ken Heerman reported debt issuance for utility capital projects in the amount of \$2.45M was articulated in the Fiscal Year 2017-2018 Budget, which will be accomplished with a certificate of obligation to be issued in conjunction with the voter-approved general obligation bond. He stated this would be supported by water and sewer revenues, with no additional utility rate increase resulting from this issue.

Jim Sabonis from Hilltop Securities reported the bid process was successful. Four bidders competed, with the winning bid coming in approximately \$37,000 less than anticipated. Mr. Sabonis also referenced the City’s recent rating increase from AA+ to AAA, referenced in more detail with Agenda Item #17, played a role in a successful bid process.

***Motion by Councilmember Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve Ordinance 2018-1241. Motion carried 5-0.***

19. **Receive Annual Report regarding Compliance with the Highland Village Police Department’s Policy Prohibiting Racial Profiling**

**REPORT PRESENTED**

Commander Karl Schlichter presented the report for 2017. He advised that state law requires each law enforcement agency in the state to adopt a written policy on racial profiling and to submit a report containing the information compiled during the previous calendar year to the governing body. He explained that this report requires the collection of information relating to traffic stops in which a citation is issued and arrests resulting from those traffic stops, including information relating to:

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

Commander Schlichter advised the City has a policy in place prohibiting racial profiling, as well as a formal, comprehensive complaint process. He further advised that police departments with the capabilities to collect video/audio recordings of each traffic stop and capabilities for audio recording of each pedestrian interaction are exempt from collecting certain data. Because the Highland Village Police Department has procedures enacted to capture the required data, they qualify for exemptions for both.

He reported the following:

- There were 46 searches conducted, 9 of the searches were consent based, and 37 of the searches were non-consent (arrests or probable cause)
- Race/ethnicity are proportionate with the increased growth of the City and increased traffic interactions
- Per state law, video/audio records are maintained for a minimum of 90 days
- Highland Village Police Department is in compliance with Code of Criminal Procedure, Article 2.132

## **LATE WORK SESSION**

### **20. Discuss/Consider an Ordinance relating to the Use of Neighborhood Electric Vehicles, Low Speed Vehicles and Golf Carts in Highland Village**

Mr. Leavitt stated the reference to Low Speed Vehicles (LSV) is now designated as Slow Moving Vehicles (SMV). He also reported Council had provided comments and suggestions at their January 9<sup>th</sup> meeting, and a second draft ordinance provided in Council's agenda packets incorporates those items. He stated staff is seeking direction from Council on how they would like to proceed - Do they wish to address NEV, SMV and golf carts into one ordinance or separate out NEVs since they are governed by state law and have an issued license plate?

Councilmember Lombardo stated he would like to remove the units that have titles and are licensed by state. He considers an NEV and SMV to be totally different types of units and the ordinance should only refer to golf carts.

Councilmember Jaworski stated he prefers all units together in one ordinance. He stated it is difficult to distinguish between a NEV and golf cart. He voiced concern about how to safely secure smaller children, such as 1-3 year olds. In addition, Councilmember Jaworski also voiced concern that an NEV or SMV can currently be driven on Highland Village Road and FM 2499.

Mayor Wilcox stated she agrees with Councilmember Lombardo that the ordinance should only address golf carts. She also stated NEVs, which are licensed and have a license plate, would be easy to differentiate from a golf cart.

Deputy Mayor Pro Tem Fleming stated she would prefer all units addressed in one ordinance because it would be easier to enforce.

Mayor Pro Tem Schwolert stated she agrees that all units should be addressed in one ordinance.

Council also discussed insurance requirements. Mr. Leavitt stated the ordinance can include a requirement that a driver shall show proof of insurance. Based on input from Council, he reported an ordinance will be provided at the next meeting to include seatbelt requirements for each individual seat, times of operation, and an exemption for delivery vehicles (FedEx / UPS). He also stated the use of the units during special events will be addressed in a separate ordinance relating to special events.

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

Mayor Wilcox provided the following update:

Council and staff have been made aware of safety concerns at the intersection of Garden Ridge and the I-35E frontage road. This intersection is within the City of Lewisville jurisdiction, however our residents travel this way leaving and entering our city so we have a vested interest. Traffic flow at the intersection is currently facilitated by stop signs, which are hard to see and many are driving through the intersection causing collisions or near misses. Signal lights are installed at the intersection but are not operational.

AGL installed the signal lights in anticipation of meeting the warrant study criteria. However, after the warrant study was conducted, this intersection did not meet the criteria. Mayor Wilcox reported TxDOT had stated the signals will not be turned on and that TxDOT would probably use the vertical pole components for the stop signs in that there apparently is not a good spot for other poles. She contacted Commissioner Bobbie Mitchell and requested the signal lights flash red in all directions to call attention to the need to stop at the intersection and hopefully provide a safer traveling experience for all.

Today, notification came from TxDOT that the signals will be activated soon to flash red in all directions. Mayor Wilcox thanked Commissioner Bobbie Mitchell for her assistance on this.

For future agenda items, City Manager Leavitt stated there are some short term rental units listed on Airbnb.com and similar rental websites located in Highland Village and asked Council if this is a topic they would like explored. Per the City's zoning ordinance, they are prohibited. The consensus of Council was to provide further information.

**22. Adjournment**

Mayor Wilcox adjourned the meeting at 9:00 p.m.

**ATTEST:**

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Angela Miller, City Secretary

DRAFT

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

**AGENDA# 11**

**MEETING DATE: 02/13/18**

**SUBJECT: Consider Resolution 2018-2733 Repealing Resolution 2013-2445 and Dissolving the Public Art Advisory Board**

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

**BACKGROUND:**

During last year's annual appointment process for boards and commissions, City staff reported to Council there was some frustration by members of the Public Art Advisory Board (PAAB) due to a lack of funding and interest in doing more beyond their annual Highland Village Art Festival. In addition, staff reported meeting with the board of the Highland Village Parks Foundation (Foundation) which was looking at the future of the Foundation and how the board may wish to move forward. At that time, there was some indication of interest in dissolving the Foundation and potentially having PAAB serve as a non-profit to continue the work of the Foundation.

Until more information was found regarding the direction of the Foundation, and to allow further discussion regarding the mission and scope of the PAAB, appointments to the PAAB were postponed.

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

Staff has attempted to follow up on the intention of the Foundation, but to date has received no response. In addition, staff met with Mayor Pro Tem Schwolert and Deputy Mayor Pro Tem Fleming, the prior council liaisons to the PAAB, regarding the mission and scope of the PAAB, as well as discuss prior activities of the PAAB. During discussions, it was suggested that the PAAB be dissolved and that staff further develop and use citizen volunteers to assist with some of the work previously carried out by the PAAB. Volunteers would have more flexibility to seek out donations and acquisitions, which would be presented through the Parks and Recreation Advisory Board and ultimately presented to City Council for approval, per the Highland Village Public Art Master Plan. Volunteers could also assist staff with the annual Highland Village Art Festival as well as other city sponsored special events.

At the January 23, 2018 meeting, Council discussed the possibility of dissolving the PAAB and moving forward with further development of a volunteer program to assist with donations and acquisitions, which would be presented through the Parks and Recreation Advisory Board. Consensus was to proceed with dissolving the PAAB and follow through with a volunteer program. The City Attorney has prepared Resolution 2018-2733 dissolving the PAAB.



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

N/A

**RECOMMENDATION:**

To approve Resolution 2018-2733, as presented.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2733**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, REPEALING RESOLUTION NO. 2013-2445 AS AMENDED AND DISSOLVING THE PUBLIC ART ADVISORY BOARD; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, having reviewed the prior activities of the Public Art Advisory Board and determined that the purpose and functions of said Board can be handled by other boards and City departments, the City Council of the City of Highland Village finds it to be in the public interest to establish a Public Art Advisory Board;

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

**SECTION 1.** Resolution No. 2013-2445, as amended by Section 2 of Resolution No. 2013-2451, is hereby repealed, and the Public Art Advisory Board is hereby dissolved.

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

**PASSED AND APPROVED this the 23<sup>rd</sup> 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:1/16/18:95092)

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

<b>AGENDA#</b>	<b>12</b>	<b>MEETING DATE:</b>	<b>02/13/18</b>
<b>SUBJECT:</b>	<b>Consider Resolution 2018-2734 Approving Amendments to the Public Art Master Plan</b>		
<b>PREPARED BY:</b>	<b>Phil Lozano, Parks and Recreation Director Andra Foreman, Recreation Manager</b>		

**BACKGROUND:**

The Public Art Master Plan was prepared by the Public Art Advisory Board, and approved by City Council in 2014. The dissolution of the Public Art Advisory Board results in the need to revise the Public Art Master Plan. The duties of the Public Art Advisory Board will now be under the Parks and Recreation Department and the Parks and Recreation Advisory Board.

**OPTIONS & RESULTS:**

N/A

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

Parks and Recreation Staff, in conjunction with the City Attorney, reviewed and made revisions to the Public Art Master Plan.

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

None

**RECOMMENDATION:**

To approve Resolution 2018-2734 approving the amended Public Art Master Plan.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2734**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE CITY OF HIGHLAND VILLAGE PUBLIC ART MASTER PLAN, AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of Highland Village Public Art Master Plan ("the Plan") was adopted on September 9, 2014, pursuant to Resolution No. 2014-2519; and

**WHEREAS**, the City Council has this date dissolved the Public Art Advisory Board, making necessary certain amendments to the Plan; and

**WHEREAS**, having reviewed and considered the amended Plan, the City Council finds it to be in the public interest to approve the amended Plan as presented.

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

**SECTION 1.** The City of Highland Village Public Art Master Plan is hereby amended to read as set forth in Exhibit "A," attached hereto and incorporated herein by reference.

**SECTION 2.** This Resolution shall be effective immediately upon passage.

**PASSED AND APPROVED** this the 13<sup>th</sup> day of February, 2018.

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:2/5/18:95858)

**RESOLUTION NO. 2018-2734  
Exhibit "A"**

**City of Highland Village Public Art Master Plan  
(revised February 13, 2017)**

# City of Highland Village Public Art Master Plan



APPROVED BY CITY COUNCIL:  
*SEPTEMBER 2014* (REV. 2/13/2018)

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## **Executive Summary**

The City of Highland Village intends from time to time to acquire artwork for permanent installation in suitable public locations as well as temporarily exhibit artwork on loan from the owners of the artwork and/or artist themselves. This Public Art Master Plan embraces the community's aspirations for public art and its value to the civic and aesthetic potential of the City of Highland Village. Implementation strategies focus on continued collaboration and partnerships with all interests to ensure the intentions of this plan are realized. Community engagement and participation are key elements, as is the commitment to the evaluation of the progress in achieving the goals.

## **A Sense of Place**

Determining the location or site for public artwork is of nearly as important as the selection of the artwork itself. When asked community comment has indicated placement of public art in both exterior sites and interior spaces. Adoption of the Public Art Master Plan will enable the public art program to look at the City as a whole, incorporate the suggested sites, and identify additional locations for public art to generate gathering places that foster civic dialogue, create focal points for neighborhoods, assist revitalization initiatives, and contribute to economic development.

## **Summary of Public Art Placement Opportunities**

<b>Type</b>	<b>Location</b>	<b>Proposed budget</b>	<b>Status (new, existing, renovation, expansion)</b>	<b>Funding source</b>	<b>Priority/Year</b>
Community Parks, Trails, Greenbelts					
Neighborhood and Pocket Parks					
Community Use Facilities					
Civic Use Facilities					
Public Corridors					

Site planning will have two aspects. One is focused on the location itself, and its suitability and



sustainability for artwork. Another consideration is the types of public art experiences that can be designed to animate various places around the City to provide educational opportunities, entertainment, or enjoyment, to give expression to community values, or to tell the community's stories.

The suitability of a location includes the space itself and consideration of how the space is used. Neighborhood or environmental features need to be accommodated. How artworks relate to the site and to each other in that location is another factor. The artwork should respect the site as the site should respect the artwork. Initial identification of locations in all parts of the City is a priority to engage and benefit more citizens.

### **Public Art Master Plan Overview**

The City of Highland Village public art program intends to acquire artwork for permanent installation in suitable locations and artwork on loan for temporary exhibition. This Public Art Master Plan looks beyond those traditional ventures to include opportunities for neighborhoods to engage in public art projects for numerous traditional and non-traditional, even spontaneous, arts activities or events that draw members of the community and attract visitors.

A formal, intentional Public Art Master Plan, a public art program, and public/private funding strategies can realize these aspirations for public art, for artists, and for the community.

### **Guiding Principles**

- **Inclusivity** – Public art processes and procedures will actively invite ideas and participation from all segments of our community in the activities of the public art program.
- **Aesthetic Excellence** – Project design and selection processes will strive for artistic excellence in artwork and art experiences.
- **Innovation** – The Parks and Recreation Department will explore new approaches to public arts activities to engage citizens of all ages.
- **Education/Awareness** – The Public Art Master Plan will be a channel for education and/or building awareness about the arts and their benefits for enhancing the quality of life and the economic vitality of our community.
- **Advocacy** – The Parks and Recreation Department will continue to provide leadership for arts initiatives.

### **Goals**

- 1) Establish and implement a Public Art Program to acquire and display artwork that cultivates a vibrant public art environment and reflects Highland Village's unique cultural identity and aspirations.
  - Develop and implement comprehensive policies and procedures for selection, permanent installation, maintenance and conservation of artworks in public

## CITY OF HIGHLAND VILLAGE PUBLIC ART MASTER PLAN

- spaces and civic facilities.
  - Continue to seek opportunities for exhibitions of art, art on loan, and touring artwork.
  - Encourage innovative projects and public arts activities that make Highland Village unique.
  - Develop and implement a policy for soliciting and accepting donations, gifts or loans of artwork.
  - Seek opportunities to involve local artists.
- 2) Enliven and enhance spaces and places throughout Highland Village for the community and visitors to enjoy public art and arts activities.
- Conduct an inventory and prioritize potential areas and update annually.
    - Exterior sites
    - Interior sites
  - Analyze the character and use of identified locations.
  - Generate community involvement with art projects.
    - Meet with neighborhood and community groups to promote the Public Art Master Plan.
    - Work with schools to promote the Public Art Master Plan.
  - Expand the concept of public art with art experiences in appropriate settings.
- 3) Secure and manage funding for the Public Art Master Plan and the care and maintenance of public art assets.
- Identify strategies to cover maintenance and conservation of public art.
    - Conduct regular condition assessments.
- 4) Pursue active collaboration with others to create opportunities for public art.
- Develop a process to bring in artists into design discussions.
  - Cultivate partnerships from all community sectors to assist with acquisition of artwork.
  - Promote public art.
- 5) Build awareness and promote understanding of public art and benefits of the arts.
- Develop a promotional campaign about the City's public art collection.
    - Identify and implement community awareness strategies.
    - Identify and publicize events and proximity to artwork and highlight the artwork, its history and the artist.
    - Identify strategy to attract attention to the arts.
  - Assemble a variety of communication networks.

### **Sources and Uses of Funds**

The City of Highland Village should enable the implementation of the Public Art Program through a combination of funding sources. The Public Art Program can be funded by multiple sources. These may include federal, state, county, and local grants; public, private, corporate

donations or bequests.

All monies appropriated for the Public Art Program will be maintained in separate Public Art Program account. Grants and donations restricted to particular art projects which are not expended at the conclusion of the fiscal year will roll over into the following fiscal year. Unrestricted and unobligated funds may be re-appropriated for other purposes. The City of Highland Village may also utilize the Public Art Program account to accept gifts, grants, contributions, and donations made for the Public Art Program.

Funding opportunities may include corporate donations, foundations, the Texas Commission on the Arts, the Texas Department of Transportation, the Federal Highway Administration, Keep Texas Beautiful and the National Endowment for the Arts.

Public Art Program funds may be used for artist fees, artwork fabrication, storage, installation of the art per contract, acquisition of existing art works, required permits, insurance, and contracted services.

### **Recommended Artist Selection Process**

The Parks and Recreation Department will evaluate an artist's qualifications and proposals as projects and programs are identified.

#### **Artwork**

- Submission or fabrication of the artwork.
- The artwork should be appropriate in scale, materials, and form for the immediate, general, social, and physical environments to which they are being related.
- Installation.
- Dedication, submittal of project documentation, and project closeout.
- Maintain a listing of artists.

### **Gifts, Loans, and Exhibits of Artwork**

**Recommendation:** Consideration of whether the gift, loan, or exhibit meets the mission and goals of the Public Art Master Plan and ensure the related costs of the gift, loan, or exhibit are understood.

- 1) Site is identified.
- 2) Artwork fits the mission and goals of the Public Art Policy.
- 3) Artwork poses no safety or liability concerns.
- 4) All artwork must be "family appropriate", no sexual, bloody, or violent content allowed.
- 5) Contributes diversity of the public art collection and upholds artistic standards.
- 6) Work can be legally given or loaned to the City by the donor/lender.
- 7) Documentation of gift or loan kept on file.
- 8) Potential costs include, but are not limited to, shipping, insurance, site preparation, installation, proper signage, landscaping, lighting, conservation, and maintenance.
- 9) Appropriate recognition for donor/lender can be provided.
- 10) Maintenance and conservation requirements can be met
- 11) Exhibits must be delivered, placed, and picked up by the artist at times determined

## CITY OF HIGHLAND VILLAGE PUBLIC ART MASTER PLAN

in accordance with the terms of the artist contract with the City

### **Implementation**

Implementation of this Public Art Master Plan will be accomplished by the following:

- Identification, donations, bequeaths and allocation of funding;
- Collaboration with City departments; and
- Strategic collaboration with community and business leadership which enable the Parks and Recreation Advisory Board to prioritize and undertake the provisions of each goal to be recommended to the City Council for actions to be taken on behalf of the citizens of Highland Village.

### **Implementation Process:**

Step	Outcome	Responsibilities
Artist Contract	Agreement between the artist and the City of Highland Village outlining scope of work, fee, schedule, and relevant terms and conditions	<ul style="list-style-type: none"><li>• Reviewed by The Parks and Recreation Director, City Manager and City Attorney</li><li>• Considered for approval by City Council</li><li>• Signed by the City Manager</li></ul>
Conceptual Design	Approved conceptual design (if not already prepared through the proposal process)	<ul style="list-style-type: none"><li>• Artist develops design and presents to the Parks and Recreation Advisory Board for recommendation to City Council</li><li>• Capital project architect participates in kickoff and reviews final conceptual design</li><li>• City Council considers final conceptual design for approval</li></ul>
Final Design and Engineering	Approved final design and engineering drawings	<ul style="list-style-type: none"><li>• Artist prepares, or oversees the preparation of drawings and documents</li><li>• Significant change from initial proposal or design must be reviewed by the Parks and Recreation Advisory Board, City Council, and approved in writing</li></ul>
Fabrication of Artwork	Complete fabrication of the artwork	<ul style="list-style-type: none"><li>• Artist fabricates or oversees fabrication</li></ul> <p>The Parks and Recreation Department receives periodic updates and milestone reviews</p>
Installation of Artwork	Complete installation of the artwork	<ul style="list-style-type: none"><li>• Artist oversees installation</li><li>• Artist works with the Parks and Recreation Department to schedule and coordinate with contractors</li></ul>
Dedication, Documentation, and Closeout	Community celebration of the artwork, documentation on file, and all payments made	<ul style="list-style-type: none"><li>• The Parks and Recreation Department and City Staff plan dedication</li><li>• The Parks and Recreation Department receives documentation from the artist</li><li>• The Parks and Recreation Director facilitates final acceptance of the artwork</li><li>• City ensures final payment to the artist</li></ul>

## **Public Art Encounters**

- Community festivals and celebrations
- Community presentations, lectures, and tours
- Exhibits by artists
- Youth involvement and competitions

## **Promoting the Public Art Collection**

- Send local media organizations press releases about artwork projects.
- Publish information in City newsletters, on City website, and through social media outlets.
- Hold ribbon cutting and dedication ceremonies.
- Hold art workshops and/or receptions for artists.

## **Public Art Collection Management**

### **Maintenance**

To assist with maintenance, information on each artwork leased, loaned, or owned by the City of Highland Village should be kept on file with the Parks and Recreation Department and the City Secretary's Office. Artwork on loan should be maintained in accordance with the requirements of lender/donor.

### **Conservation**

Conservation is necessary to ensure proper appearance and longevity of the public artwork. Once every three years, the Parks and Recreation Department will oversee a comprehensive survey of the public art collection and ensure that all necessary repairs are conducted. On a contractual basis, the artist can be given the opportunity to participate.

### **Record Retention**

The Parks and Recreation Department shall be responsible for assisting the City Secretary's office with keeping comprehensive records of all artworks in the City's public art collection. Information should include, but not be limited to, the following: artist information; current contact information; artist biography; artwork information, including title, media, dimensions, and date completed; statement of description; maintenance documents; artist drawings; fabrication information; funding sources; art source, gift or loan; artist selection process documentation; and related documents provided by City departments in regards to the artwork.

The Parks and Recreation Advisory Board can recommend the removal or alteration of any site-specific installation that has been commissioned, gifted, leased, or loaned to the City of Highland Village. The Parks and Recreation Department has the authority to recommend to the City Manager that an artwork be removed if there are safety concerns, significant site changes, or if the work is damaged beyond repair. In making its recommendation, the Parks and Recreation Advisory Board will consider the following:

- Artwork relocation.
- Return of loaned artwork.

## CITY OF HIGHLAND VILLAGE PUBLIC ART MASTER PLAN

- Destruction of damaged artwork.
- Repair
- Sale of artwork.
  - Sale done in compliance with the City's surplus property policy.
  - An appraisal of the artwork will be conducted prior to the sale.
  - The artist will be given a first option to purchase.
  - No artwork can be sold to City employees.
  - Sale proceeds will be accounted for in accordance with the original funding source.
- If the Parks and Recreation Advisory Board determines that de-accession, the withdrawal from the public art collection, of an artwork is appropriate, a report will be presented to the City Council for approval. If de-accession is approved, every effort should be made to notify the artist, donor, or lender.

## **Appendix**

### **Definitions**

**Acquisition** – means the inclusion of an artwork in the permanent Public Art Collection, whether by commissioning, purchasing, donation or other means.

**Artist** – means an individual, or team of individuals who create artwork, as defined herein, whose body of work and professional activities are generally recognized by peers and critics for possessing artistic ability and a serious ongoing commitment to the arts.

**Arts Professional** – means a professional designer, curator, collector, art administrator, art educator, etc.

**Artwork** – means a work of visual art in any medium created by or under the direction of one or more artists, including a painting, drawing, print, sculpture, mural, fountain, statue, photographic image or multimedia work. For the purposes of this policy, the term *Artwork* does not include (i) environmental landscaping or (ii) the performing or literary arts such as dance, music, drama, or poetry unless expressed in a manner defined above.

**City Council** – means the City Council of the City of Highland Village, Texas.

**De-accessioning** – means the formal process for removal of an artwork from permanent display, whether or not it is removed from the City Public Art. This process may also include relocation or, if necessary, disposal of the artwork. This includes the removal, relocation, selling, or trading of public art.

**Donations and Gifts** – means artwork donated to the City from a private individual, institution, and/or other outside sources.

**Loan** – means artwork provided to the City for its use for a defined period of time and to be returned to the owner after the loan period expires.

**Maintenance/Conservation** – Maintenance means the routine care given to artwork as specified by the artist or as generally accepted by the art preservation industry. Conservation means a broad concept of care for works of art that includes condition assessment, preservation and/or restoration in a systematic and timely manner.

**Media** – describes the materials and/or processes that create a work of art. This can typically include oil, watercolor, print, stone, metal, clay, fiber, glass, wood, and other materials as well as light, sound or digital processes.

**Public Art** – shall have the meaning set forth in the City's Public Art Policy.

**Public Art Master Plan** – means an ongoing plan for visual arts development and enhancement with recommended selection procedures, evaluated and updated on a periodic basis. This Public Art Master Plan encourages an expansive view that also includes art projects that engage the community, temporary art projects, art on loan, performance art (to the extent it is "artwork" as defined in Public Art Policy), as well as, the installation of permanent artwork.

## CITY OF HIGHLAND VILLAGE PUBLIC ART MASTER PLAN

## Inventory List

[illegible]



## CITY OF HIGHLAND VILLAGE PUBLIC ART MASTER PLAN



**“Skylark”** – A life-size bronze art sculpture of a female child holding an open bird cage with one bird perched on her shoulder and another on her outstretched hand. The child’s image has a slight turn of the head – a distant gaze – a moment of quiet poise.

**Size:** 47” high x 21” wide x 25” deep

**Location:** Highland Village Municipal Complex, 1000 Highland Village Road

**Donor/Sponsor:** Highland Shores Garden Club

**Value As Assessed by Donor/Sponsor:** Over \$2050.00

**About the Artist:** L’Deane Trueblood has created multiple bronze statues and monuments for cities across America, in addition to enriching the private collections of families across the globe. Each Trueblood original represents a feeling even more timeless than bronze. Mrs. Trueblood is one of the most sought-after sculptors for commissioned artwork, with her creations found in private and corporate collections, including several museum collections. She has received national acclaim for her sensitive portrayals of the human face and figure through her bronze sculpture. She has achieved a solid reputation and recognition as a principal bronze sculptor in the art world and has received many top awards in regional and national shows. L’Deane Trueblood is featured as a prominent artist in “Utah’s 100 Most Honored Artists” in *Who’s Who in American Art* and *Feminine Fortunes*’ “Fifty Most Successful Women, 2003”.

**Base:** Sandstone Boulder – 55” x 34” x 18” – purchased by the City of Highland Village from “Golden Tree Maintenance” – installation by the City Parks and Recreation Department

**Plaque Wording:** Donated By the Highland Shores Garden Club  
Member of Texas Bluebird Society  
In Appreciation of the Beauty of Highland Village  
1986-2012

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

<b>AGENDA#</b>	<b>13</b>	<b>MEETING DATE:</b>	<b>02/13/18</b>
<b>SUBJECT:</b>	<b>Consider Resolution 2018-2736 Approving Amendments to the Public Art Policy</b>		
<b>PREPARED BY:</b>	<b>Phil Lozano, Parks and Recreation Director Andra Foreman, Recreation Manager</b>		

**BACKGROUND:**

The dissolution of the Public Art Advisory Board results in the need to revise the Public Art Policy. The duties of the Public Art Advisory Board will now be under the Parks and Recreation Department and the Parks and Recreation Advisory Board.

**OPTIONS & RESULTS:**

N/A

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

Parks and Recreation Staff, in conjunction with the City Attorney, reviewed and made revisions to the Public Art Policy.

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

None

**RECOMMENDATION:**

To approve Resolution 2018-2736 approving the amended Public Art Policy.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2736**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE PUBLIC ART POLICY RELATING TO DISSOLUTION OF THE PUBLIC ART ADVISORY BOARD; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City of Highland Village Public Art Policy (“the Policy”) was adopted pursuant to Resolution No. 2013-2411, on February 26, 2013, and amended by Resolution No. 2013-2451, on September 24, 2013; and

**WHEREAS**, the Policy, as amended, provides for the Public Art Advisory Board to serve as the advisory board to the City Council pursuant to matters described in the Policy; and

**WHEREAS**, the City Council has dissolved the Public Art Advisory Board and finds that it is in the public interest to amend the policy to provide that the Parks and Recreation Advisory Board should replace the Public Art Advisory Board as the primary advisory board under the Policy;

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

**Section 1.** The Public Art Policy shall be revised and amended to read as set forth in Exhibit “A,” attached hereto and incorporated herein by reference.

**SECTION 2.** This Resolution shall be effective immediately upon passage.

**PASSED AND APPROVED** this the 13<sup>th</sup> day of February, 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:2/5/18:95864)

**Exhibit “A” to Resolution No. 2018-2736**

**City of Highland Village**  
**Public Art Policy**

**I. Purpose and Intent**

“Public Art” is a term that describes artwork placed in public spaces and places, such as parks and public buildings, where people go as part of their daily life. The City of Highland Village (“City”) recognizes that Public Art can be integral to the structure of a community by recognizing its potential to:

- A. Define the City’s identity;
- B. Enhance roadsides, pedestrian corridors and community parks;
- C. Strengthen economic development and tourism;
- D. Enhance neighborhood identity;
- E. Educate children and adults; and
- F. Enrich the spirit and pride of its citizens.

Through established guidelines, the City provides opportunities for creating exciting and attractive public spaces.

**II. Definitions**

- A. *Artist*: An individual or team of individuals who creates Artwork, as defined herein, whose body of work and professional activities are generally recognized by peers and critics for possessing artistic ability and a serious ongoing commitment to the arts.
- B. *Artwork*: A work of visual art in any medium created by or under the direction of one or more artists, including a painting, drawing, print, sculpture, mural, fountain, statue, photographic image or multimedia work. For the purposes of this Policy, the term *Artwork* does not include (i) environmental landscaping or (ii) the performing or literary arts such as dance, music, drama, or poetry unless expressed in a manner defined above.
- C. *The Board*: The Parks and Recreation Advisory Board
- D. *City Council*: The City Council of the City of Highland Village, Texas.
- E. *De-accessioning*: The removal, relocation, selling or trading of Public Art.

- F. *Department*: The City's Parks and Recreation Department, acting through the Director or designee.
- G. *Director*: The Director of Parks and Recreation or person serving in that capacity as appointed by the City Manager, and includes the Director's designee.
- H. *Donations (and Gifts)*: Artwork donated to the City from a private individual, institution, and/or other outside sources.
- I. *Loan*: Artwork provided to the City for its use for a defined period and to be returned to the owner after the loan period expires.
- J. *Public Art*: Artwork that has been reviewed against the standardized criteria set forth in Sections V and VI of this Policy, approved, and formally accepted for ownership by the City for installation in public locations, in or on publicly-owned buildings, on publicly-owned land, or in or on other locations leased or provided to the City through donation, easement or other means. Public Art includes Artwork that is appropriate for the location and that meets the approval criteria set forth in this policy.

### **III. Public Art Acquisition and Selection Process**

Artwork may be acquired through donations, loans of Artwork, or through Public Art acquisition. The selection process for all types of Public Art will remain the same. The Artwork will be reviewed by the Department for appropriateness and maintainability. The Board will make a recommendation to the City Council for its action.

### **IV. Information Required for Consideration**

Any individual wishing to donate or loan Artwork to the City, or any individual or Artist submitting Artwork for Public Art acquisition by the City, shall provide the following information to the Department for its consideration:

#### **A. Artist(s) Information**

1. Name and contact information
2. Relevant training in arts field
3. Current résumé
4. Examples of previous works

#### **B. Proposed Artwork details to include:**

1. Conceptual drawing or a graphic rendering of the proposed Public Art;

2. How the proposed Public Art incorporates the goals and intent of the Public Art Policy;
  3. Approximate size of the proposed Public Art;
  4. Approximate weight of the proposed Public Art;
  5. Media of the proposed Public Art;
  6. Materials used in proposed Public Art; and
  7. Any special requirements that may be required for installation, maintenance, and/or display of the Artwork (lighting, etc....)
- C. If the donor/seller of the Artwork is not an individual, the following additional information must accompany the submittal:
1. Legal status of organization including federal tax ID;
  2. Percentage of total proposed Public Art cost that is expected to be withheld for administration/overhead of the organization;
  3. Percentage of proposed Public Art cost that will be directly paid to the Artist for his or her work;
  4. Current projects or initiatives managed or overseen by the organization; and
  5. Appraised value of the Public Art as established by an appraiser experienced in providing valuation appraisals of the type of Public Art being donated/sold.

**V. Evaluation Criteria**

Before making a recommendation to the City Council regarding the use of any piece of Artwork as Public Art, the Department shall evaluate any Artwork proposed to be used as Public Art based on the following criteria:

**A. The reputation of the Artist**

1. Is the Artist recognized locally, regionally, nationally or internationally?
2. Is the reputation of the Artist one that will reflect positively on the community or, conversely, one that will not reflect negatively on the community if the Artist's Artwork is publicly displayed on City property?

3. Is the individual or group of individuals that created the Artwork working under the supervision of an Artist, and what is the reputation of both the creator(s) of the Artwork and the Artist under whose supervision the creator(s) work? (The Department may consider Artwork created by individuals or groups working under the supervision of an Artist as defined in this policy.)

B. The quality of the Artwork.

1. Acceptable Artwork shall be original works of exceptional quality and enduring value which includes consideration of its artistic, social, and/or historical significance.

2. Context in the City and/or to a City collection.

- a. Does the Artwork enhance an existing collection or add diversity?
- b. How does the piece engage the public?
- c. Are the materials appropriate?
- d. Is the piece susceptible to vandalism or graffiti?

3. Aesthetic merit.

4. Condition of the Artwork.

5. Safety and maintenance.

- a. Susceptibility of the Artwork to normal wear and vandalism.
- b. Potential dangers to the public.
- c. Special insurance requirements.
- d. Maintenance concerns should be a primary consideration with adequate provisions made for continued future maintenance.
- e. Costs of installation of Artwork should be considered for initial install or for future relocations, if applicable.

**VI. Site Selection**

In order to ensure Public Art is fairly and equitably distributed throughout the City, before making a recommendation to the City Council regarding the location of any piece of Artwork as Public Art, the Department shall evaluate any Artwork proposed to be used as Public Art based on the following criteria to guide the placement of Public Art. In relation to the location where Public Art should be displayed, the Public Art should:

A. Enhance the overall public environment and pedestrian streetscape experience.

B. Help create a place of congregation and activity.

- C. Be appropriate in size, scale, material, form and style for the area in which it is to be placed either existing or planned.
- D. Be suitable for outdoor display, including its maintenance and preservation requirements.
- E. Have appropriate relationship to the social, cultural, historical and/or physical context of the site, either existing or planned.
- F. Availability and appropriateness to proposed location/site.
  - 1. Be in a location/site that experiences high levels of pedestrian traffic and is part of the City's circulation paths.
  - 2. Be located in a site that is easily visible and accessible to the public.

**VII. Donations or Loans of Artwork:**

- A. Donations or loans of Artwork shall be considered based upon the established evaluation and site selection criteria as set forth in Sections V and VI of this Policy.
- B. Art display agreements will be required with the owner of any loaned Artwork.
- C. Donated Artwork becomes a part of the City's Public Art collection and, as such, is subject to de-accessioning as outlined in this policy.

**VIII. Memorial Donations and Commissions**

- A. Proposed memorial Public Art will be evaluated on the established evaluation and site selection criteria as set forth in Sections IV and V of this Policy.
- B. Memorial proposals honoring individuals or a personal event should be represented in a form that has a broader community interest and moves the viewer to a special experience.
  - 1. Examples include community parks, landscaped gardens and plazas, sculpture and art works, fountains, park benches, site furnishings, etc.
  - 2. Memorial donations to help fund the acquisition of approved Public Art projects will be accepted.

**IX. De-accession of Public Art**

- A. The removal or relocation of Public Art may be considered for one or more of the following reasons:



1. The condition or security of the Artwork cannot be reasonably guaranteed in its present location.
  2. The Artwork presents a public safety risk.
  3. The Artwork is damaged and repair is not feasible.
  4. Significant changes in the use, character or actual design of the site require a re-evaluation of the Artwork's relationship to the site.
  5. The Artwork requires excessive maintenance or has failures of design or workmanship.
  6. The Artwork has become obsolete (outdated, archaic, etc.).
  7. Negative controversy created due to the Artwork.
  8. The identification of a preferred alternative site.
- B. Procedures for possible de-accessioning of Public Art shall be initiated by the Department or direction of the City Council. The following procedures shall be followed for deaccession or relocation of Public Art:
1. Review of any restrictions which may apply to the specific Artwork, based on contract review.
  2. Assessment of options for storage or disposition of Artwork, which may include sale, trade, return to the artist or donor.
  3. Analysis of reasons for deaccessioning and recommendation to City Council for final decision.

**X. Annual Maintenance Review**

The Department shall annually review the City's Public Art collection for the purposes of creating a maintenance needs assessment.

**XI. Ownership and Intellectual Property Rights of Artist.**

- A. The Terms set forth in Subsections (B) – (G) herein shall be included in substantial form in each Agreement between the City and an Artist for the acquisition of any Public Art.
- B. Title to the Artwork shall pass to the City upon final acceptance of the Artwork by the City Council and payment of Public Art project costs to the Artist. Artist shall provide City with a Transfer of Title in a form acceptable to the City. These documents and/or drawings will be retained for archival and exhibition purposes. The Artist's final design and all other work products

related to the Public Art under the Agreement with the Artist shall become the property of the City, without restriction on future use, except as provided below.

- C. Copyright Ownership. Artist retains all rights under the Copyright Act of 1976, 17 U.S.C. Section 101 et seq., as the sole author of the Public Art for the duration of the copyright.
- D. Identification. The City shall include credit to the Artist on any and all City publications and the City website where the Public Art may appear, and the City shall place a plaque at the site location of the Public Art.
- E. Reproduction Rights.
  - 1. In view of the intention that Public Art be unique, the Artist shall not make any additional exact duplicate reproductions of the final piece of Public Art, nor shall the Artist grant permission to others to do so except with the express written permission of the City. However, nothing shall prevent the Artist from creating future art in the artist's manner and style of artistic expression; nor shall the Agreement with the Artist prevent the Artist from using images of the Public Art piece for marketing and promotional purposes in connection with the Artist's business.
  - 2. By execution of the Agreement with the Artist, the Artist grants to the City a perpetual, irrevocable license to graphically depict or display the Public Art for any non-commercial purpose whatsoever; for purposes of this limitation, any graphic depiction or display of the Public Art intended to promote or benefit the City, its public services or its public purposes, regardless of whether or not a fee is charged to the public, or whether revenue is otherwise received by City, shall be deemed a non-commercial purpose. Notwithstanding the above limitation, the Artist agrees and understands that nothing in this paragraph shall affect or limit City's absolute, unrestricted rights incidental to City's full ownership of the Public Art to alter, change, modify, destroy, remove, move, replace, operate, maintain, transport, sell or transfer, in whole or in part, the public art when the City deems it necessary within its discretion, in order to otherwise exercise the City's powers and responsibility in regard to public works and improvements, in furtherance of the City's operations or for any other reason.
  - 3. All reproductions of the Public Art by the City shall contain a credit to Artist and a copyright notice substantially in the following form: "© date, Artist's name."
  - 4. The Artist shall use his or her best efforts in any public showing or resumé use of reproductions to give acknowledgment to City in substantially the following form: "an original artwork commissioned by and in the public art collection of the City of Highland Village, Texas."

5. The Artist may, at artist's sole expense, cause to be registered with the United States Register of Copyrights, a copyright in the Public Art in the Artist's name.
  6. The City is not responsible for any third-party infringement of the artist's copyright and is not responsible for protecting the intellectual property rights of the Artist.
- F. Artist's Address. The Artist shall notify the City of any changes to the Artist's address. The failure to do so, if such failure prevents the City from locating the Artist, shall be deemed a waiver by the Artist of the right subsequently to enforce the provisions that require the express approval of the Artist. Notwithstanding this provision, the City shall make every reasonable effort to locate the Artist when matters arise relating to the Artist's rights.
- G. Indemnification. The agreement with the Artist shall include an indemnification provision approved as to form by the City Attorney setting forth the Artist's agreement to indemnify, defend, and hold harmless the City, its officers, agents and employees with respect to claims relating to infringement of the intellectual property rights brought by a third party relating to the City's ownership, display, reproduction, use, and/or disposition of the Public Art produced by the Artist.

(Adopted 2/26/13 by Resolution 2013-2411)  
(Amended 9/24/13 by Resolution 2013-2451)  
(Amended 2/16/18 by Resolution 2018-2736)

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

**AGENDA# 14**

**MEETING DATE: 02/13/18**

**SUBJECT: Consider Resolution 2018-2735 authorizing the City Manager to Purchase Radio Telemetry Unit Panels through Prime Controls, LP**

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

**BACKGROUND:**

The City's Utility Division operates 17 remote sites as part of the SCADA (Supervisor Control And Data Acquisition) system. In order to operate remotely, each site is equipped with a Motor Control Center ("MCC") and a Radio Telemetry Unit ("RTU") that is programmed to give licensed operators the ability to view, control and make adjustments to the water production, water distribution and wastewater collection systems. Staff identified four (4) RTU's for replacement this budget year on the City's equipment replacement list. These four (4) RTU's are 17+ years old and replacement parts are becoming extremely difficult to locate on AMAZON and/or EBAY. Utility Operations budgeted for replacement RTU's in their 2018 operating budget.

**IDENTIFIED NEED/S:**

Four (4) RTU's have been identified for replacement (Lift station #1, Lift station #2, Idlewild Elevated Storage site and the Highland Shores Pump Station).

**OPTIONS & RESULTS:**

Old technology is difficult to locate and replace. Catastrophic failure of the current RTU's may result if repair parts cannot be located.

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

Utility Operations budgeted for the proposed replacement RTU's and staff has solicited pricing from our SCADA provider (Prime Controls). Funds have been budgeted for this purchase in the FY 2017-18 budget.

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

Funded through the Utility Operations fund.

**RECOMMENDATION:**

To approve Resolution 2018-2735 authorizing the purchase of radio telemetry units from Prime Controls.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2735**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF RADIO TELEMTRY UNITS FROM PRIME CONTROLS LP; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, to monitor and operate remotely and in real time the City's various water and wastewater facilities, the City installed and has for many years operated a Supervisor Control and Data Acquisition ("SCADA") system; and

**WHEREAS**, a SCADA system allows real time monitoring of pumps, valves, flow rates, storage levels, and other information critical to the operation of the City's water and wastewater system; and

**WHEREAS**, failure of the SCADA system to operate properly, including the transmission of data from the City's facilities to those who are monitoring system operations in the Public Works Department, could result in damage to property and the environment in the event a failure in the system is not timely communicated to the Utilities Division; and

**WHEREAS**, City staff has identified four Radio Telemetry Units ("RTU's") that have reached the end of their useful life and for which spare parts are no longer available; and

**WHEREAS**, failure of an RTU will result in the inability of critical data from being communicated from the City's water and/or wastewater facilities to those charged with monitoring proper operations of those systems; and

**WHEREAS**, City Administration has determined that the purchase of four new RTU's complying with City specifications and compatible with the City's existing SCADA system can be made from Prime Controls, LP and recommends the purchase of the equipment to replace those items identified for replacement; and

**WHEREAS**, the City Council of the City of Highland Village finds that the purchase of the RTU's before their failure occurs as recommended is necessary for the preservation and protection of the public health and safety of the City's residents;

**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 take such action as reasonable and necessary to purchase four (4) Radio Telemetry Units in the amount of \$52,950.00 from Prime Controls for replacement of the existing RTU's at Lift Station #1, Lift Station #2, Idlewild Elevated Storage site, and the Highland Shores Pump Station.

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS, ON THIS 13<sup>TH</sup> DAY OF FEBRUARY, 2018.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:2/5/18:95805)

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

<b>AGENDA#</b> 15	<b>MEETING DATE:</b> 02/13/18
<b>SUBJECT:</b>	Receive Investment Report for Quarter Ending December 31, 2017
<b>PREPARED BY:</b>	Heather Miller, Assistant Finance Director

**BACKGROUND:**

The Public Funds Investment Act, Chapter 2256.023 of the Government Code requires the investment officer of each local government to submit its governing body a quarterly report of investment transactions. The City staff has compiled the following information for your review and to comply with this reporting requirement.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

The detailed transactions for September 30, 2017 through December 31, 2017 follow this briefing.

- TexPool (Texas Local Government Investment Pool, a public funds investment pool that matures January 1, 2018)
- TexSTAR (Texas Short Term Asset Reserve Program, a public funds investment pool, custodial, and depository services are provided by JP Morgan Chase Bank and subsidiary J.P. Morgan Investor Services Co. that matures January 1, 2018)
- Independent DDA (Demand Deposit Account that matures January 1, 2018 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Independent NOW (Negotiable Order of Withdraw that matures January 1, 2018 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Southside MMA (Money Market Account that matures January 1, 2018, collateralized by pledged securities held in custody by the Federal Home Loan Bank)
- Herring Bank CDARS (Certificates of Deposit placed through the Certificates



of Deposit Account Registry Service that matures January 18, 2018 fully insured by the Federal Deposit Insurance Corporation)

- LegacyTexas Bank CD (Certificates of Deposit that matures August 3, 2018 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

This information reports that the beginning market value for all cash and investments was \$12,497,996 and the ending market value on December 31, 2017 was \$15,085,399. The rate of return for the quarter ending December 31, 2017 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (1.11%) is less than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at September 30, 2017 was \$8,357,982 and the ending balance at December 31, 2017 was \$10,932,492 or 72% of the City's total portfolio. The weighted average maturity of the City's portfolio at December 31, 2017 is 15 days.

The average total portfolio yield for the quarter ending December 31, 2017 was 1.15%.

The book value and market value for the City's total portfolio for the beginning and end of the reporting period is as follows:

	<u>Book Value</u>	<u>Market Value</u>
September 30, 2017	\$12,497,996	\$12,497,996
December 31, 2017	\$15,085,399	\$15,085,399

I hereby certify that the attached report is in compliance with the Public Funds Investment Act and that all investments held and transactions made during the reporting period were duly authorized and properly recorded and valued.



Heather Miller  
Investment Officer



Ken Heerman  
Assistant City Manager

<sup>1</sup>Note:

Par is the stated legal dollar value or principal value at maturity.

Book value is what we paid for the instrument adjusted by any accretion or amortization costs.

Market value is what we could reasonably sell the instrument for in the current market.

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

N/A

## **RECOMMENDATION:**

Council to receive the Investment Report for the period ending December 31, 2017.



## **QUARTERLY INVESTMENT REPORT**

**For the Quarter Ended**

**December 31, 2017**

**Prepared by**

**Valley View Consulting, L.L.C.**

The investment portfolio of the City of Highland Village is in compliance with the Public Funds Investment Act and the City of Highland Village Investment Policy and Strategies.

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Ken Heerman, Assistant City Manager

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Heather Miller, Assistant Finance Director

**Disclaimer:** These reports were compiled using information provided by the City of Highland Village. No procedures were performed to test the accuracy or completeness of this information. The market values included in these reports were obtained by Valley View Consulting, L.L.C. from sources believed to be accurate and represent proprietary valuation. Due to market fluctuations these levels are not necessarily reflective of current liquidation values. Yield calculations are not determined using standard performance formulas, are not representative of total return yields and do not account for investment advisor fees.

## Summary

### Quarter End Results by Investment Category:

Asset Type	Ave. Yield	December 31, 2017		September 30, 2017	
		Book Value	Market Value	Book Value	Market Value
MMA/NOW/Pools	1.11%	\$ 10,932,492	\$ 10,932,492	\$ 8,357,982	\$ 8,357,982
Securities/CDs	1.24%	4,152,907	4,152,907	4,140,014	4,140,014
<b>Totals</b>		<b>\$ 15,085,399</b>	<b>\$ 15,085,399</b>	<b>\$ 12,497,996</b>	<b>\$ 12,497,996</b>

Current Quarter Average Yield <sup>(1)</sup>

Total Portfolio 1.15%

Rolling Three Mo. Treas. Yield 1.23%

Rolling Six Mo. Treas. Yield 1.26%

Fiscal Year-to-Date Average Yield <sup>(2)</sup>

Total Portfolio 1.15%

Rolling Three Mo. Treas. Yield 1.23%

Rolling Six Mo. Treas. Yield 1.26%

Average Quarterly TexPool Yield 1.18%

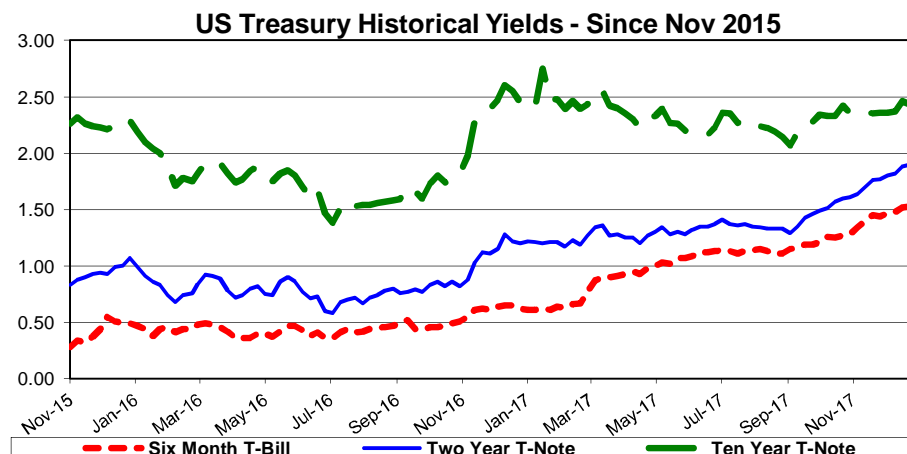
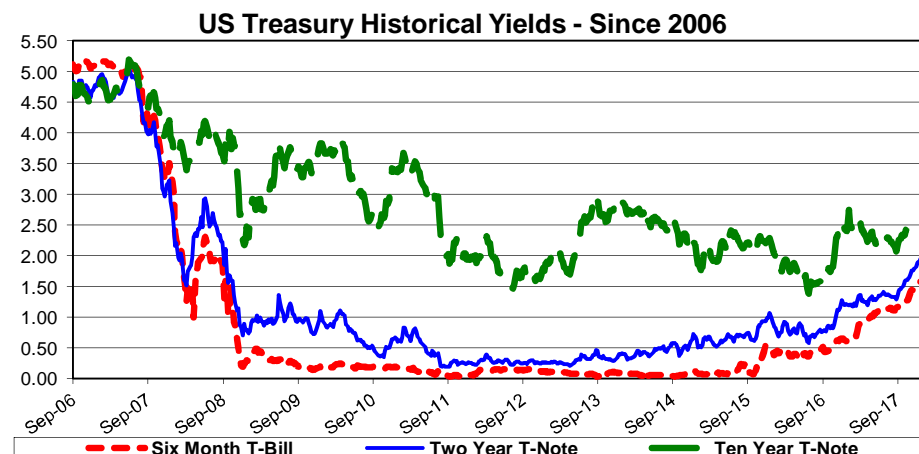
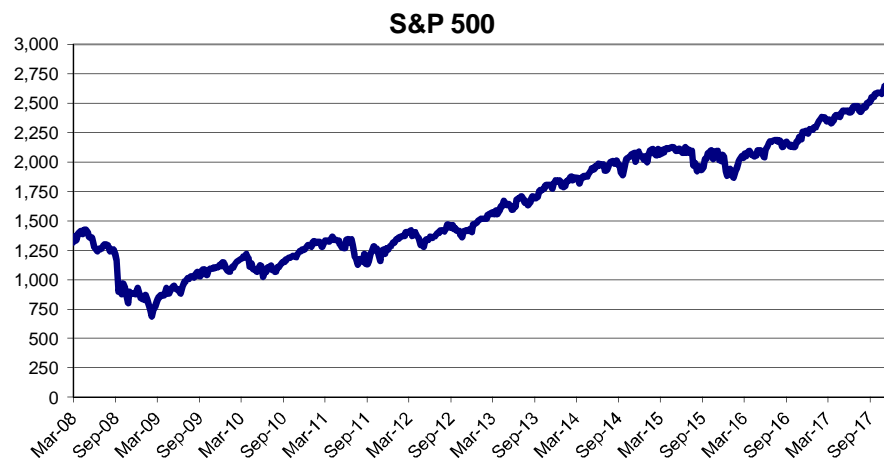
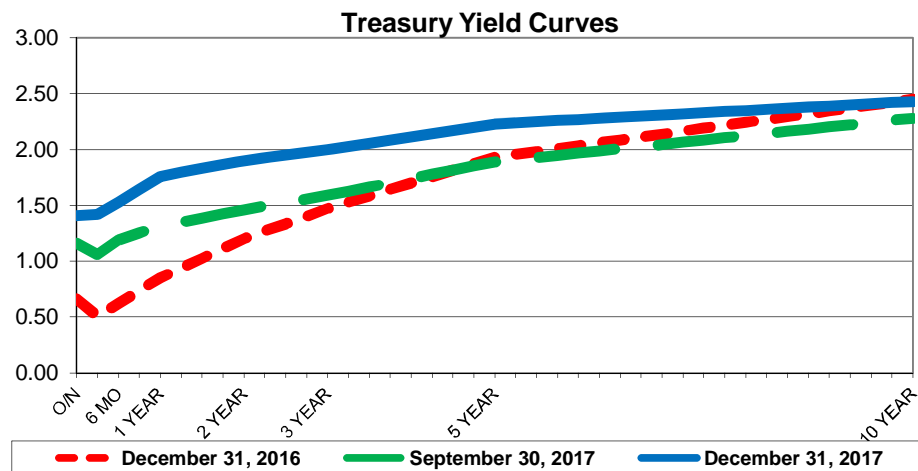
(1) Average Yield calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

(2) Fiscal Year-to-Date Average Yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

## Economic Overview

12/31/2017

The Federal Open Market Committee (FOMC) increased the Fed Funds target range to 1.25% - 1.50% (Effective Fed Funds are trading +/-1.41%) at the Dec FOMC meeting. Two to three additional increases are projected for 2018 (although subject to economic activity). Gradual portfolio reduction continues by limiting reinvestment of maturing holdings. Third Quarter 2017 GDP measured 3.2%. December Non Farm Payroll data recorded a weaker than expected +148k. US economic data continues positive trend. Washington passed an extensive tax cut. Crude oil trading +/- \$60 on Middle Eastern turmoil. The Stock Markets once again achieved new highs. Jerome Powell will replace Fed Chair Janet Yellen.



## Investment Holdings

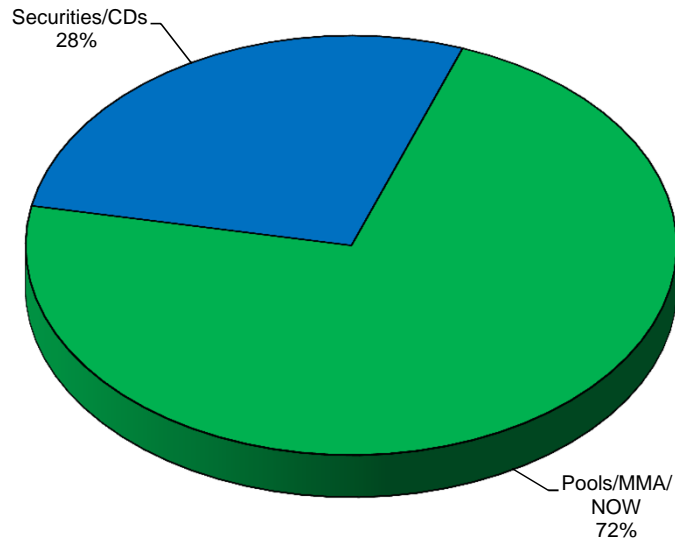
December 31, 2017

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
TexPool	AAAm	1.18%	01/01/18	12/31/17	\$ 2,401,236	\$ 2,401,236	1.00	\$ 2,401,236	1	1.18%
TexSTAR	AAAm	1.18%	01/01/18	12/31/17	4,401,339	4,401,339	1.00	4,401,339	1	1.18%
Independent DDA		0.35%	01/01/18	12/31/17	1,129,998	1,129,998	1.00	1,129,998	1	0.35%
Independent NOW		0.40%	01/01/18	12/31/17	165,132	165,132	1.00	165,132	1	0.40%
Southside MMA		1.29%	01/01/18	12/31/17	2,834,788	2,834,788	1.00	2,834,788	1	1.29%
Herring Bank CDARS		1.20%	01/18/18	01/18/17	3,449,508	3,449,508	100.00	3,449,508	18	1.20%
LegacyTexas Bank CD		1.45%	08/03/18	08/03/17	703,399	703,399	100.00	703,399	215	1.45%
					<b>\$ 15,085,399</b>	<b>\$ 15,085,399</b>		<b>\$ 15,085,399</b>	<b>15</b>	<b>1.15%</b>
										(1) (2)

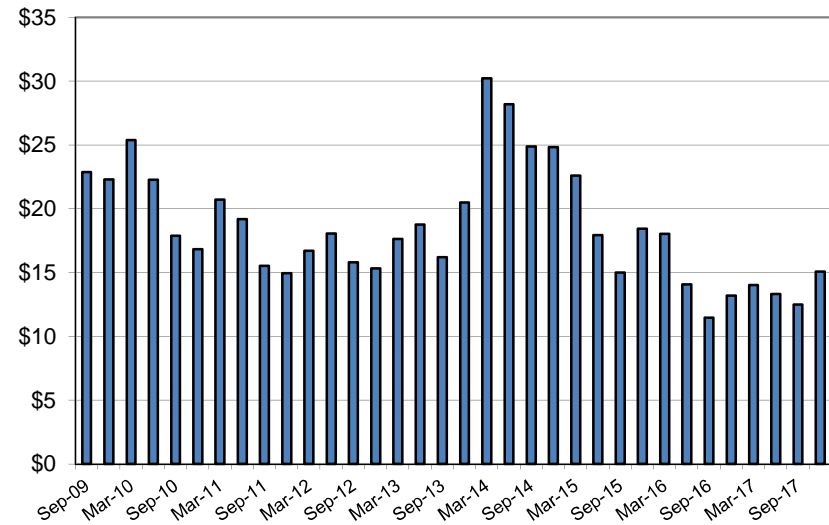
(1) **Weighted average life** - For purposes of calculating weighted average life, pool and bank account investments are assumed to have a one day maturity.

(2) **Weighted average yield to maturity** - The weighted average yield to maturity is based on adjusted book value, realized and unrealized gains/losses and investment advisory fees are not considered.

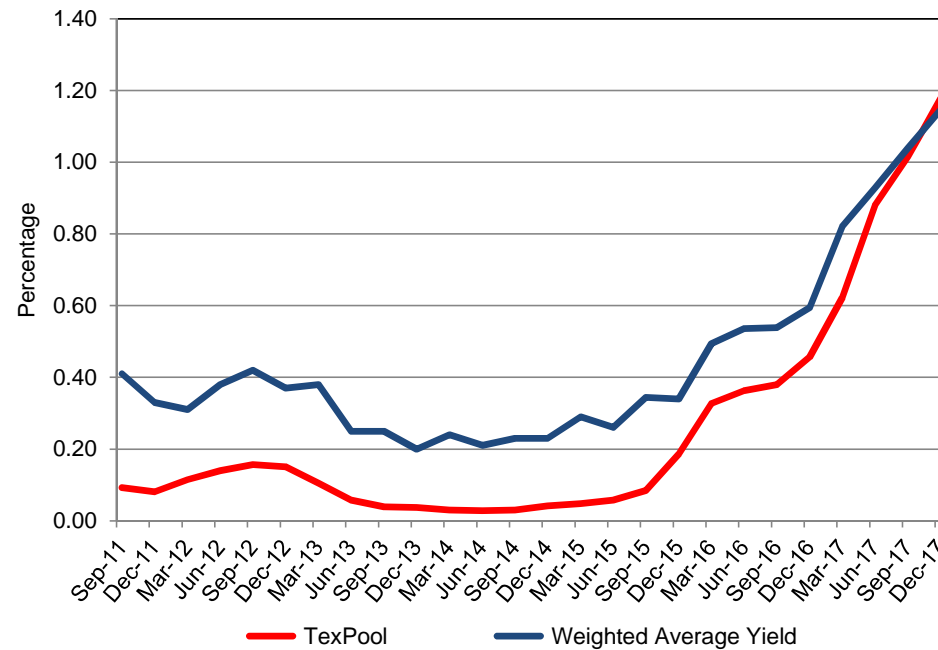
**Portfolio Composition**



**Total Portfolio (Millions)**



**Total Portfolio Performance**



## Book Value Comparison

Description	Coupon/ Discount	Maturity Date	September 30, 2017		Purchases/ Accretions	Amortizations/ Sales/Maturities	December 31, 2017	
			Original Face/ Par Value	Book Value			Original Face/ Par Value	Book Value
TexPool	1.18%	01/01/18	\$ 2,394,671	\$ 2,394,671	\$ 6,565	\$ —	\$ 2,401,236	\$ 2,401,236
TexSTAR	1.18%	01/01/18	1,447,370	1,447,370	2,953,969		4,401,339	4,401,339
Independent DDA	0.35%	01/01/18	1,394,901	1,394,901		(264,904)	1,129,998	1,129,998
Independent NOW	0.40%	01/01/18	294,953	294,953		(129,821)	165,132	165,132
Southside MMA	1.29%	01/01/18	2,826,087	2,826,087	8,700		2,834,788	2,834,788
Herring Bank CDARS	1.20%	01/18/18	3,439,152	3,439,152	10,356		3,449,508	3,449,508
LegacyTexas Bank CD	1.45%	08/03/18	700,862	700,862	2,537		703,399	703,399
<b>TOTAL</b>			<b>\$ 12,497,996</b>	<b>\$ 12,497,996</b>	<b>\$ 2,982,127</b>	<b>\$ (394,724)</b>	<b>\$ 15,085,399</b>	<b>\$ 15,085,399</b>

## Market Value Comparison

Description	Coupon/ Discount	September 30, 2017			Qtr-to-Qtr Change	December 31, 2017		
		Original Face/ Par Value	Market Price	Market Value		Original Face/ Par Value	Market Price	Market Value
TexPool	1.18%	\$ 2,394,671	1.00	\$ 2,394,671	\$ 6,565	\$ 2,401,236	1.00	\$ 2,401,236
TexSTAR	1.18%	1,447,370	1.00	1,447,370	2,953,969	4,401,339	1.00	4,401,339
Independent DDA	0.35%	1,394,901	1.00	1,394,901	(264,904)	1,129,998	1.00	1,129,998
Independent NOW	0.40%	294,953	1.00	294,953	(129,821)	165,132	1.00	165,132
Southside MMA	1.29%	2,826,087	1.00	2,826,087	8,700	2,834,788	1.00	2,834,788
Herring Bank CDARS	1.20%	3,439,152	100.00	3,439,152	10,356	3,449,508	100.00	3,449,508
LegacyTexas Bank CD	1.45%	700,862	100.00	700,862	2,537	703,399	100.00	703,399
<b>TOTAL</b>		<b>\$ 12,497,996</b>		<b>\$ 12,497,996</b>	<b>\$ 2,587,402</b>	<b>\$ 15,085,399</b>		<b>\$ 15,085,399</b>

**Allocation by Fund  
December 31, 2017  
Book and Market Value**

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Southside MMA	Certificates of Deposit		Total	Interest This Quarter
						01/18/2018	08/03/2018		
Interest & Sinking	\$ 705,973	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 705,973	\$ 1,866
Replacement Reserve	452,879							452,879	1,238
Operations	343,961				266,541			610,503	1,758
Impact Fees	144,061				42,534		703,399	889,994	3,031
2013 CO Utility Capital Projects		333,315			507,794			841,109	2,480
<b>Sub Total</b>	<b>\$ 1,646,874</b>	<b>\$ 333,315</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 816,869</b>	<b>\$ —</b>	<b>\$ 703,399</b>	<b>\$ 3,500,458</b>	<b>\$ 10,373</b>
<b>General Funds</b>									
Operations	\$ 176,540	\$ 3,953,388	\$ —	\$ 101,212	\$ 2,017,918	\$ 3,449,508	\$ —	\$ 9,698,566	\$ 20,303
Pooled Cash			1,129,998					1,129,998	760
Interest & Sinking	177,734	63,044						240,778	535
Drainage Utility	251,819							251,819	674
<b>Sub Total</b>	<b>\$ 606,092</b>	<b>\$ 4,016,432</b>	<b>\$ 1,129,998</b>	<b>\$ 101,212</b>	<b>\$ 2,017,918</b>	<b>\$ 3,449,508</b>	<b>\$ —</b>	<b>\$ 11,321,160</b>	<b>\$ 22,272</b>
<b>General Capital Project Funds</b>									
Park Development	\$ 687	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 687	\$ 1
2015 Tax Note Capital Projects		45,780						45,780	127
<b>Sub Total</b>	<b>\$ 687</b>	<b>\$ 45,780</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 46,467</b>	<b>\$ 128</b>
<b>Corp Leased Park Funds</b>									
Corp LeasedTXDot Mitigation	\$ —	\$ 3		\$ 63,921	\$ —	\$ —	\$ —	\$ 63,924	\$ 64
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ 3</b>	<b>\$ —</b>	<b>\$ 63,921</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 63,924</b>	<b>\$ 64</b>
<b>HV Community Development Funds</b>									
Operations	\$ 147,583	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 147,583	\$ 213
HVCDC TXDot Mitigation		5,808						5,808	16
<b>Sub Total</b>	<b>\$ 147,583</b>	<b>\$ 5,808</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 153,390</b>	<b>\$ 229</b>
<b>Totals</b>	<b>\$ 2,401,236</b>	<b>\$ 4,401,339</b>	<b>\$ 1,129,998</b>	<b>\$ 165,132</b>	<b>\$ 2,834,788</b>	<b>\$ 3,449,508</b>	<b>\$ 703,399</b>	<b>\$ 15,085,399</b>	<b>\$ 33,066</b>



**Allocation by Fund**  
**September 30, 2017**  
**Book and Market Value**

Utility Funds	TexPool	TexSTAR	Independent		Independent	Southside	Certificates of Deposit		Total	Interest This Quarter
			DDA	NOW			01/18/2018	08/03/2018		
Interest & Sinking	\$ 666,563	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 666,563	\$ 1,324
Replacement Reserve	451,641								451,641	1,131
Operations	343,021					265,723			608,744	1,621
Impact Fees	107,897					42,404		700,862	851,163	1,828
2013 CO Utility Capital Projects		332,394				506,235			838,630	2,308
<b>Sub Total</b>	<b>\$ 1,569,122</b>	<b>\$ 332,394</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 814,362</b>	<b>\$ —</b>	<b>\$ 700,862</b>	<b>\$ 3,416,741</b>	<b>\$ 8,212</b>	
<b>General Funds</b>										
Operations	\$ 484,726	\$ 1,000,618	\$ —	\$ 231,097	\$ 2,011,725	\$ 3,439,152	\$ —	\$ 7,167,317	\$ 25,489	
Pooled Cash			1,394,901					1,394,901	771	
Interest & Sinking	99,055	62,870						161,925	584	
Drainage Utility	241,752							241,752	546	
<b>Sub Total</b>	<b>\$ 825,533</b>	<b>\$ 1,063,488</b>	<b>\$ 1,394,901</b>	<b>\$ 231,097</b>	<b>\$ 2,011,725</b>	<b>\$ 3,439,152</b>	<b>\$ —</b>	<b>\$ 8,965,896</b>	<b>\$ 27,390</b>	
<b>General Capital Project Funds</b>										
Park Development	\$ 2	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 2	\$ 2	
2015 Tax Note Capital Projects		45,692						45,692	206	
<b>Sub Total</b>	<b>\$ 2</b>	<b>\$ 45,692</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 45,694</b>	<b>\$ 208</b>	
<b>Corp Leased Park Funds</b>										
Corp LeasedTXDot Mitigation	\$ —	\$ 3		\$ 63,856	\$ —	\$ —	\$ —	\$ 63,859	\$ 196	
<b>Sub Total</b>	<b>\$ —</b>	<b>\$ 3</b>	<b>\$ —</b>	<b>\$ 63,856</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 63,859</b>	<b>\$ 196</b>	
<b>HV Community Development Funds</b>										
Operations	\$ 15	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ 15	\$ 4	
HVCDC TXDot Mitigation		5,792						5,792	15	
<b>Sub Total</b>	<b>\$ 15</b>	<b>\$ 5,792</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 5,807</b>	<b>\$ 19</b>	
<b>Totals</b>	<b>\$ 2,394,671</b>	<b>\$ 1,447,370</b>	<b>\$ 1,394,901</b>	<b>\$ 294,953</b>	<b>\$ 2,826,087</b>	<b>\$ 3,439,152</b>	<b>\$ 700,862</b>	<b>\$ 12,497,996</b>	<b>\$ 36,025</b>	

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

**AGENDA# 16**

**MEETING DATE: 02/13/18**

**SUBJECT: Receive Budget Reports for Period Ending December 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 December represents the third 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 December 31, 2017.

# General Fund Summary

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 6,437,035	\$ (4,217,453)	60%
Sales Tax	2,675,928	2,675,928	177,087	(2,498,841)	7%
Franchise Fees	1,687,405	1,687,405	33,504	(1,653,901)	2%
Licensing & Permits	498,728	498,728	147,964	(350,764)	30%
Park/Recreation Fees	236,180	236,180	71,791	(164,389)	30%
Public Safety Fees	40,000	40,000	4,752	(35,248)	12%
Rents	128,832	128,832	46,717	(82,115)	36%
Municipal Court	90,066	90,066	24,528	(65,538)	27%
Public Safety Charges for Svc	456,661	456,661	104,058	(352,603)	23%
Interest Income	56,000	56,000	21,063	(34,937)	38%
Miscellaneous	129,850	129,850	32,095	(97,755)	25%
<b>Total Revenues</b>	<b>\$ 16,654,138</b>	<b>\$ 16,654,138</b>	<b>\$ 7,100,595</b>	<b>\$ (9,553,543)</b>	<b>43%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 17,188,138</b>	<b>\$ 17,188,138</b>	<b>\$ 7,100,595</b>	<b>\$ (10,087,543)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 1,191,357	\$ 1,191,357	\$ 122,868	\$ 1,068,489	10%
Finance (includes Mun. Court)	1,515,676	1,515,676	482,941	1,032,735	32%
Human Resources	555,270	555,270	82,622	472,648	15%
City Secretary Office	339,955	339,955	61,743	278,213	18%
Information Services	1,048,903	1,048,903	323,234	725,669	31%
Police	4,833,212	4,833,212	1,157,701	3,675,511	24%
Fire	3,123,257	3,123,257	805,760	2,317,496	26%
Community Services	449,477	449,477	117,049	332,428	26%
Streets/Drainage	1,446,257	1,446,257	342,366	1,103,891	24%
Maintenance	867,516	867,516	148,034	719,482	17%
Parks	1,774,086	1,774,086	360,260	1,413,825	20%
Recreation	453,095	453,095	64,380	388,715	14%
<b>Total Expenditures</b>	<b>\$ 17,598,059</b>	<b>\$ 17,598,059</b>	<b>\$ 4,068,957</b>	<b>\$ 13,529,102</b>	<b>23%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 574,709	\$ 574,709	\$ 237,910	\$ 336,799	41%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000	\$ -	\$ 16,000	0%
<b>Total Expenditures</b>	<b>\$ 17,614,059</b>	<b>\$ 17,614,059</b>	<b>\$ 4,068,957</b>	<b>\$ 13,545,102</b>	

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)	3,031,638
Ending Fund Balance	\$ 4,512,361	\$ 4,512,361	\$ 7,969,920

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,639,709	\$ 2,639,709	\$ 610,344
Restricted	11,500	11,500	11,500
Unassigned	1,861,152	1,861,152	7,348,077
<b>Total Fund Balance</b>	<b>\$ 4,512,361</b>	<b>\$ 4,512,361</b>	<b>\$ 7,969,920</b>

# General Fund Expenditure Summary

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

*Percent of Budget Year Transpired*

**25.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,985,237	\$ 11,985,237	\$ 2,670,572	\$ 9,314,665	22%
Services / Supplies	5,038,113	5,038,113	1,160,475	3,877,638	23%
Capital	574,709	574,709	237,910	336,799	41%
	\$ 17,598,059	\$ 17,598,059	\$ 4,068,957	\$ 13,529,102	23%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 8,662,992	\$ 8,662,992	\$ 1,845,215	\$ 6,817,777	21%
<i>Employee Benefits</i>	3,322,245	3,322,245	825,357	2,496,888	25%
<b>Total Personnel</b>	\$ 11,985,237	\$ 11,985,237	\$ 2,670,572	\$ 9,314,665	22%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,403,078	\$ 1,403,078	\$ 474,863	\$ 928,215	34%
<i>Employee Development</i>	345,135	345,135	50,096	295,039	15%
<i>Office Supplies / Equipment</i>	1,005,535	1,005,535	155,104	850,431	15%
<i>Utilities</i>	381,832	381,832	73,314	308,518	19%
<i>Other</i>	1,902,533	1,902,533	407,097	1,495,436	21%
<b>Total Services / Supplies</b>	\$ 5,038,113	\$ 5,038,113	\$ 1,160,475	\$ 3,877,638	23%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 574,709	\$ 574,709	\$ 237,910	\$ 336,799	41%
<b>Total Capital</b>	\$ 574,709	\$ 574,709	\$ 237,910	\$ 336,799	41%

<b>Total General Fund Expenditure Summary</b>	\$ 17,598,059	\$ 17,598,059	\$ 4,068,957	\$ 13,529,102	23%
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# General Fund Revenue

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 6,437,035	\$ (4,217,453)	60%
Sales Tax	2,675,928	2,675,928	177,087	(2,498,841)	7%
Franchise Fees	1,687,405	1,687,405	33,504	(1,653,901)	2%
Licensing & Permits	498,728	498,728	147,964	(350,764)	30%
Park/Recreation Fees	236,180	236,180	71,791	(164,389)	30%
Public Safety Fees	40,000	40,000	4,752	(35,248)	12%
Rents	128,832	128,832	46,717	(82,115)	36%
Municipal Court	90,066	90,066	24,528	(65,538)	27%
Public Safety Charges for Svc	456,661	456,661	104,058	(352,603)	23%
Interest Income	56,000	56,000	21,063	(34,937)	38%
Miscellaneous	129,850	129,850	32,095	(97,755)	25%
<b>Total Revenues</b>	<b>\$ 16,654,138</b>	<b>\$ 16,654,138</b>	<b>\$ 7,100,595</b>	<b>\$ (9,553,543)</b>	<b>43%</b>

# City Manager Office

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 397,154	\$ 397,154	\$ 79,960	\$ 317,193	20%
Services / Supplies	794,203	794,203	42,908	751,295	5%
Capital	-	-	-	-	0%
	\$ 1,191,357	\$ 1,191,357	\$ 122,868	\$ 1,068,489	10%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 313,689	\$ 313,689	\$ 61,478	\$ 252,210	20%
<i>Employee Benefits</i>	83,465	83,465	18,482	64,983	22%
<b>Total Personnel</b>	\$ 397,154	\$ 397,154	\$ 79,960	\$ 317,193	20%

### Services / Supplies

<i>Professional Services</i> (City-wide legal - \$123,820)	\$ 164,320	\$ 164,320	\$ 30,562	\$ 133,758	19%
<i>Employee Development</i>	15,385	15,385	2,685	12,700	17%
<i>Supplies / Equipment</i>	4,210	4,210	1,661	2,549	39%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency - \$500,000)</i>	610,288	610,288	8,000	602,288	1%
<b>Total Services / Supplies</b>	\$ 794,203	\$ 794,203	\$ 42,908	\$ 751,295	5%

### Capital

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

<b>Total City Manager</b>	\$ 1,191,357	\$ 1,191,357	\$ 122,868	\$ 1,068,489	10%
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# Finance Department

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 956,458	\$ 956,458	\$ 218,893	\$ 737,565	23%
Services / Supplies	559,219	559,219	264,048	295,170	47%
Capital	-	-	-	-	0%
	\$ 1,515,676	\$ 1,515,676	\$ 482,941	\$ 1,032,735	32%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 693,553	\$ 693,553	\$ 154,404	\$ 539,149	22%
<i>Employee Benefits</i>	262,905	262,905	64,489	198,416	25%
<b>Total Personnel</b>	\$ 956,458	\$ 956,458	\$ 218,893	\$ 737,565	23%

<b>Services / Supplies</b>					
<i>Professional Services</i> (City-wide liability insurance - \$113,825 / DCAD - \$74,670)	\$ 504,085	\$ 504,085	\$ 246,698	\$ 257,387	49%
<i>Employee Development</i>	19,683	19,683	2,075	17,608	11%
<i>Supplies / Equipment</i>	13,551	13,551	1,035	12,516	8%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	21,900	21,900	14,240	7,660	65%
<b>Total Services / Supplies</b>	\$ 559,219	\$ 559,219	\$ 264,048	\$ 295,170	47%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,515,676	\$ 1,515,676	\$ 482,941	\$ 1,032,735	32%

# Human Resources

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 421,277	\$ 421,277	\$ 64,140	\$ 357,137	15%
Services / Supplies	133,993	133,993	18,482	115,511	14%
Capital	-	-	-	-	0%
	\$ 555,270	\$ 555,270	\$ 82,622	\$ 472,648	15%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 328,107	\$ 328,107	\$ 44,810	\$ 283,297	14%
<i>Employee Benefits</i>	93,170	93,170	19,330	73,840	21%
<b>Total Personnel</b>	\$ 421,277	\$ 421,277	\$ 64,140	\$ 357,137	15%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 47,850	\$ 47,850	\$ 3,937	\$ 43,914	8%
<i>Employee Development</i>	69,843	69,843	11,463	58,380	16%
<i>Supplies / Equipment</i>	1,700	1,700	158	1,542	9%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	14,600	14,600	2,924	11,676	20%
<b>Total Services / Supplies</b>	\$ 133,993	\$ 133,993	\$ 18,482	\$ 115,511	14%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 555,270	\$ 555,270	\$ 82,622	\$ 472,648	15%



# City Secretary Office

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,016	\$ 190,016	\$ 45,150	\$ 144,867	24%
Services / Supplies	149,939	149,939	16,593	133,346	11%
Capital	-	-	-	-	-
	\$ 339,955	\$ 339,955	\$ 61,743	\$ 278,213	18%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 148,938	\$ 148,938	\$ 33,411	\$ 115,527	22%
<i>Employee Benefits</i>	41,078	41,078	11,738	29,340	29%
<b>Total Personnel</b>	\$ 190,016	\$ 190,016	\$ 45,150	\$ 144,867	24%

### Services / Supplies

<i>Professional Services</i>	\$ 35,690	\$ 35,690	\$ 9,812	\$ 25,878	27%
<i>Employee Development</i> <i>(City Council related \$45,724)</i>	59,694	59,694	4,239	55,455	7%
<i>Supplies / Equipment</i>	15,855	15,855	2,542	13,313	16%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	38,700	38,700	-	38,700	0%
<b>Total Services / Supplies</b>	\$ 149,939	\$ 149,939	\$ 16,593	\$ 133,346	11%

### Capital

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

<b>Total City Secretary Office</b>	\$ 339,955	\$ 339,955	\$ 61,743	\$ 278,213	18%
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# Information Services

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

*Percent of Budget Year Transpired*

**25.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 634,555	\$ 634,555	\$ 140,951	\$ 493,604	22%
Services / Supplies	414,348	414,348	71,727	342,621	17%
Capital	-	-	110,555	(110,555)	0%
	\$ 1,048,903	\$ 1,048,903	\$ 323,234	\$ 725,669	31%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 475,054	\$ 475,054	\$ 103,705	\$ 371,349	22%
<i>Employee Benefits</i>	159,500	159,500	37,246	122,254	23%
<b>Total Personnel</b>	\$ 634,555	\$ 634,555	\$ 140,951	\$ 493,604	22%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 202,711	\$ 202,711	\$ 45,574	\$ 157,137	22%
<i>Employee Development</i>	28,805	28,805	102	28,703	0%
<i>Supplies / Equipment</i>	2,800	2,800	463	2,337	17%
<i>Utilities</i>	72,032	72,032	3,769	68,263	5%
<i>Other (Data Processing)</i>	108,000	108,000	21,819	86,181	20%
<b>Total Services / Supplies</b>	\$ 414,348	\$ 414,348	\$ 71,727	\$ 342,621	17%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	110,555	(110,555)	0%
<b>Total Capital</b>	\$ -	\$ -	\$ 110,555	\$ (110,555)	0%
<b>Total City Secretary Office</b>	\$ 1,048,903	\$ 1,048,903	\$ 323,234	\$ 725,669	31%

# Police Department

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,330,030	<b>\$ 4,330,030</b>	<b>\$ 956,722</b>	\$ 3,373,309	22%
Services / Supplies	386,182	<b>386,182</b>	<b>133,949</b>	252,233	35%
Capital	<u>117,000</u>	<u><b>117,000</b></u>	<u><b>67,030</b></u>	<u>49,970</u>	<u>57%</u>
	<b>\$ 4,833,212</b>	<b>\$ 4,833,212</b>	<b>\$ 1,157,701</b>	<b>\$ 3,675,511</b>	<b>24%</b>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 3,159,739	<b>\$ 3,159,739</b>	<b>\$ 676,649</b>	\$ 2,483,090	21%
<i>Employee Benefits</i>	<u>1,170,291</u>	<u><b>1,170,291</b></u>	<u><b>280,073</b></u>	<u>890,218</u>	<u>24%</u>
<b>Total Personnel</b>	<b>\$ 4,330,030</b>	<b>\$ 4,330,030</b>	<b>\$ 956,722</b>	<b>\$ 3,373,309</b>	<b>22%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 138,055	<b>\$ 138,055</b>	<b>\$ 96,557</b>	\$ 41,498	70%
<i>Employee Development</i>	45,104	<b>45,104</b>	<b>7,435</b>	37,669	16%
<i>Supplies / Equipment</i>	137,895	<b>137,895</b>	<b>11,804</b>	126,091	9%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>65,128</u>	<u><b>65,128</b></u>	<u><b>18,153</b></u>	<u>\$ 46,975</u>	<u>28%</u>
<b>Total Services / Supplies</b>	<b>\$ 386,182</b>	<b>\$ 386,182</b>	<b>\$ 133,949</b>	<b>\$ 252,233</b>	<b>35%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	117,000	<b>117,000</b>	<b>67,030</b>	49,970	57%
<b>Total Capital</b>	<b>\$ 117,000</b>	<b>\$ 117,000</b>	<b>\$ 67,030</b>	<b>\$ 49,970</b>	<b>57%</b>
<b>Total Police Department</b>	<b>\$ 4,833,212</b>	<b>\$ 4,833,212</b>	<b>\$ 1,157,701</b>	<b>\$ 3,675,511</b>	<b>24%</b>

# Fire Department FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

*Percent of Budget Year Transpired*

**25.0%**

## --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,360,077	\$ 2,360,077	\$ 541,479	\$ 1,818,597	23%
Services / Supplies	602,080	602,080	238,753	363,327	40%
Capital	161,100	161,100	25,528	135,572	16%
	\$ 3,123,257	\$ 3,123,257	\$ 805,760	\$ 2,317,496	26%

## --- Detail ---

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

<b>Salaries / Wages</b>	\$ 1,658,491	\$ 1,658,491	\$ 361,599	\$ 1,296,892	22%
<b>Employee Benefits</b>	701,585	701,585	179,881	521,705	26%
<b>Total Personnel</b>	\$ 2,360,077	\$ 2,360,077	\$ 541,479	\$ 1,818,597	23%

### Services / Supplies

<b>Professional Services</b>	\$ 64,500	\$ 64,500	\$ 22,447	\$ 42,053	35%
<b>Employee Development</b> (Training - \$47,705)	63,305	63,305	16,348	46,957	26%
<b>Supplies / Equipment</b>	152,625	152,625	33,964	118,661	22%
<b>Utilities</b>	1,800	1,800	398	1,402	22%
<b>Other</b>	319,850	319,850	165,596	154,254	52%
<b>Total Services / Supplies</b>	\$ 602,080	\$ 602,080	\$ 238,753	\$ 363,327	40%

### Capital

<b>Equipment / Vehicles</b>	161,100	161,100	25,528	135,572	16%
<b>Total Capital</b>	\$ 161,100	\$ 161,100	\$ 25,528	\$ 135,572	16%

<b>Total Fire Department</b>	\$ 3,123,257	\$ 3,123,257	\$ 805,760	\$ 2,317,496	26%
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# Community Services

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 426,819	\$ 426,819	\$ 114,658	\$ 312,161	27%
Services / Supplies	22,658	22,658	2,391	20,267	11%
Capital	-	-	-	-	0%
	\$ 449,477	\$ 449,477	\$ 117,049	\$ 332,428	26%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 299,040	\$ 299,040	\$ 78,141	\$ 220,899	26%
<i>Employee Benefits</i>	127,779	127,779	36,517	91,261	29%
<b>Total Personnel</b>	\$ 426,819	\$ 426,819	\$ 114,658	\$ 312,161	27%

#### Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ -	9,200	0%
<i>Employee Development</i>	5,805	5,805	1,630	4,175	28%
<i>Supplies / Equipment</i>	7,653	7,653	761	6,892	10%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<b>Total Services / Supplies</b>	\$ 22,658	\$ 22,658	\$ 2,391	\$ 20,267	11%

#### Capital

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

<b>Total Building Operations</b>	\$ 449,477	\$ 449,477	\$ 117,049	\$ 332,428	26%
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# Streets Division

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

*Percent of Budget Year Transpired*

**25.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 663,380	\$ 663,380	\$ 156,473	\$ 506,907	24%
Services / Supplies	705,877	705,877	185,893	519,984	26%
Capital	<u>77,000</u>	<u>77,000</u>	<u>-</u>	<u>77,000</u>	<u>0%</u>
	\$ 1,446,257	\$ 1,446,257	\$ 342,366	\$ 1,103,891	24%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 457,290	\$ 457,290	\$ 101,413	\$ 355,877	22%
<i>Employee Benefits</i>	<u>206,090</u>	<u>206,090</u>	<u>55,060</u>	<u>151,030</u>	<u>27%</u>
<b>Total Personnel</b>	\$ 663,380	\$ 663,380	\$ 156,473	\$ 506,907	24%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 67,521	\$ 67,521	\$ 5,855	\$ 61,666	9%
<i>Employee Development</i>	10,256	10,256	1,165	9,091	11%
<i>Supplies / Equipment</i>	47,550	47,550	9,777	37,773	21%
<i>Utilities</i>	90,000	90,000	21,543	68,457	24%
<i>Other (Street Maintenance)</i>	<u>490,550</u>	<u>490,550</u>	<u>147,553</u>	<u>342,997</u>	<u>30%</u>
<b>Total Services / Supplies</b>	\$ 705,877	\$ 705,877	\$ 185,893	\$ 519,984	26%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	77,000	77,000	-	77,000	0%
<b>Total Capital</b>	\$ 77,000	\$ 77,000	\$ -	\$ 77,000	0%
<b>Total Streets</b>	\$ 1,446,257	\$ 1,446,257	\$ 342,366	\$ 1,103,891	24%

# Maintenance Division

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 327,979	\$ 327,979	\$ 80,941	\$ 247,038	25%
Services / Supplies	539,537	539,537	67,093	472,444	12%
Capital	-	-	-	-	0%
	\$ 867,516	\$ 867,516	\$ 148,034	\$ 719,482	17%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 231,054	\$ 231,054	\$ 54,989	\$ 176,065	24%
<i>Employee Benefits</i>	96,925	96,925	25,952	70,973	27%
<b>Total Personnel</b>	\$ 327,979	\$ 327,979	\$ 80,941	\$ 247,038	25%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 61,530	\$ 61,530	\$ 3,582	\$ 57,948	6%
<i>Employee Development</i>	3,255	3,255	651	2,604	20%
<i>Supplies / Equipment (Fuel &amp; Oils - \$132,917, Repair Parts / Contract Repairs - \$253,000)</i>	389,652	389,652	46,465	343,187	12%
<i>Utilities</i>	85,000	85,000	16,395	68,605	19%
<i>Other</i>	100	100	-	100	0%
<b>Total Services / Supplies</b>	\$ 539,537	\$ 539,537	\$ 67,093	\$ 472,444	12%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Maintenance</b>	\$ 867,516	\$ 867,516	\$ 148,034	\$ 719,482	17%

# Parks Division

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

*Percent of Budget Year Transpired*

**25.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,067,478	<b>\$ 1,067,478</b>	<b>\$ 234,929</b>	\$ 832,548	22%
Services / Supplies	486,999	<b>486,999</b>	<b>90,535</b>	396,464	19%
Capital	<u>219,609</u>	<u><b>219,609</b></u>	<u><b>34,796</b></u>	<u>184,813</u>	<u>16%</u>
	<b>\$ 1,774,086</b>	<b>\$ 1,774,086</b>	<b>\$ 360,260</b>	<b>\$ 1,413,825</b>	<b>20%</b>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 743,483	<b>\$ 743,483</b>	<b>\$ 147,490</b>	\$ 595,993	20%
<i>Employee Benefits</i>	<u>323,995</u>	<u><b>323,995</b></u>	<u><b>87,439</b></u>	<u>236,556</u>	<u>27%</u>
<b>Total Personnel</b>	<b>\$ 1,067,478</b>	<b>\$ 1,067,478</b>	<b>\$ 234,929</b>	<b>\$ 832,548</b>	<b>22%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 107,616	<b>\$ 107,616</b>	<b>\$ 10,077</b>	\$ 97,539	9%
<i>Employee Development</i>	15,445	<b>15,445</b>	<b>1,724</b>	13,721	11%
<i>Supplies / Equipment</i>	229,938	<b>229,938</b>	<b>46,415</b>	183,523	20%
<i>Utilities</i>	133,000	<b>133,000</b>	<b>31,209</b>	101,791	23%
<i>Other</i>	<u>1,000</u>	<u><b>1,000</b></u>	<u><b>1,110</b></u>	<u>(110)</u>	<u>111%</u>
<b>Total Services / Supplies</b>	<b>\$ 486,999</b>	<b>\$ 486,999</b>	<b>\$ 90,535</b>	<b>\$ 396,464</b>	<b>19%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	219,609	<b>219,609</b>	<b>34,796</b>	184,813	16%
<b>Total Capital</b>	<b>219,609</b>	<b>219,609</b>	<b>34,796</b>	<b>184,813</b>	<b>16%</b>
<b>Total Parks</b>	<b>\$ 1,774,086</b>	<b>\$ 1,774,086</b>	<b>\$ 360,260</b>	<b>\$ 1,413,825</b>	<b>20%</b>



# Recreation Division

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

*Percent of Budget Year Transpired*

**25.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 210,017	\$ 210,017	\$ 36,276	\$ 173,740	17%
Services / Supplies	243,078	243,078	28,103	214,975	12%
Capital	-	-	-	-	0%
	\$ 453,095	\$ 453,095	\$ 64,380	\$ 388,715	14%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 154,554	\$ 154,554	\$ 27,126	\$ 127,428	18%
<i>Employee Benefits</i>	55,463	55,463	9,150	46,313	16%
<b>Total Personnel</b>	\$ 210,017	\$ 210,017	\$ 36,276	\$ 173,740	17%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ -	\$ -	\$ (237)	\$ 237	0%
<i>Employee Development</i>	8,555	8,555	580	7,975	7%
<i>Supplies / Equipment</i>	2,106	2,106	58	2,048	3%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	232,417	232,417	27,702	204,715	12%
<b>Total Services / Supplies</b>	\$ 243,078	\$ 243,078	\$ 28,103	\$ 214,975	12%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 453,095	\$ 453,095	\$ 64,380	\$ 388,715	14%

# Equipment Replacement / Capital Schedule

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

*Percent of Budget Year Transpired*

**25.0%**

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	110,555	-	0%
Police Dept Capital Outlay	117,000	117,000	67,030	49,970	57%
Fire Dept Capital Outlay	161,100	161,100	25,528	135,572	16%
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	34,796	184,813	16%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 574,709</b>	<b>\$ 574,709</b>	<b>\$ 237,910</b>	<b>\$ 336,799</b>	<b>41%</b>

# Utility Fund Revenues

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

<b>Percent of Budget Year Transpired</b>	<b>25.0%</b>
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<b>Fees</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Electronic Payment</i>	\$ (100,000)	\$ (100,000)	\$ (36,200)	\$ (63,800)	36%
<i>Charges / Penalties</i>	82,250	82,250	14,142	68,108	17%
<b>Total Fees</b>	\$ (17,750)	\$ (17,750)	\$ (22,058)	\$ 4,308	124%

### Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 2,325	\$ 7,675	23%
<b>Total Licenses &amp; Permits</b>	\$ 10,000	\$ 10,000	\$ 2,325	\$ 7,675	23%

### Charges for Services

<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 1,096,659	\$ 4,473,316	20%
<i>Sewer Sales</i>	4,397,099	4,397,099	939,331	3,457,768	21%
<i>Inspection Fees</i>	3,000	3,000	320	2,680	11%
<b>Total Charges for Service</b>	\$ 9,970,074	\$ 9,970,074	\$ 2,036,311	\$ 7,933,763	20%

### Interest

<i>Interest (Operations)</i>	\$ 18,500	\$ 18,500	\$ 7,080	\$ 11,420	38%
<i>Interest (Capital Projects)</i>	20,000	20,000	2,480	17,521	12%
<b>Total Interest</b>	\$ 38,500	\$ 38,500	\$ 9,560	\$ 28,940	25%

### Impact Fees

<i>Impact Fees</i>	\$ 265,000	\$ 265,000	\$ 12,168	\$ 252,832	5%
<b>Total Impact Fees</b>	\$ 265,000	\$ 265,000	\$ 12,168	\$ 252,832	5%

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 392	\$ 4,608	8%
<b>Total Miscellaneous Income</b>	\$ 5,000	\$ 5,000	\$ 392	\$ 4,608	8%

<b>Total Utility Fund Revenues</b>	\$ 10,270,824	\$ 10,270,824	\$ 2,038,697	\$ 8,232,127	20%
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# Utility Division FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

## - - - Summary - Operations - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,643,929	\$ 1,643,929	\$ 398,801	\$ 1,245,128	24%
Services / Supplies	5,904,815	5,904,815	1,349,498	4,555,316	23%
Capital	285,000	285,000	69,756	215,244	24%
<b>Total Utility Division</b>	<b>\$ 7,833,744</b>	<b>\$ 7,833,744</b>	<b>\$ 1,818,055</b>	<b>\$ 6,015,688</b>	<b>23%</b>

## - - - Detail - Operations - - -

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

<b>Salaries / Wages</b>	\$ 1,116,887	\$ 1,116,887	\$ 254,978	\$ 861,909	23%
<b>Employee Benefits</b>	527,042	527,042	143,823	383,219	27%
<b>Total Personnel</b>	<b>\$ 1,643,929</b>	<b>\$ 1,643,929</b>	<b>\$ 398,801</b>	<b>\$ 1,245,128</b>	<b>24%</b>

### Services / Supplies

<b>Professional Services</b>	\$ 208,579	\$ 208,579	\$ 98,334	\$ 110,246	47%
<b>Employee Development</b>	58,216	58,216	23,926	34,290	41%
<b>Supplies / Equipment</b>	71,859	71,859	11,985	59,875	17%
<b>Utilities</b>	404,380	404,380	76,108	328,272	19%
<b>Other (Well Lot Maintenance)</b>	773,650	773,650	68,198	705,452	9%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,516,685</b>	<b>\$ 1,516,685</b>	<b>\$ 278,550</b>	<b>\$ 1,238,134</b>	<b>18%</b>

### Wholesale Water / Wastewater

Note: UTRWD billing reflects a one month delay

<b>UTRWD - Administration Fees</b>	\$ 4,955	\$ 4,955	\$ 4,954	\$ 1	100%
<b>UTRWD - Water Volume Cost</b>	989,010	989,010	232,789	756,221	24%
<b>UTRWD - Water Demand Charges</b>	1,284,600	1,284,600	321,150	963,450	25%
<b>UTRWD - Sewer Effluent Volume Rate</b>	548,725	548,725	122,119	426,606	22%
<b>UTRWD - Capital Charge Joint Facilities</b>	1,334,510	1,334,510	333,628	1,000,882	25%
<b>UTRWD - HV Sewer Line to UTRWD</b>	226,330	226,330	56,309	170,021	25%
<b>UTRWD - Wtr Transmission - Opus Develop</b>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,388,130</b>	<b>\$ 4,388,130</b>	<b>\$ 1,070,948</b>	<b>\$ 3,317,182</b>	<b>24%</b>

### Total Services / Supplies

<b>Equipment / Vehicles</b>	285,000	285,000	69,756	215,244	24%
<b>Total Capital</b>	<b>\$ 285,000</b>	<b>\$ 285,000</b>	<b>\$ 69,756</b>	<b>\$ 215,244</b>	<b>24%</b>

### Total Utility Division - Operations

<b>Total Utility Division - Operations</b>	<b>\$ 7,833,744</b>	<b>\$ 7,833,744</b>	<b>\$ 1,818,055</b>	<b>\$ 6,015,688</b>	<b>23%</b>
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# Utility Fund Working Capital FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 1,096,659	\$ 4,473,316	20%
<i>Sewer Sales</i>	4,397,099	4,397,099	939,331	3,457,768	21%
<i>Other Fees / Charges</i>	100,250	100,250	17,179	83,071	17%
<i>Electronic Payment Credit</i>	(100,000)	(100,000)	(36,200)	(63,800)	36%
<i>Interest</i>	18,500	18,500	7,080	11,420	38%
<b>Total Revenues</b>	<b>\$ 9,985,824</b>	<b>\$ 9,985,824</b>	<b>\$ 2,024,050</b>	<b>\$ 7,961,774</b>	<b>20%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$346,132	\$346,132	\$ 89,088	\$ 257,044	26%
<i>Operations</i>	2,814,481	2,814,481	588,263	2,226,218	21%
<i>UTRWD</i>	4,388,130	4,388,130	1,070,948	3,317,182	24%
<i>Debt Service</i>	1,076,878	1,076,878	-	1,076,878	0%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	285,000	285,000	69,756	215,244	24%
<b>Total Expenditures</b>	<b>\$ 8,910,622</b>	<b>\$ 8,910,622</b>	<b>\$ 1,818,055</b>	<b>\$ 7,092,566</b>	<b>20%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	455,202	455,202	355,995
<i>Beginning Working Capital</i>			
<i>Operations</i>	1,580,413	1,580,413	1,580,413
<i>Available Impact Fees</i>	853,398	853,398	853,398
<b>Total Available Working Capital</b>	<b>\$ 2,433,811</b>	<b>\$ 2,433,811</b>	<b>\$ 2,433,811</b>
<i>Ending Working Capital</i>			
<i>Operations</i>	2,035,615	2,035,615	1,936,408
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	968,398	968,398	715,566
<b>Total Available Working Capital</b>	<b>\$ 3,004,013</b>	<b>\$ 3,004,013</b>	<b>\$ 2,651,973</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	853,398	853,398	853,398
+ <i>Collections</i>	265,000	265,000	12,168
- <i>Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<i>Ending Balance</i>	968,398	968,398	715,566

\*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 DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 355,650	\$ 355,650	\$ 100,608	\$ 255,042	28%
<i>Annual Park Passes</i>	25,000	25,000	605	24,395	2%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	800	800	64	736	8%
<i>I-35 Mitigation</i>	50,000	50,000	-	50,000	0%
<b>Total Revenues</b>	<b>\$ 431,450</b>	<b>\$ 431,450</b>	<b>\$ 101,277</b>	<b>\$ 330,173</b>	<b>23%</b>

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

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 204,197	\$ 204,197	\$ 41,845	\$ 162,352	20%
<i>Services / Supplies</i>	129,171	129,171	42,714	86,457	33%
<i>Capital</i>	280,300	280,300	36,960	243,340	13%
<b>Total Expenditures</b>	<b>\$ 613,667</b>	<b>\$ 613,667</b>	<b>\$ 121,519</b>	<b>\$ 492,148</b>	<b>20%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 212,152	\$ 212,152	\$ 212,152
<i>+ Net Increase (Decrease)</i>	(182,217)	(182,217)	(20,242)
<b>Ending Fund Balance</b>	<b>\$ 29,935</b>	<b>\$ 29,935</b>	<b>\$ 191,910</b>

# Debt Service Fund

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,525,882	\$ 1,525,882	\$ 919,119	\$ 606,763	60%
<i>Interest Income</i>	1,400	1,400	535	865	38%
<i>Total Revenues</i>	\$ 1,527,282	\$ 1,527,282	\$ 919,653	\$ 607,629	60%

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	919,653
<i>Ending Fund Balance</i>	\$ 157,341	\$ 157,341	\$ 1,069,595

# Capital Projects Fund

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	25,000	25,000	127	24,873	1%
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 127</b>	<b>\$ 24,873</b>	<b>100%</b>

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%
<b>Total Expenditures</b>	<b>\$ 6,982,931</b>	<b>\$ 6,982,931</b>	<b>\$ -</b>	<b>\$ 6,982,931</b>	<b>100%</b>

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%
<b>Total Financing Sources</b>	<b>\$ 6,982,931</b>	<b>\$ 6,982,931</b>	<b>\$ -</b>	<b>\$ 6,982,931</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ -	\$ -	\$ -
+Net Increase (Decrease)	25,000	25,000	127
<b>Ending Fund Balance</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 127</b>



# Drainage Utilities

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

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	105,381	384,619	22%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	674	(599)	898%
<b>Total Revenues</b>	\$ 490,075	\$ 490,075	\$ 106,054	\$ 384,021	22%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 359,292	\$ 359,292	\$ 88,223	\$ 271,068	25%
<i>Services / Supplies</i>	154,470	154,470	18,069	136,401	12%
<i>Capital</i>	24,700	24,700	24,695	5	100%
<b>Total Expenditures</b>	\$ 538,462	\$ 538,462	\$ 130,987	\$ 407,475	24%

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%
<b>Total Other Sources (Uses)</b>	\$ -	\$ -	\$ -	\$ -	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)	(24,933)
<b>Ending Fund Balance</b>	\$ 209,238	\$ 209,238	\$ 232,691

# Public Safety Special Revenue Fund

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 19,493	\$ 6,107	76%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	8,514	(4,914)	237%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 8,514	\$ (4,914)	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)	-	-	10,979
Ending Fund Balance	\$ 26,892	\$ 26,892	\$ 37,871

# Municipal Court Technology Fee Fund

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<b>Revenues</b>	\$ 3,500	\$ 3,500	\$ 821	2,679	23%

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
<b>Services / Supplies</b>	\$ 5,500	\$ 5,500	\$ 5,029	\$ 471	91%
<b>Total Expenditures</b>	\$ 5,500	\$ 5,500	\$ 5,029	\$ 471	91%

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

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<b>Beginning Fund Balance</b>	\$ 34,449	\$ 34,449	\$ 34,449
<b>+ Net Increase (Decrease)</b>	(2,000)	(2,000)	(4,208)
<b>Ending Fund Balance</b>	\$ 32,449	\$ 32,449	\$ 30,241

# Municipal Court Building Security Fund

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<b>Revenues (Court Fines)</b>	\$ 2,700	\$ 2,700	\$ 616	\$ 2,084	23%

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

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<b>Beginning Fund Balance</b>	\$ 31,374	\$ 31,374	\$ 31,374
<b>+ Net Increase (Decrease)</b>	2,700	2,700	616
<b>Ending Fund Balance</b>	\$ 34,074	\$ 34,074	\$ 31,990

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>
<b>Beginning Fund Balance</b>	<b>\$ 824,241</b>	<b>\$ 373,514</b>	<b>\$ 235,485</b>	<b>\$ 235,485</b>
<b>Revenues</b>				
4B Sales Tax	1,231,754	1,256,098	1,291,796	88,544
Park Fees (Rental)	1,263	43,992	57,670	13,577
Linear Park Fees	287	287	574	-
Miscellaneous Income	-	-		-
Interest Income	2,601	600	800	229
<b>Total</b>	<b>\$ 1,235,905</b>	<b>\$ 1,300,977</b>	<b>\$ 1,350,840</b>	<b>\$ 102,350</b>
<b>Expenditures</b>				
Personnel	164,137	200,939	258,465	60,965
Services / Supplies	261,960	181,928	184,676	37,818
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	889,309	890,071	870,685	-
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,343,406</b>	<b>\$ 1,300,938</b>	<b>\$ 1,341,826</b>	<b>\$ 98,783</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
<b>Transfer to 4B Capital Projects</b>	<b>\$ 300,000</b>	<b>\$ 138,068</b>	<b>\$ -</b>	<b>\$ -</b>
Equipment	43,226	-	40,000	-
<b>Net Increase / (Decrease)</b>	<b>(450,727)</b>	<b>(138,029)</b>	<b>(30,986)</b>	<b>3,568</b>
<b>Working Capital Balance</b>	<b>\$ 373,514</b>	<b>\$ 235,485</b>	<b>\$ 204,499</b>	<b>\$ 239,053</b>



# PEG Fee Fund

## FY 2017/2018 Budget

**YEAR TO DATE DECEMBER**

**Percent of Budget Year Transpired**

**25.0%**

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	1,400	1,600	47%
<i>Capital</i>	-	-	-	-	0%
<i>Total Expenditures</i>	\$ 3,000	\$ 3,000	\$ 1,400	\$ 1,600	47%

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	(1,400)
<i>Ending Fund Balance</i>	\$ 117,592	\$ 117,592	\$ 67,192

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

**AGENDA# 18**

**MEETING DATE: 02/13/18**

**SUBJECT: Consider Ordinance 2018-1242 Article 6.03 “Peddlers and Solicitors” by Amending Section 6.03.005 relating to the Time of Day during which a Person may Operate as a Peddler or Solicitor in the City; Section 6.03.046 relating to the Time for which a Peddler and Solicitors Permit is valid; and Repealing Section 6.03.054 “Bond” (1<sup>st</sup> of two reads)**

**PREPARED BY: Douglas Reim, Chief of Police  
Angela Miller, City Secretary**

**BACKGROUND:**

City Council previously discussed provisions relating to peddlers and solicitors at its November 14 and December 12, 2017 meetings and at its January 23, 2018 meeting. Discussions centered around amending the allowable hours of operation, extending the expiration of city-issued permits for solicitors and modifying the cash bond requirement.

The existing ordinance states no person shall peddle, solicit, hawk, sell or take orders for or offer to take orders for any item or service at a private residence in the City after sunset on any day until 9:00 a.m., Monday through Saturday. Solicitation is not allowed on Sunday. During the last Council meeting, consensus was to amend the hours of operation to the following:

- Standard Time – allowed at a private residence from 9:00 a.m. until 7:00 p.m.
- Daylight Savings Time – allowed at a private residence from 9:00 a.m. until 8:00 p.m.

In addition, the current ordinance states that permits issued by the Police Department expire within 90-days from the date of issuance. Each permit may be renewed once for an additional 90-day term at no additional cost, unless additional solicitors are added to the permit, which requires a fee of \$50 per additional solicitor. In an effort to be more cost/time effective, staff suggests extending the expiration of permits to 180-days from the date of issuance.

Regarding the cash bond requirement, the existing ordinance states that solicitation activities requiring cash deposits or taking orders on delivery purchases (COD) or that require a contract of agreement to finance the sale of any goods, services or merchandise for future delivery, or for services to be performed in the future, require furnishing to the city a cash bond in the amount of \$5,000, naming the applicant for the permit as principal. In researching this provision, City staff wishes to repeal the section in its entirety.



**IDENTIFIED NEED/S:**

Proposed Ordinance 2018-1242 amends the time of day a person may operate as a peddler or solicitor, extends permit expiration to 180-days, and repeal the section relating to a cash bond requirement.

**RECOMMENDATION:**

To approve Ordinance 2018-1242 on first reading, as presented.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2018-1242**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, CHAPTER 6 "BUSINESS REGULATIONS," ARTICLE 6.03 "PEDDLERS AND SOLICITORS," SECTION 6.03.005 "HOURS AND DAYS OF OPERATION" BY AMENDING THE TIME OF DAY DURING WHICH A PERSON MAY OPERATE AS A PEDDLER OR SOLICITOR IN THE CITY; SECTION 6.03.046 "ISSUANCE OR DENIAL; EXPIRATION" BY AMENDING THE TIME FOR WHICH A PERMIT IS VALID" BY AMENDING THE TIME FOR WHICH A RENEWAL PERMIT IS VALID; AND REPEALING SECTION 6.03.054 "BOND"; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OR FINE NOT TO EXCEED \$500.00 PER OFFENSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council finds it to be in the public interest to amend the Code of Ordinances §6.03.005 to establish fixed times of day during which a person, acting as a peddler or solicitor, may seek orders at a private residence, extend the time for which a solicitor's permit is effective, and repeal the requirement for obtaining a cash bond;

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

**SECTION 1.** The City of Highland Village Code of Ordinances Chapter 6 "Business Regulations," Article 6.03 "Peddlers and Solicitors," Section 6.03.005 "Hours and Days of Operation" is amended to read as follows:

**Sec. 6.03.005 Hours and days of operation**

No person shall peddle, solicit, hawk, sell or take orders for or offer to take orders for any item or service at a private residence earlier than 9:00 a.m. or later than 7:00 p.m., Central Time, when Standard Time is in effect, and no later than 8:00 p.m. Central Time, when Daylight Savings Time is in effect, on any Monday through Saturday, unless the transaction is the result of a request made to such person by the occupant of such private residence. There shall be no solicitations on January 1<sup>st</sup>, July 4<sup>th</sup>, the fourth Monday in May, the 1<sup>st</sup> Monday in September, the fourth Thursday of November, December 25<sup>th</sup>, or on any Sunday.

**SECTION 2.** The City of Highland Village Code of Ordinances Chapter 6 "Business Regulations," Article 6.03 "Peddlers and Solicitors," Section 6.03.046 "Issuance or Denial; Expiration" is amended to read as follows:

**Sec. 6.03.046 Issuance or denial; expiration**

It shall be the duty of the chief of police or his authorized designee to issue or refuse to issue such permit not earlier than five days nor later than two weeks from the time the application is received by him. All the permits shall expire within 180 days from the date of issuance. The chief of police or his authorized

designee may refuse to grant a permit if he discovers, during his investigation, that the applicant, or any solicitor, has committed fraud or misrepresentation, has been convicted of a felony or a misdemeanor involving moral turpitude, or has failed to furnish items required by this article in the permit application.

**SECTION 3.** The City of Highland Village Code of Ordinances Chapter 6 "Business Regulations," Article 6.03 "Peddlers and Solicitors," Section 6.03.054 "Bond" is repealed.

**SECTION 4.** Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinance as a whole.

**SECTION 5.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be punished by a fine not to exceed the sum of Five Hundred Dollars (\$500) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 6.** This ordinance shall take effect upon its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and 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 13<sup>TH</sup> DAY OF FEBRUARY, 2018.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:2/8/18:93107)

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 19**

**MEETING DATE: 02/13/18**

**SUBJECT: Consider Ordinance 2018-1243 amending the Code of Ordinances, Chapter 20 “Transportation and Traffic” by adding Article 20.09 “Golf Carts, Neighborhood Electric Vehicles, and Slow-Moving Vehicles” relating to the operation of Golf Carts, Neighborhood Electric Vehicles, and Slow-Moving Vehicles on Public Streets (1<sup>st</sup> of two reads)**

**PREPARED BY: Michael Leavitt, City Manager  
Douglas Reim, Chief of Police**

### **BACKGROUND:**

Currently State Law allows Golf Carts to be used in Master Plan Communities. The City Attorney has advised, based on the 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. The City’s zoning requirements for PD’s requires a uniform set of restrictive covenants, the establishment of a HOA and the property has been platted in accordance with City regulations. 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.

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

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.

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

At the January 9<sup>th</sup> meeting the Council provided comments and suggestions on the draft ordinance, we have incorporated Council comments and have assembled a second Draft ordinance. We have also incorporated our application/affidavit with the ordinance.

### **RECOMMENDATION:**

To approve Ordinance 2018-1243 amending the Code of Ordinances as it relates to the operation of golf carts, neighborhood electric vehicles and slow-moving vehicles.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2018-1243**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, CHAPTER 20 "TRANSPORTATION AND TRAFFIC," BY ADDING ARTICLE 20.09 "GOLF CARTS, NEIGHBORHOOD ELECTRIC VEHICLES AND SLOW-MOVING VEHICLES"; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OR FINE NOT TO EXCEED \$500.00 PER OFFENSE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City Council finds it to be necessary for the protection of public safety to prohibit the operation of golf carts, neighborhood electric vehicles, and slow-moving vehicles on public streets within the City in the absence of regulations that promote the safe use and operation of such vehicles on public streets; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to amend the Code of Ordinances to provide for the regulation of golf carts, neighborhood electric vehicles, and slow-moving vehicles operating on public streets within the City;

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

**SECTION 1.** The City of Highland Village Code of Ordinances Chapter 20 "Transportation and Traffic" is amended by adding Article 20.09 titled Golf Carts, Neighborhood Electric Vehicles and Slow-Moving Vehicles" to read as follows:

**ARTICLE 20.09 GOLF CARTS, NEIGHBORHOOD ELECTRIC VEHICLES  
AND SLOW-MOVING VEHICLES**

**Sec. 20.09.001 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:

*Driver* means the person driving and having physical control over a golf cart, SMV and/or NEV.

*Driver's License* means an authorization issued by a State for the operation of a motor vehicle.

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

*Gross vehicle weight rating* or *GVWR* means the value specified by the manufacturer as the loaded weight of a single vehicle.

*Motor Carrier* means an individual, association, corporation, or other legal entity that controls, operates, or directs the operation of one or more vehicles that transport persons or cargo over a road or highway in the State of Texas.

*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, NEV or SMV.

*Package Delivery Vehicle* means a vehicle described in Texas Transportation Code sec. 551.452(a) to which is affixed a license plate issued by the Texas Department of Motor Vehicles that includes the words "Package Delivery."

*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, NEV, or SMV permit has been issued.

*Public Safety Personnel* means any employee or officer of a governmental law enforcement agency or the Highland Village Fire Department, or people serving as volunteers with the Highland Village Police Department Auxiliary.

*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, alley 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* or *SMV* means a motor vehicle designed to operate at a maximum speed of 25 miles per hour or less, not including an electric personal assistive mobility device, as defined by Texas Transportation. Code Section 551.201.

*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.

#### **Sec. 20.09.002 Golf Carts, NEV's, and SMV's Permitted and Restricted**

No person, other than Public Safety Personnel, may operate a golf cart, NEV, or SMV on a public street and/or public parking area unless the person first obtains a permit in accordance with this Article and complies with the following:

- (a)** The maximum speed limit on the public street on which the golf cart, NEV, or SMV is operated is thirty (30) 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 relating to operation of the golf cart, NEV, or SMV as required for the operation of passenger vehicles in accordance with Section 601.051 of the Texas Transportation Code or other liability insurance relating to operation of a golf cart, NEV, or SMV that provides substantially the same coverage and with limits not less than those required by Section 601.051 of the Texas Transportation Code;
- (d)** The person complies with all applicable federal, state and local laws and ordinances applicable to the operating and equipping a golf cart, NEV, and/or SMV;
- (e)** If operating a golf cart or an SMV that is not an NEV, the golf cart or SMV 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)** Except as provided in subsection (j) of this section, turn signals visible from both the front and the rear of the vehicle;
  - (4)** Side reflectors (two (2) front, amber in color and two (2) rear, red in color);
  - (5)** Parking brake;
  - (6)** Rearview mirror(s) capable of a clear, unobstructed view of at least two hundred feet (200') to the rear;
  - (7)** Slow-moving vehicle emblem located on the rear of the vehicle; and
  - (8)** Seat belts in numbers equal to the number of passengers for which the vehicle is rated by the vehicle's manufacturer; and
  - (9)** If an SMV, such other equipment as may be required under applicable provisions of Federal or State law;

- (f) If operating an NEV, the NEV is equipped as required by Texas Transportation Code 551.301;
- (g) The golf cart, NEV, or SMV being operated otherwise complies with all applicable State and Federal Motor Vehicle Safety Standards, as they exist or may be amended;
- (h) The golf cart, NEV, or SMV is being operated on a public street only between the hours of 6:00 a.m. and 9:00 p.m.; and
- (i) While the golf cart, NEV, or SMV 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 another passenger of a golf cart while it is being operated on a public street.
- (j) An SMV used solely by individuals or companies in association with the provision landscaping or irrigation services for street medians landscape beds, open spaces, private and/or public parks or common areas owned and/or maintained by a property owners' association, homeowners' association, or the City shall not be required to be equipped with turn signals; provided, however, the driver of an SMV that is exempt from being equipped with turn signals pursuant to this subsection (j) violates this section if the driver fails to use hand signals to indicate a turn or a stop when operating said SMV on a public street.

**Sec. 20.09.003 Additional Operational Regulations for all Golf Carts and NEV's**

- (a) Except for Public Safety Personnel or as provided by other ordinances, no person shall operate a golf cart, NEV, or SMV on or within any public park, public sidewalk, public pedestrian walkway, public jogging path, public park trail or any other location on publicly-owned or controlled property normally used for pedestrian traffic;
- (b) The driver shall move the golf cart, NEV, or SMV to the right of the public street and yield the right-of-way to faster-moving vehicles;
- (c) The driver shall not overtake and pass in the same lane occupied by the vehicle being overtaken;
- (d) No driver shall operate a golf cart, NEV, or SMV between lanes of traffic or between adjacent lines or rows of vehicles;
- (e) No driver operating the golf cart, NEV, SMV 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) No driver shall operate a golf cart, NEV, or SMV if the number of occupants in the golf cart, NEV, or SMV, including the driver, exceeds the number of seatbelts installed and provided on the golf cart, NEV, or SMV.



**(g)** The driver and all passengers in a golf cart, NEV, or SMV must be wearing a seat belt while the golf cart, NEV, or SMV is in motion.

**(h)** Golf carts, NEV's, and SMV'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.

#### **Sec. 20.09.004 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, NEV, or SMV 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, NEV, or SMV whether such operation occurs on private property and/or any authorized public street or public parking area , 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, NEV, or SMV whether or not possessing a current and valid driver's license.

#### **Sec. 20.09.005 Permit required**

**(a)** No person shall operate, cause to be operated or allow the operation of a golf cart, NEV, SMV on any authorized public street or public parking area unless a valid permit has been issued for the golf cart, NEV, or SMV pursuant to this Section 20.09.005. It shall be a defense to a violation of this Section 20.09.005 that operation is otherwise allowed by federal or state law or other city ordinance exempting such operation from the regulations of this Article 20.09.

**(b)** Application for a permit authorizing the operation of a golf cart, NEV, or SMV shall be made by a person who owns, leases or otherwise uses the golf cart, NEV, or SMV 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 the following:

(1) The name, address, telephone number and state driver's license number, if applicable, of the owner of the golf cart, NEV, or SMV for which the permit is requested;

(2) The street address where the golf cart, NEV, or SMV 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, NEV, or SMV is kept, if applicable;

(4) The year, make, model, color, vehicle identification number and/or serial number of the golf cart, NEV, of SMV;

(5) Whether the golf cart, NEV, or SMV is powered by an electric or

gasoline engine;

(6) A copy of an insurance declaration showing liability insurance has been obtained with respect to the golf cart, NEV, or SMV as required by Sec. 20.09.002(c); and

(7) 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. 20.09.002.

(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, NEV, or SMV for which it was issued.

(e) A permit issued to the owner of a golf cart, NEV, or SMV shall become invalid if the golf cart, NEV, or SMV 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 20.09.005 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. No fee shall be required to obtain a permit pursuant this Section 20.09.005 until the City Council has adopted a resolution adopting such fee.

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

(1) An owner transfers title to the golf cart, NEV, or SMV to another owner; or

(2) The address of the normal storage location for the golf cart, NEV, or SMV 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, the Chief of Police may direct the applicant to reapply, and also resubmit any and all fees necessary before a replacement permit is issued.

(j) Any person who operates a golf cart, NEV, or SMV 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 Chief of Police, or his designee, if there is any evidence that the permit holder:

- (1) cannot safely operate, a permitted golf cart, NEV, or SMV, on any authorized public street or public parking area in compliance with this Article;
- (2) has failed to operate a permitted golf cart, NEV, or SMV, on any authorized public street or parking area in compliance with this Article; or
- (3) has authorized a person who has failed to operate a permitted golf cart, NEV, or SMV, on any authorized public street or parking area 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, NEV, or SMV for which a permit is sought and the manner in which such golf cart, NEV, or SMV is equipped.

#### **Sec. 20.09.006 License to be Carried and Exhibited on Demand**

(a) A driver shall:

- (1) have in the driver's possession while operating a golf cart, NEV, or SMV on a public street, the driver's license issued to the driver pursuant to Chapter 521 of the Texas Transportation Code; and
- (2) display the license on the demand of a magistrate, court officer, or peace officer.

(b) A peace officer may stop and detain a person while operating a golf cart, NEV, or SMV on a public street to determine if the person has a driver's license as required by this section.

(c) A person who violates this section commits an offense.

(d) It is a defense to prosecution under this section if the person charged produces in court a driver's license:

- (1) issued to that person; and
- (2) valid at the time of the offense.

(e) The court may assess a defendant an administrative fee not to exceed \$10 if a charge under this section is dismissed because of the defense listed under Subsection (d) of this section.

#### **Sec. 20.09.007 Evidence of Financial Responsibility**

(a) As a condition of operating a golf cart, NEV, or SMV to which this article applies, the driver of the golf cart, NEV, or SMV on request shall provide to a peace officer, as defined by Article 2.12, Code of Criminal Procedure, or a person involved in an accident with the operator evidence of financial responsibility by exhibiting proof that the driver has obtained the insurance required by Section 20.09.002(c).

(b) Except as provided by Subsection (c), an operator who does not exhibit evidence of financial responsibility under Subsection (a) is presumed to have operated the vehicle in violation of Section 20.09.002.

(c) It is a defense to prosecution under this section if the person charged produces in court proof of the required insurance:

- (1) issued to that person; and
- (2) was in effect at the time of the offense.

(d) The court may assess a defendant an administrative fee not to exceed \$10 if a charge under this section is dismissed because of the defense listed under Subsection (c) of this section.

#### **Sec. 20.09.008 Public Safety Personnel**

Public Safety Personnel may operate a golf cart, NEV, or SMV on any public street or public parking area without restriction when the golf cart, NEV, or SMV is used in the performance of the person's official Public Safety Personnel duties.

#### **Sec. 20.09.009 Exception: Parades**

This Article shall not apply to a golf cart, NEV, or SMV that is operated on an approved parade route and participating in a parade conducted within the City pursuant to which a permit has been issued in accordance with Art. 14.04, Division 6 of this Code of Ordinances.

#### **Sec. 20.09.010 Exception: Package Delivery Vehicles**

(a) Except as provided in subsection (b), this Article shall not apply to the operation of Package Delivery Vehicles on public streets.

(b) A motor carrier may operate a Package Delivery Vehicle for the purpose of picking up or delivering mail, parcels, or packages on all or part of a public highway or public street that:

- (1) is in the corporate boundaries of the City; and
- (2) has a speed limit of not more than 35 miles per hour.

**SECTION 3.** Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinance as a whole.

**SECTION 4.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be punished by a fine not to exceed the sum of Five Hundred Dollars (\$500) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

**SECTION 5.** This ordinance shall take effect upon its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and 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 13<sup>TH</sup> DAY OF FEBRUARY, 2018.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:2/8/18:94632)

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

<b>AGENDA#</b> 20	<b>MEETING DATE:</b> 02/13/18
<b>SUBJECT:</b>	<b>Status Reports on Current Projects and Discussion on Future Agenda Items</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**COMMENTS**

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

- Discuss Cancelling the March 31, 2018 City Council Meeting



## **UPCOMING EVENTS**

**Expected Absences:** None

**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**

April 16, 2018      Park Board Mtg. 6:00 pm (if needed)

April 17, 2018      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

April 19, 2018      Public Art Advisory Board Mtg. 7:00 pm (if needed)

May 3, 2018      Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**May 8, 2018**      **Regular City Council Mtg. 7:30 pm**

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

By: Karen Bradley, Administrative Assistant - City Secretary Office