



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

**REGULAR MEETING  
OF THE HIGHLAND VILLAGE CITY COUNCIL  
TUESDAY, JUNE 12, 2018, at 5:30 P.M.  
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

**Convene Meeting in Open Session  
City Council Chambers – 5:30 P.M.**

**EARLY WORK SESSION  
City Council Chambers**

1. Discuss Updates to Council Goals and Objectives for FY Budget 2018-2019
2. Discuss Selection of Mayor Pro Tem and Deputy Mayor Pro Tem
3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of June 12, 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**

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

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

5. Call to Order
6. Administration of Oaths of Office (*Ceremonial Purposes Only*)
7. Prayer to be led by Councilmember Mike Lombardo
8. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Mike Lombardo: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*

9. **Selection of a Mayor Pro Tem and Deputy Mayor Pro Tem**
10. **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.)*
11. **City Manager/Staff Reports**
  - **HVTV Update**
12. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415** the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety

### **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.

13. **Consider Approval of Minutes of the Regular City Council Meeting held on May 14, 2018**
14. **Consider Ordinance 2018-1245 Re-adopting in its Entirety Article 14.04 "Parks and Recreation" Division 7 "Youth Services Standards of Care" of the Code of Ordinances of the City of Highland Village, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (2<sup>nd</sup> and final read)**
15. **Receive Budget Reports for Period Ending April 30, 2018**

### **ACTION AGENDA**

16. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**
  - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
17. **Conduct a Public Hearing and Consider Ordinance 2018-1246 Amending Section 12.02.036 of the Code of Ordinances of the City of Highland Village to Extend the Termination Date of the City's Juvenile Curfew Regulations (1<sup>st</sup> of two reads)**
18. **Conduct a Public Hearing and Consider Ordinance 2018-1247 Amending the Sign Regulations of the Marketplace Planned Development District with Retail (MPD-R), as amended, applicable to Lot 1, Block A, The Shops at Highland Village, generally located Northwest of the Intersection of FM 2499 and FM 407 (1<sup>st</sup> of two reads)**

**LATE WORK SESSION**

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

19. **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.)**
20. **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 8<sup>TH</sup> DAY OF JUNE, 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> 06/12/18
<b>SUBJECT:</b> Review and Refine Council Objectives	
<b>PREPARED BY:</b> Michael A. Leavitt, City Manager	

### BACKGROUND:

The City Council objectives serve as a guide as staff provides relevant services and programs for our residents and business community. City staff looks to the City Mission Statement as the overarching model of how we provide services. The City's values are the standard we instill in our employees and what we hold ourselves accountable to.

As we work through the budget process, tying Council objectives to the organizational values will provide continuity as staff develops services and programs, direction as employees work to implement the programs, and measurement for management to review employee performance. A facilitator will guide the discussion of this item to help Council refine and associate their goals with the organizational values. At the completion of this item, the desire is to provide one to four Council goals with each organizational value. City staff will then develop their goals and objectives to meet Council goals.

What follows is the Council's current goals and objectives, the City's Mission Statement and values, and a worksheet for your use in jotting down ideas to bring to the June 12 meeting. Here is an example of what we hope to accomplish:

#### **Mission Statement:**

We are committed to promoting a spirit of integrity, partnership and excellence of service for the benefit of our citizens, guests and neighboring communities; to ensure that Highland Village continues to be a vital and dynamic city with a vision for the future.

#### **City Organization Value:** **Communication**

We believe in simplicity, accuracy, and clarity in communications with the public and each other. We encourage the open exchange of ideas and information among all employees.

#### **Council Objective: (create 1 or up to 4 total)**

Build a sense of community involving residents through multiple avenues, including newsletters, City website, Social Media channels.

#### **Department Objective: (to be added by appropriate Department Manager during budget process)**

Marketing & Communication / Public Works - Develop educational material to encourage resident compliance with home maintenance codes and general upkeep of the community.



## City of Highland Village, Texas

### Mission Statement

We are committed to promoting a spirit of integrity, partnership and excellence of service for the benefit of our citizens, guests and neighboring communities; to ensure that Highland Village continues to be a vital and dynamic city with a vision for the future.

### ORGANIZATIONAL VALUES

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#### TEAMWORK

We believe in the value of teamwork, empowerment, and a spirit of cooperative effort from all employee levels within the organization and the community. We believe that the employees of the City are our most valuable resource. Each employee's contribution is the key to our success.

#### RESPONSIVE

We strive to be a responsive City organization, dedicated to maintaining a well-trained and competent work force that is in touch with the needs of the community, to enhance the quality of life in our City.

#### INTEGRITY

We are dedicated to high ethical and moral standards and uncompromising honesty in our dealings with the public and each other. We strive to treat all people with dignity, respect, and fairness.

#### COMMUNICATION

We believe in simplicity, accuracy, and clarity in communications with the public and each other. We encourage the open exchange of ideas and information among all employees.

#### SERVICE

We are committed to providing excellent service to the public in the most responsive, efficient, and effective manner.

#### ACCOUNTABLE

We are committed to a financially responsible local government, one that is cost conscious and concerned about the effective and efficient delivery of services to the public.

#### PROGRESSIVE

We value innovation and creativity, and support an orientation for change and reasonable risk-taking at all levels of the organization.

## Existing Council Goal and Objectives

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

### Continue to Provide Superior Public Safety, Customer Service, Social, and Health Services to the Community

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

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

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

### Promote Quality Transportation Services

- Continue implementation of the Transportation Master Plan.
- Advocate the significance of DCTA rail and bus services for Highland Village residents and retail development shoppers, and secure adequate DCTA availability for residents.
- Identify and monitor the FM 2499 corridor to effectively accommodate vehicular traffic while protecting the integrity of our neighborhoods.
- Enhance pedestrian oriented means of travel in Highland Village and install improved pedestrian crossing systems aimed at enhancing public safety.

- Work with the Texas Department of Transportation (TxDOT) on the reconstruction of IH 35E, prioritizing availability of timely information regarding impact to residents.

#### Employ High Quality, Service Oriented Personnel

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

#### Provide for a Diversified Business Climate

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

#### Provide Quality Leisure Opportunities

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

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

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

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

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

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

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

### Additional suggested objectives for consideration:

- Utilize technology to increase efficiency of department operations and enhance delivery of services throughout City.
- Maintain City infrastructure – streets, drainage, utilities, proactively at ongoing high standard.



## **City Council Objectives Worksheet**

### **Mission Statement:**

We are committed to promoting a spirit of integrity, partnership and excellence of service for the benefit of our citizens, guests and neighboring communities; to ensure that Highland Village continues to be a vital and dynamic city with a vision for the future.

### **City Organization Value:**

#### **TEAMWORK**

We believe in the value of teamwork, empowerment, and a spirit of cooperative effort from all employee levels within the organization and the community. We believe that the employees of the City are our most valuable resource. Each employee's contribution is the key to our success.

**Council Objective: (create 1 or up to 4 total)**

#### **RESPONSIVE**

We strive to be a responsive City organization, dedicated to maintaining a well-trained and competent work force that is in touch with the needs of the community, to enhance the quality of life in our City.

**Council Objective: (create 1 or up to 4 total)**

## **INTEGRITY**

We are dedicated to high ethical and moral standards and uncompromising honesty in our dealings with the public and each other. We strive to treat all people with dignity, respect, and fairness.

**Council Objective: (create 1 or up to 4 total)**

## **COMMUNICATION**

We believe in simplicity, accuracy, and clarity in communications with the public and each other. We encourage the open exchange of ideas and information among all employees.

**Council Objective: (create 1 or up to 4 total)**

## **SERVICE**

We are committed to providing excellent service to the public in the most responsive, efficient, and effective manner.

**Council Objective: (create 1 or up to 4 total)**

## **ACCOUNTABLE**

We are committed to a financially responsible local government, one that is cost conscious and concerned about the effective and efficient delivery of services to the public.

**Council Objective: (create 1 or up to 4 total)**

## **PROGRESSIVE**

We value innovation and creativity, and support an orientation for change and reasonable risk-taking at all levels of the organization.

**Council Objective: (create 1 or up to 4 total)**

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

<b>AGENDA#</b> 2	<b>MEETING DATE:</b> 06/12/18
<b>SUBJECT:</b>	Discussion Selection of Mayor Pro Tem and Deputy Mayor Pro Tem
<b>PREPARED BY:</b>	Angela Miller, City Secretary

**BACKGROUND:**

In accordance with Chapter 3.12 and Chapter 3.12.1 of the City Charter, the Council shall select one of its members to serve as Mayor Pro Tem and one of its members to serve as Deputy Mayor Pro Tem.

With the election of Council members conducted and canvassed, it is time to select a Mayor Pro Tem and Deputy Mayor Pro Tem. Outgoing Councilmember Michelle Schwolert served as Mayor Pro Tem and Councilmember Barbara Fleming serves as Deputy Mayor Pro Tem. This item is on the agenda for Council to discuss selection of a Mayor Pro Tem and Deputy Mayor Pro Tem.

There is also an item on tonight's regular agenda to formally select a Mayor Pro Tem and Deputy Mayor Pro Tem.

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

**AGENDA# 9**

**MEETING DATE: 06/12/18**

**SUBJECT: Selection of Mayor Pro Tem and Deputy Mayor Pro Tem**

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

**BACKGROUND:**

In accordance with Chapter 3.12 and Chapter 3.12.1 of the City Charter, the Council shall select one of its members to serve as Mayor Pro Tem and one of its members to serve as Deputy Mayor Pro Tem.

**IDENTIFIED NEED/S:**

To discuss and select Council members to serve as Mayor Pro Tem and Deputy Mayor Pro Tem. With the election of Council members conducted and canvassed, it is time to select a Mayor Pro Tem and Deputy Mayor Pro Tem. Outgoing Councilmember Michelle Schwolert served as Mayor Pro Tem, and Councilmember Barbara Fleming serves as Deputy Mayor Pro Tem.

**OPTIONS & RESULTS:**

N/A

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

This item has been placed on the agenda for Council to select a Mayor Pro Tem and Deputy Mayor Pro Tem.

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

N/A

**RECOMMENDATION:**

To select a Mayor Pro Tem and a Deputy Mayor Pro Tem.

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

**AGENDA# 12**

**MEETING DATE: 06/12/18**

**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.

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

**AGENDA# 13**

**MEETING DATE: 06/12/18**

**SUBJECT: Consider Approval of Minutes of the Regular Meeting held on  
May 14, 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 May 14, 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  
MONDAY, MAY 14, 2018**

**Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 6:05 p.m.

**Roll Call**

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

**EARLY WORK SESSION**

- 1. Discuss Appointment of Primary and Alternate Representatives for the Town of Flower Mound, City of Lewisville, and City of Highland Village to the Regional Transportation Council (RTC) of the North Central Texas Council of Governments**

Mayor Wilcox reported the Cities of Lewisville, Highland Village and Town of Flower Mound share a seat on the RTC. Our current primary representative is Mayor Rudy Durham from the City of Lewisville and Mayor Charlotte J. Wilcox serves as the alternate representative, both with a term that will expire the end of this month.

She stated they both would like to serve again. The City of Lewisville is scheduled to re-appoint Mayor Durham as primary and Mayor Wilcox as alternate representatives on May 7, 2018.

**Discuss Proposed Christmas at the Ranch Special Event at Doubletree Ranch Park**

Parks and Recreation Director Phil Lozano presented details of a proposed special event called Christmas at the Ranch that would be held during the day at Doubletree Ranch Park on Saturday, December 8. The event would be held in addition to The Glow and

Santa at the Fire Station, although the Fire Station event could be combined with this event. Event details include:

Santa's Workshop – includes an appearance from Santa, arts and crafts, holiday music, hot cocoa and cookies served and a laser light display

Additional Event Features – includes carriage rides, live reindeer, artificial snow, Christmas lights and seasonal displays throughout the park, and an ugly sweater contest

The Christmas lights, seasonal displays, artificial snow and carriage rides (pending availability) would be featured at the park during the holiday season. Mr. Lozano provided a site layout and examples of seasonal displays that could be used. The estimated cost for the proposed event is \$39,650. City Manager Michael Leavitt stated if Council wished to move forward with this event, funding would need to be included in next year's budget. Consensus of City Council is to include funding for the event in next year's fiscal year budget.

## **2. Discuss Copperas Branch Park Remediation**

Mr. Lozano provided information on the remediation at Copperas Branch Park, which has been closed for the past four years due to the 35-Express Project. He reported staff is currently working on a basic plan to get the park reopened. Recent work in progress include: remediation of the boat dock, removal/cleanup of trash and debris, a controlled burn, and cleanup of the restroom facility. Mr. Lozano also reported on park revenues from Fiscal Years 2009-2010 through 2012-2013. He reported the gate fees would remain the same:

Daily Use Entry - \$10.00

Annual Pass – \$35.00 / Resident; \$60.00 / Non-Resident

Mr. Lozano provided a scope of work relating to future remediation at Copperas Branch Park, which includes some work being completed in-house and some work being completed by a contractor, with an estimated total cost of \$76,733:

- Work Completed In-House:  
Sign replacement and chemical applications
- Work Completed by Contractor:  
General site cleanup and repairs, brush and finish mow, installation of bollards with cable (where needed), grading of dirt piles and removal of debris; removal of dead trees and overgrowth; stump grinding; asphalt pavement sealing and striping; sidewalks to cross over the borrow ditch

It was noted this work does not include any practice field remediation or electrical repairs. Mr. Leavitt reported funds would come from the Corps Leased Parks Fund. Mr. Lozano reported there would be approximately 125 concrete parking spaces added near the park and located under the I-35 bridge. Councilmember Jaworski asked if the baseball fields were going to be rebuilt. Mr. Lozano stated there have been a lot of requests for practice fields and reported that nine acres were lost at the park due to the expansion project. He further reported the goal is to eventually look at master planning to see what elements are a best fit for the park. Mr. Leavitt stated funding for a master plan would be included in the next fiscal year budget. He also said work would move forward as soon as possible to have the park ready for use this year by late summer or early fall.

## **3. Discuss the Calendar for Preparing the City of Highland Village Annual Budget for Fiscal Year 2018-2019 and City Council Planning Session**

Mr. Leavitt reported staff has started working on preparation of the FY 2018-2019 budget. If Councilmembers would like to attend any departmental budget meetings, the budget calendar was provided in the agenda packet. He then suggested June 23 as a potential date for a City Council Planning Session. Consensus of the Council was to move forward with meeting on June 23.

**4. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of May 14, 2018**

Relating to Agenda Item #14, Mayor Wilcox reported Jim Carter would be the nomination for Highland Village. Relating to Agenda Item #16, she reported Rudy Durham would be the primary and she would continue serving as the alternate representative for the Regional Transportation Council.

Early Work Session ended at 6:45 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 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**

**7. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:33 p.m.

**Roll Call**

Present:

Charlotte J. Wilcox  
Michelle Schwolert  
Michael Lombardo  
Barbara Fleming  
Fred Busche  
John McGee  
Daniel Jaworski

Mayor  
Mayor Pro Tem  
Councilmember  
Deputy Mayor Pro Tem  
Councilmember  
Councilmember  
Councilmember

Staff Members:

Michael Leavitt  
Kevin Laughlin  
Ken Heerman  
Angela Miller  
Doug Reim  
Jason Collier  
Sunny Lindsay  
Scott Kriston  
Phil Lozano  
Laurie Mullens  
Andrew Boyd

City Manager  
City Attorney  
Assistant City Manager  
City Secretary  
Chief of Police  
Assistant Fire Chief  
Director of Information Services  
Public Works Director  
Parks and Recreation Director  
Director of Marketing & Communications  
Media Specialist

**8. Prayer to be led by Mayor Charlotte J. Wilcox**

Mayor Charlotte J. Wilcox gave the invocation.

**9. Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Charlotte J. Wilcox: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."***

Mayor Charlotte J. Wilcox led the Pledge of Allegiance to the U.S and Texas flags.

**10. Visitor Comments**

The following person spoke:

Jimmy Bassinger (210 Edgewater) - Mr. Bassinger stated he was pleasantly surprised to hear the developer withdrew his request for a proposed development at 180 Highland Village Road. He stated the root problem is that the area is designated as a Transit Oriented Development (TOD), which caused the developer to present the type of development for that area. Mr. Bassinger reported the TOD designation was done in 2007. He requested the City Council remove the TOD designation and said he would also request the same of the Planning and Zoning Commission. Mr. Bassinger stated he feels by having the TOD designation, the City is sending a false advertisement to developers that a TOD development is desired for that location and that people living there are expendable. He further stated he has not aware of anyone wanting a high-density development in Highland Village.

**11. City Manager/Staff Reports**

- **HVTV Update**

*Celebrate Highland Village* – to be held on June 2 at Unity Park to welcome summer with festivities for all ages; the day begins with a 1K/5K Walk/Run through the City and a Family Fish Out; attendees can later spend the evening enjoying music by the Decades Band, food, drink, and activities with the kids; the event will conclude with a spectacular fireworks show

*Kids Kamp* – scheduled weekly starting June 11 and ending August 3 at Briarhill Middle School; includes a morning, afternoon or all day Kamp; morning Kamp includes fun and games, and the afternoon Kamp includes field trips

*Upcoming Events:*

*Movie in the Park* – the series kicks off at 7:30 p.m. on May 18 at Unity Park and features the movie Coco

*Highland Village Business Association Community Coffee* – the next Community Coffee is scheduled for June 7 at City Hall from 8:00 a.m. until 9:00 a.m.; State Representative Ron Simmons will provide a legislative update

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

- **Presentation of a Proclamation Celebrating Kids Day America**

Mayor Wilcox presented a proclamation to Michelle Martz and Jodie Gibson celebrating Kids Day America.

- **Presentation of a Proclamation Celebrating Emergency Medical Services (EMS) Week**

Mayor Wilcox presented a proclamation to Assistant Fire Chief Jason Collier and Deputy Chief Travis Nokes celebrating Emergency Medical Services Week.

- **Presentation of Proclamation Celebrating National Police Week**

Mayor Wilcox presented a proclamation to Police Chief Doug Reim, Commander Karl Schlichter and Assistant Chief Mark Stewart celebrating National Police Week. Officers on duty also joined in for the presentation.

- **Presentations to Outgoing Mayor Pro Tem Michelle Schwolert and Councilmember John McGee**

Mayor Wilcox presented Mayor Pro Tem Michelle Schwolert and Councilmember John McGee with an award and plaque honoring their tenure on City Council. Mayor Pro Tem Schwolert has served on City Council since 2012 and Councilmember McGee has served on City Council since 2010.

### **CONSENT AGENDA**

Relating to Agenda Item #14, Mayor Wilcox announced Jim Carter would be nominated as a candidate to the slate of nominees for the Board of Managers of the Denco Area 9-1-1 District. Relating to Agenda Item #16, Mayor Wilcox announced Rudy Durham and herself will be appointed as the Primary and Alternate Representatives to the Regional Transportation Council.

13. **Consider Approval of Minutes of the Regular City Council Meeting held on April 24, 2018**
14. **Consider Resolution 2018-2745 Nominating One Candidate to a Slate of Nominees for the Board of Managers of the Denco Area 9-1-1 District**
15. **Consider Resolution 2018-2746 Appointing Fred Busche to the Animal Shelter Advisory Committee**
16. **Consider Resolution 2018-2749 Joining in the Appointment of the Primary and Alternate Representatives for the Town of Flower Mound, City of Lewisville, and City of Highland Village to the Regional Transportation Council (RTC) of the North Central Texas Council of Governments**
17. **Receive Investment Report for Quarter Ending March 31, 2018**
18. **Receive Budget Reports for Period Ending March 31, 2018**

***Motion by Councilmember Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #13 through #18. Motion carried 7-0.***

## **ACTION AGENDA**

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

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

**NO ACTION TAKEN**

20. Conduct a Public Hearing and Consider Ordinance 2018-1245 Re-adopting in its Entirety Article 14.04 “Parks and Recreation” Division 7 “Youth Services Standards of Care” of the Code of Ordinances of the City of Highland Village, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (1<sup>st</sup> of two reads)

**PUBLIC HEARING CONDUCTED**

**APPROVED 1<sup>ST</sup> READ (7 – 0)**

Parks and Recreation Director Phil Lozano reported this is the annual adoption of the Standards of Care for the City’s youth programs. He also reported no changes are being proposed. Mayor Wilcox opened the public hearing and with no one wishing to speak, the public hearing was closed.

***Motion by Mayor Pro Tem Schwolert, seconded by Mayor Wilcox, to approve the first read of Ordinance 2018-1245. Motion carried 7-0.***

21. Consider Resolution 2018-2747 Authorizing an Agreement with DataVox relating to Replacement of the City’s Security Camera System

**APPROVED (7 – 0)**

Director of Information Services, Sunny Lindsay, reported during the FY 2017-2018 budget process, the City Council approved an initiative and provided direction relating to replacement of the City’s entire security camera inventory as well as adding cameras in various City parks. The vendor with whom the City originally contracted pursuant to the authority of Resolution 2017-2708 was unable to comply with the contract as the result of the loss of one of its prime subcontractors. Prior to any work commencing, the City Manager terminated the agreement. Subsequently, the Information Services team solicited proposals from four (4) more companies and has selected the lowest most responsible proposal with the most functionality and services, which is DataVox. Funds for this project were included in the FY 2016-2017 Capital Improvement Project and Equipment Replacement Budget. Staff will re-appropriate these funds with the Budget Amendment in FY 2017-2018.

Ms. Lindsay reported there is a noted variable in this project relating to camera service at Unity Park and Copperas Branch Park. Kids Kastle and Copperas Branch Park will be designed and bid during the construction of those parks. The City will provide WI-FI at Unity Park to allow for the camera feeds to be sent back to City Hall through a contract previously authorized by the City Council.

***Motion by Councilmember Jaworski, seconded by Councilmember Lombardo, to approve Resolution 2018-2747. Motion carried 7-0.***

22. Consider Resolution 2018-2748 Canvassing the Results of the May 5, 2018 General Election

**APPROVED (7 – 0)**

City Secretary Angela Miller stated the City of Highland Village held a General Election on May 5, 2018 to elect Councilmembers to Places 1 (Mayor), 2, 4 and 6. Mayor Wilcox read Resolution 2018-2748 canvassing the results of the General Election:

<b>Place 1 (Mayor)</b>	<b>Number of Votes Cast</b>
Charlotte J. Wilcox	906
Eric Aplis	115
Having received the majority of the votes cast, Charlotte J. Wilcox is elected to Place 1 (Mayor).	
<b>Place 2</b>	<b>Number of Votes Cast</b>
Dave Shilling	167
Jon Kixmiller	428
Jim Archibald	178
M. David True	103
Jason Edwards	69
With Jon Kixmiller having received the most votes cast, Jim Archibald having received the second most votes cast, and no candidate having received the majority of the votes cast, a runoff election will be held on June 16, 2018 between Jon Kixmiller and Jim Archibald for Place 2.	
<b>Place 4</b>	<b>Number of Votes Cast</b>
Barbara Fleming	806
Having received the majority of the votes cast, Barbara Fleming is elected to Place 4.	
<b>Place 6</b>	<b>Number of Votes Cast</b>
Robert A. Fiester	601
Edward Paul Balboni	303
Having received the majority of the votes cast, Robert A. Fiester is elected to Place 6.	

***Motion by Mayor Wilcox, seconded by Councilmember McGee, to approve Resolution 2018-2748 canvassing and declaring the results of the General Election of the City of Highland Village held on May 5, 2018 to elect Councilmembers to Places 1 (Mayor), 2, 4, and 6 . Motion carried 7-0.***

## **LATE WORK SESSION**

- 23. 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.)**

City Manager Leavitt reported the next legislative session begins in January 2019. With that in mind, he recently met with Zach Flores, Chief of Staff for State Representative Ron Simmons, to discuss potential legislative issues coming up in the next legislative session. Mr. Leavitt stated he sent Representative Simmons information regarding issues/concerns the City has or will be facing from a legislative standpoint. Council will develop their legislative message later in the year, which will be forwarded as well.

Mayor Wilcox reported several Councilmembers and City staff attended the Denton County 26<sup>th</sup> District Fly-In hosted by Congressman Michael Burgess. The event provides city and business leaders an opportunity to attend briefings and learn of federal legislation that may impact our state and local economy. They met with House Speaker Paul Ryan, House Ways and Means Committee Chairman Kevin Brady, Department of Housing and Urban Development Secretary Ben Carson, Senator Ted Cruz, Director of Congressional Relations Scott Mason, and Department of Energy Chief of Staff Brian McCormack.

- 24. Adjournment**

Mayor Wilcox adjourned the meeting at 8:30 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary



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

**AGENDA# 14**

**MEETING DATE: 06/12/18**

**SUBJECT: Consider Ordinance 2018-1245 Re-adopting “Youth Standards of Care” of the Code of Ordinances of the City of Highland Village, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (2<sup>nd</sup> and final read)**

**PREPARED BY: Phillip Lozano, Director of Parks and Recreation**

**BACKGROUND:**

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

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

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

A public hearing was held on May 14, 2018 and Council approved the first read of Ordinance 2018-1245.

**IDENTIFIED NEED/S:**

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

**RECOMMENDATION:**

To approve the second and final read of Ordinance 2018-1245.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2018-1245**

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

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

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

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

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

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

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

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

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 14<sup>TH</sup> DAY OF MAY, 2018.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS, ON SECOND READING ON THIS THE 12<sup>TH</sup> DAY OF JUNE, 2018.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**

**Exhibit A to  
Ordinance No. 2018-1245**

**ARTICLE 14.04 PARKS AND RECREATION**

**Division 7. Youth Services Standards of Care**

**Sec. 14.04.221            Purpose**

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

**Sec. 14.04.222            General administration; definitions**

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

Department. The parks and recreation department of the city.

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

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

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

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

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

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

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

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

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

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

(b) Organization.

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

(c) Inspection/monitoring/enforcement.

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

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

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

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

**Sec. 14.04.223      Staff responsibilities and training**

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

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

(b) Site director responsibilities.

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

(c) Program staff.

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

(d) Program staff responsibilities.

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

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

**Sec. 14.04.224      Operations**

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



(c) Programming.

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

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

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

(e) Transportation.

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

**Sec. 14.04.225          Facility standards**

(a) Safety.

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

(b) Fire.

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

(c) Health.

(1) Illness or injury to participant.

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

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

(4) Sanitation.

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

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

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

**AGENDA# 15**

**MEETING DATE: 06/12/18**

**SUBJECT: Receive Budget Reports for Period Ending April 30, 2018**

**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 April represents the seventh 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 April 30, 2018.

# General Fund Summary

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 10,565,998	\$ (88,490)	99%
Sales Tax	2,675,928	2,675,928	1,109,024	(1,566,904)	41%
Franchise Fees	1,687,405	1,687,405	584,236	(1,103,169)	35%
Licensing & Permits	498,728	498,728	289,563	(209,165)	58%
Park/Recreation Fees	236,180	236,180	169,130	(67,050)	72%
Public Safety Fees	40,000	40,000	22,816	(17,184)	57%
Rents	128,832	128,832	68,580	(60,252)	53%
Municipal Court	90,066	90,066	62,269	(27,797)	69%
Public Safety Charges for Svc	456,661	456,661	359,339	(97,322)	79%
Interest Income	56,000	56,000	87,184	31,184	156%
Miscellaneous	129,850	129,850	82,522	(47,328)	64%
<b>Total Revenues</b>	<b>\$ 16,654,138</b>	<b>\$ 16,654,138</b>	<b>\$ 13,400,660</b>	<b>\$ (3,253,478)</b>	<b>80%</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>\$ 13,400,660</b>	<b>\$ (3,787,478)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 1,191,357	\$ 1,191,357	\$ 302,460	\$ 888,897	25%
Finance (includes Mun. Court)	1,515,676	1,515,676	960,706	554,970	63%
Human Resources	555,270	555,270	224,849	330,420	40%
City Secretary Office	339,955	339,955	198,437	141,518	58%
Information Services	1,048,903	1,048,903	640,349	408,554	61%
Police	4,833,212	4,833,212	2,700,381	2,132,831	56%
Fire	3,123,257	3,123,257	1,921,412	1,201,844	62%
Community Services	449,477	449,477	295,408	154,068	66%
Streets/Drainage	1,446,257	1,446,257	745,778	700,479	52%
Maintenance	867,516	867,516	1,297,504	(429,988)	150%
Parks	1,774,086	1,774,086	910,506	863,579	51%
Recreation	453,095	453,095	191,105	261,990	42%
<b>Total Expenditures</b>	<b>\$ 17,598,059</b>	<b>\$ 17,598,059</b>	<b>\$ 10,388,895</b>	<b>\$ 7,209,164</b>	<b>59%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 574,709	\$ 574,709	\$ 374,322	\$ 200,387	65%

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>\$ 10,388,895</b>	<b>\$ 7,225,164</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,938,282	7,391,960	7,391,960
+ Net Increase (Decrease)	(425,921)	(425,921)	3,011,765
Ending Fund Balance	\$ 4,512,361	\$ 6,966,039	\$ 10,403,725

**Audited FY17**

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,639,709	\$ 2,639,709	\$ 1,558,334
Restricted	11,500	11,500	11,500
Unassigned	1,861,152	4,314,830	8,833,890
<b>Total Fund Balance</b>	<b>\$ 4,512,361</b>	<b>\$ 6,966,039</b>	<b>\$ 10,403,725</b>

# General Fund Expenditure Summary

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

*Percent of Budget Year Transpired*

**58.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,985,237	\$ 11,985,237	\$ 6,712,850	\$ 5,272,387	56%
Services / Supplies	5,038,113	5,038,113	3,301,724	1,736,389	66%
Capital	574,709	574,709	374,322	200,387	65%
	<u>\$ 17,598,059</u>	<u>\$ 17,598,059</u>	<u>\$ 10,388,895</u>	<u>\$ 7,209,164</u>	<u>59%</u>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 8,662,992	\$ 8,662,992	\$ 4,830,645	\$ 3,832,346	56%
<i>Employee Benefits</i>	3,322,245	3,322,245	1,882,204	1,440,041	57%
<i>Total Personnel</i>	<u>\$ 11,985,237</u>	<u>\$ 11,985,237</u>	<u>\$ 6,712,850</u>	<u>\$ 5,272,387</u>	<u>56%</u>

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,403,078	\$ 1,403,078	\$ 736,670	\$ 666,407	53%
<i>Employee Development</i>	345,135	345,135	161,025	184,110	47%
<i>Office Supplies / Equipment</i>	1,005,535	1,005,535	1,366,926	(361,391)	136%
<i>Utilities</i>	381,832	381,832	165,832	216,000	43%
<i>Other</i>	1,902,533	1,902,533	871,269	1,031,264	46%
<i>Total Services / Supplies</i>	<u>\$ 5,038,113</u>	<u>\$ 5,038,113</u>	<u>\$ 3,301,724</u>	<u>\$ 1,736,389</u>	<u>66%</u>

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 574,709	\$ 574,709	\$ 374,322	\$ 200,387	65%
<i>Total Capital</i>	<u>\$ 574,709</u>	<u>\$ 574,709</u>	<u>\$ 374,322</u>	<u>\$ 200,387</u>	<u>65%</u>

<i>Total General Fund Expenditure Summary</i>	\$ 17,598,059	\$ 17,598,059	\$ 10,388,895	\$ 7,209,164	59%
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# General Fund Revenue

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

*Percent of Budget Year Transpired*

**58.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 10,565,998	\$ (88,490)	99%
Sales Tax	2,675,928	2,675,928	1,109,024	(1,566,904)	41%
Franchise Fees	1,687,405	1,687,405	584,236	(1,103,169)	35%
Licensing & Permits	498,728	498,728	289,563	(209,165)	58%
Park/Recreation Fees	236,180	236,180	169,130	(67,050)	72%
Public Safety Fees	40,000	40,000	22,816	(17,184)	57%
Rents	128,832	128,832	68,580	(60,252)	53%
Municipal Court	90,066	90,066	62,269	(27,797)	69%
Public Safety Charges for Svc	456,661	456,661	359,339	(97,322)	79%
Interest Income	56,000	56,000	87,184	31,184	156%
Miscellaneous	129,850	129,850	82,522	(47,328)	64%
<b>Total Revenues</b>	<b>\$ 16,654,138</b>	<b>\$ 16,654,138</b>	<b>\$ 13,400,660</b>	<b>\$ (3,253,478)</b>	<b>80%</b>



# City Manager Office

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 397,154	\$ 397,154	\$ 222,844	\$ 174,310	56%
Services / Supplies	794,203	794,203	79,616	714,587	10%
Capital	-	-	-	-	0%
	\$ 1,191,357	\$ 1,191,357	\$ 302,460	\$ 888,897	25%

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 313,689	\$ 313,689	\$ 175,432	\$ 138,256	56%
<b>Employee Benefits</b>	83,465	83,465	47,411	36,054	57%
<b>Total Personnel</b>	\$ 397,154	\$ 397,154	\$ 222,844	\$ 174,310	56%

#### Services / Supplies

<b>Professional Services</b> (City-wide legal - \$123,820)	\$ 164,320	\$ 164,320	\$ 65,017	\$ 99,303	40%
<b>Employee Development</b>	15,385	15,385	3,090	12,295	20%
<b>Supplies / Equipment</b>	4,210	4,210	1,840	2,370	44%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Contingency - \$500,000)</b>	610,288	610,288	9,669	600,619	2%
<b>Total Services / Supplies</b>	\$ 794,203	\$ 794,203	\$ 79,616	\$ 714,587	10%

#### Capital

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

<b>Total City Manager</b>	\$ 1,191,357	\$ 1,191,357	\$ 302,460	\$ 888,897	25%
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# Finance Department FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 956,458	\$ 956,458	\$ 562,075	\$ 394,383	59%
Services / Supplies	559,219	559,219	398,632	160,587	71%
Capital	-	-	-	-	0%
	\$ 1,515,676	\$ 1,515,676	\$ 960,706	\$ 554,970	63%

## - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 693,553	\$ 693,553	\$ 409,086	\$ 284,467	59%
<b>Employee Benefits</b>	262,905	262,905	152,989	109,916	58%
<b>Total Personnel</b>	\$ 956,458	\$ 956,458	\$ 562,075	\$ 394,383	59%

### Services / Supplies

<b>Professional Services</b> (City-wide liability insurance - \$113,825 / DCAD - \$74,670)	\$ 504,085	\$ 504,085	\$ 362,622	\$ 141,463	72%
<b>Employee Development</b>	19,683	19,683	13,097	6,586	67%
<b>Supplies / Equipment</b>	13,551	13,551	4,018	9,533	30%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Special Events)</b>	21,900	21,900	18,895	3,005	86%
<b>Total Services / Supplies</b>	\$ 559,219	\$ 559,219	\$ 398,632	\$ 160,587	71%

### Capital

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

<b>Total Finance Department</b>	\$ 1,515,676	\$ 1,515,676	\$ 960,706	\$ 554,970	63%
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# Human Resources

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 421,277	\$ 421,277	\$ 170,099	\$ 251,178	40%
Services / Supplies	133,993	133,993	54,750	79,243	41%
Capital	-	-	-	-	0%
	\$ 555,270	\$ 555,270	\$ 224,849	\$ 330,420	40%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 328,107	\$ 328,107	\$ 123,348	\$ 204,759	38%
<i>Employee Benefits</i>	93,170	93,170	46,751	46,419	50%
<b>Total Personnel</b>	\$ 421,277	\$ 421,277	\$ 170,099	\$ 251,178	40%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 47,850	\$ 47,850	\$ 10,762	\$ 37,088	22%
<i>Employee Development</i>	69,843	69,843	38,202	31,641	55%
<i>Supplies / Equipment</i>	1,700	1,700	288	1,412	17%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	14,600	14,600	5,498	9,102	38%
<b>Total Services / Supplies</b>	\$ 133,993	\$ 133,993	\$ 54,750	\$ 79,243	41%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 555,270	\$ 555,270	\$ 224,849	\$ 330,420	40%

# City Secretary Office

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

*Percent of Budget Year Transpired*

**58.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,016	\$ 190,016	\$ 115,016	\$ 75,000	61%
Services / Supplies	149,939	149,939	83,421	66,518	56%
Capital	-	-	-	-	-
	\$ 339,955	\$ 339,955	\$ 198,437	\$ 141,518	58%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 148,938	\$ 148,938	\$ 87,701	\$ 61,238	59%
<i>Employee Benefits</i>	41,078	41,078	27,315	13,763	66%
<b>Total Personnel</b>	\$ 190,016	\$ 190,016	\$ 115,016	\$ 75,000	61%

#### Services / Supplies

<i>Professional Services</i>	\$ 35,690	\$ 35,690	\$ 15,298	\$ 20,392	43%
<i>Employee Development</i> <i>(City Council related \$45,724)</i>	59,694	59,694	19,014	40,680	32%
<i>Supplies / Equipment</i>	15,855	15,855	8,109	7,746	51%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	38,700	38,700	41,000	(2,300)	106%
<b>Total Services / Supplies</b>	\$ 149,939	\$ 149,939	\$ 83,421	\$ 66,518	56%

#### Capital

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

<b>Total City Secretary Office</b>	\$ 339,955	\$ 339,955	\$ 198,437	\$ 141,518	58%
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# Information Services

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

*Percent of Budget Year Transpired*

**58.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 634,555	\$ 634,555	\$ 366,404	\$ 268,151	58%
Services / Supplies	414,348	414,348	163,390	250,958	39%
Capital	-	-	110,555	(110,555)	0%
	\$ 1,048,903	\$ 1,048,903	\$ 640,349	\$ 408,554	61%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 475,054	\$ 475,054	\$ 275,796	\$ 199,258	58%
<i>Employee Benefits</i>	159,500	159,500	90,608	68,893	57%
<b>Total Personnel</b>	\$ 634,555	\$ 634,555	\$ 366,404	\$ 268,151	58%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 202,711	\$ 202,711	\$ 70,996	\$ 131,715	35%
<i>Employee Development</i>	28,805	28,805	11,925	16,880	41%
<i>Supplies / Equipment</i>	2,800	2,800	753	2,047	27%
<i>Utilities</i>	72,032	72,032	12,385	59,647	17%
<i>Other (Data Processing)</i>	108,000	108,000	67,331	40,669	62%
<b>Total Services / Supplies</b>	\$ 414,348	\$ 414,348	\$ 163,390	\$ 250,958	39%
<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	\$ 640,349	\$ 408,554	61%

# Police Department

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,330,030	<b>\$ 4,330,030</b>	<b>\$ 2,353,380</b>	\$ 1,976,650	54%
Services / Supplies	386,182	<b>386,182</b>	<b>240,884</b>	145,298	62%
Capital	<u>117,000</u>	<u><b>117,000</b></u>	<u><b>106,116</b></u>	<u>10,884</u>	<u>91%</u>
	<b>\$ 4,833,212</b>	<b>\$ 4,833,212</b>	<b>\$ 2,700,381</b>	\$ 2,132,831	56%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<b>Salaries / Wages</b>	\$ 3,159,739	<b>\$ 3,159,739</b>	<b>\$ 1,733,144</b>	\$ 1,426,596	55%
<b>Employee Benefits</b>	<u>1,170,291</u>	<u><b>1,170,291</b></u>	<u><b>620,237</b></u>	<u>550,054</u>	<u>53%</u>
<b>Total Personnel</b>	<b>\$ 4,330,030</b>	<b>\$ 4,330,030</b>	<b>\$ 2,353,380</b>	\$ 1,976,650	54%
<b>Services / Supplies</b>					
<b>Professional Services</b>	\$ 138,055	<b>\$ 138,055</b>	<b>\$ 106,268</b>	\$ 31,787	77%
<b>Employee Development</b>	45,104	<b>45,104</b>	<b>20,592</b>	24,512	46%
<b>Supplies / Equipment</b>	137,895	<b>137,895</b>	<b>72,647</b>	65,248	53%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Animal Care - \$52,028)</b>	<u>65,128</u>	<u><b>65,128</b></u>	<u><b>41,377</b></u>	<u>\$ 23,751</u>	<u>64%</u>
<b>Total Services / Supplies</b>	<b>\$ 386,182</b>	<b>\$ 386,182</b>	<b>\$ 240,884</b>	\$ 145,298	62%
<b>Capital</b>					
<b>Equipment / Vehicles</b>	117,000	<b>117,000</b>	<b>106,116</b>	10,884	91%
<b>Total Capital</b>	<b>\$ 117,000</b>	<b>\$ 117,000</b>	<b>\$ 106,116</b>	\$ 10,884	91%
<b>Total Police Department</b>	<b>\$ 4,833,212</b>	<b>\$ 4,833,212</b>	<b>\$ 2,700,381</b>	\$ 2,132,831	56%

# Fire Department FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

## --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,360,077	\$ 2,360,077	\$ 1,377,330	\$ 982,747	58%
Services / Supplies	602,080	602,080	478,348	123,732	79%
Capital	161,100	161,100	65,734	95,366	41%
	\$ 3,123,257	\$ 3,123,257	\$ 1,921,412	\$ 1,201,844	62%

## --- 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	\$ 971,602	\$ 686,889	59%
<b>Employee Benefits</b>	701,585	701,585	405,728	295,857	58%
<b>Total Personnel</b>	\$ 2,360,077	\$ 2,360,077	\$ 1,377,330	\$ 982,747	58%

### Services / Supplies

<b>Professional Services</b>	\$ 64,500	\$ 64,500	\$ 42,420	\$ 22,080	66%
<b>Employee Development</b> (Training - \$47,705)	63,305	63,305	35,226	28,079	56%
<b>Supplies / Equipment</b>	152,625	152,625	89,098	63,527	58%
<b>Utilities</b>	1,800	1,800	955	845	53%
<b>Other</b> (\$264,000 Cap Lease Pmt)	319,850	319,850	310,649	9,201	97%
<b>Total Services / Supplies</b>	\$ 602,080	\$ 602,080	\$ 478,348	\$ 123,732	79%

### Capital

<b>Equipment / Vehicles</b>	161,100	161,100	65,734	95,366	41%
<b>Total Capital</b>	\$ 161,100	\$ 161,100	\$ 65,734	\$ 95,366	41%

<b>Total Fire Department</b>	\$ 3,123,257	\$ 3,123,257	\$ 1,921,412	\$ 1,201,844	62%
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# Community Services

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 426,819	\$ 426,819	\$ 286,220	\$ 140,599	67%
Services / Supplies	22,658	22,658	9,188	13,470	41%
Capital	-	-	-	-	0%
	\$ 449,477	\$ 449,477	\$ 295,408	\$ 154,068	66%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 299,040	\$ 299,040	\$ 201,388	\$ 97,651	67%
<i>Employee Benefits</i>	127,779	127,779	84,831	42,948	66%
<i>Total Personnel</i>	\$ 426,819	\$ 426,819	\$ 286,220	\$ 140,599	67%

#### Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 3,265	5,936	35%
<i>Employee Development</i>	5,805	5,805	3,630	2,175	63%
<i>Supplies / Equipment</i>	7,653	7,653	2,294	5,359	30%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 22,658	\$ 22,658	\$ 9,188	\$ 13,470	41%

#### Capital

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

<i>Total Building Operations</i>	\$ 449,477	\$ 449,477	\$ 295,408	\$ 154,068	66%
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# Streets Division

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

<i>Percent of Budget Year Transpired</i>	<b>58.3%</b>
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### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 663,380	\$ 663,380	\$ 387,717	\$ 275,662	58%
Services / Supplies	705,877	705,877	358,061	347,816	51%
Capital	77,000	77,000	-	77,000	0%
	<u>\$ 1,446,257</u>	<u>\$ 1,446,257</u>	<u>\$ 745,778</u>	<u>\$ 700,479</u>	<u>52%</u>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 457,290	\$ 457,290	\$ 268,163	\$ 189,127	59%
<i>Employee Benefits</i>	206,090	206,090	119,554	86,536	58%
<b>Total Personnel</b>	<b>\$ 663,380</b>	<b>\$ 663,380</b>	<b>\$ 387,717</b>	<b>\$ 275,662</b>	<b>58%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 67,521	\$ 67,521	\$ 7,730	\$ 59,791	11%
<i>Employee Development</i>	10,256	10,256	2,234	8,022	22%
<i>Supplies / Equipment</i>	47,550	47,550	16,735	30,815	35%
<i>Utilities</i>	90,000	90,000	50,268	39,732	56%
<i>Other (Street Maintenance)</i>	490,550	490,550	281,094	209,456	57%
<b>Total Services / Supplies</b>	<b>\$ 705,877</b>	<b>\$ 705,877</b>	<b>\$ 358,061</b>	<b>\$ 347,816</b>	<b>51%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	77,000	77,000	-	77,000	0%
<b>Total Capital</b>	<b>\$ 77,000</b>	<b>\$ 77,000</b>	<b>\$ -</b>	<b>\$ 77,000</b>	<b>0%</b>
<b>Total Streets</b>	<b>\$ 1,446,257</b>	<b>\$ 1,446,257</b>	<b>\$ 745,778</b>	<b>\$ 700,479</b>	<b>52%</b>

# Maintenance Division

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 327,979	\$ 327,979	\$ 191,787	\$ 136,192	58%
Services / Supplies	539,537	539,537	1,105,717	(566,180)	205%
Capital	-	-	-	-	0%
	\$ 867,516	\$ 867,516	\$ 1,297,504	\$ (429,988)	150%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 231,054	\$ 231,054	\$ 134,955	\$ 96,099	58%
<i>Employee Benefits</i>	96,925	96,925	56,832	40,093	59%
<b>Total Personnel</b>	\$ 327,979	\$ 327,979	\$ 191,787	\$ 136,192	58%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 61,530	\$ 61,530	\$ 19,013	\$ 42,517	31%
<i>Employee Development</i>	3,255	3,255	929	2,326	29%
<i>Supplies / Equipment (Fuel &amp; Oils - \$132,917, Repair Parts / Contract Repairs - \$253,000)</i>	389,652	389,652	1,048,067	(658,415)	269%
<i>Utilities</i>	85,000	85,000	37,709	47,291	44%
<i>Other</i>	100	100	-	\$ 100	0%
<b>Total Services / Supplies</b>	\$ 539,537	\$ 539,537	\$ 1,105,717	\$ (566,180)	205%

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

<b>Total Maintenance</b>	\$ 867,516	\$ 867,516	\$ 1,297,504	\$ (429,988)	150%
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# Parks Division

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

*Percent of Budget Year Transpired*

**58.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,067,478	<b>\$ 1,067,478</b>	<b>\$ 587,918</b>	\$ 479,560	55%
Services / Supplies	486,999	<b>486,999</b>	<b>230,672</b>	256,327	47%
Capital	<u>219,609</u>	<b><u>219,609</u></b>	<b><u>91,916</u></b>	<u>127,693</u>	<u>42%</u>
	<b>\$ 1,774,086</b>	<b>\$ 1,774,086</b>	<b>\$ 910,506</b>	\$ 863,579	51%

### - - - 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>\$ 379,351</b>	\$ 364,132	51%
<i>Employee Benefits</i>	<u>323,995</u>	<b><u>323,995</u></b>	<b><u>208,567</u></b>	<u>115,428</u>	<u>64%</u>
<b>Total Personnel</b>	<b>\$ 1,067,478</b>	<b>\$ 1,067,478</b>	<b>\$ 587,918</b>	\$ 479,560	55%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 107,616	<b>\$ 107,616</b>	<b>\$ 33,517</b>	\$ 74,099	31%
<i>Employee Development</i>	15,445	<b>15,445</b>	<b>8,854</b>	6,591	57%
<i>Supplies / Equipment</i>	229,938	<b>229,938</b>	<b>122,676</b>	107,262	53%
<i>Utilities</i>	133,000	<b>133,000</b>	<b>64,515</b>	68,485	49%
<i>Other</i>	<u>1,000</u>	<b><u>1,000</u></b>	<b><u>1,110</u></b>	<u>(110)</u>	<u>111%</u>
<b>Total Services / Supplies</b>	<b>\$ 486,999</b>	<b>\$ 486,999</b>	<b>\$ 230,672</b>	\$ 256,327	47%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	219,609	<b>219,609</b>	<b>91,916</b>	127,693	42%
<b>Total Capital</b>	<b>219,609</b>	<b>219,609</b>	<b>91,916</b>	127,693	42%
<b>Total Parks</b>	<b>\$ 1,774,086</b>	<b>\$ 1,774,086</b>	<b>\$ 910,506</b>	\$ 863,579	51%

# Recreation Division FY 2017/2018 Budget

**YEAR TO DATE APRIL**

*Percent of Budget Year Transpired*

**58.3%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 210,017	\$ 210,017	\$ 92,060	\$ 117,956	44%
Services / Supplies	243,078	243,078	99,044	144,034	41%
Capital	-	-	-	-	0%
	\$ 453,095	\$ 453,095	\$ 191,105	\$ 261,990	42%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 154,554	\$ 154,554	\$ 70,679	\$ 83,875	46%
<i>Employee Benefits</i>	55,463	55,463	21,381	34,082	39%
<b>Total Personnel</b>	\$ 210,017	\$ 210,017	\$ 92,060	\$ 117,956	44%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ -	\$ -	\$ (237)	\$ 237	0%
<i>Employee Development</i>	8,555	8,555	4,233	4,322	49%
<i>Supplies / Equipment</i>	2,106	2,106	401	1,705	19%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	232,417	232,417	94,647	137,770	41%
<b>Total Services / Supplies</b>	\$ 243,078	\$ 243,078	\$ 99,044	\$ 144,034	41%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 453,095	\$ 453,095	\$ 191,105	\$ 261,990	42%

# Equipment Replacement / Capital Schedule

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

*Percent of Budget Year Transpired*

**58.3%**

<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	(110,555)	0%
Police Dept Capital Outlay	117,000	117,000	106,116	10,884	91%
Fire Dept Capital Outlay	161,100	161,100	65,734	95,366	41%
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	91,916	127,693	42%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 574,709</b>	<b>\$ 574,709</b>	<b>\$ 374,322</b>	<b>\$ 200,387</b>	<b>65%</b>

# Utility Fund Revenues

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

<b>Percent of Budget Year Transpired</b>	<b>58.3%</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)	\$ (94,525)	\$ (5,475)	95%
<i>Charges / Penalties</i>	82,250	82,250	50,337	31,913	61%
<b>Total Fees</b>	\$ (17,750)	\$ (17,750)	\$ (44,188)	\$ 26,438	249%

### Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 9,350	\$ 650	94%
<b>Total Licenses &amp; Permits</b>	\$ 10,000	\$ 10,000	\$ 9,350	\$ 650	94%

### Charges for Services

<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 2,353,294	\$ 3,216,681	42%
<i>Sewer Sales</i>	4,397,099	4,397,099	2,347,316	2,049,783	53%
<i>Inspection Fees</i>	3,000	3,000	460	2,540	15%
<b>Total Charges for Service</b>	\$ 9,970,074	\$ 9,970,074	\$ 4,701,070	\$ 5,269,004	47%

### Interest

<i>Interest (Operations)</i>	\$ 18,500	\$ 18,500	\$ 17,719	\$ 781	96%
<i>Interest (Capital Projects)</i>	20,000	20,000	16,345	3,655	82%
<b>Total Interest</b>	\$ 38,500	\$ 38,500	\$ 34,064	\$ 4,436	88%

### Impact Fees

<i>Impact Fees</i>	\$ 265,000	\$ 265,000	\$ 26,293	\$ 238,707	10%
<b>Total Impact Fees</b>	\$ 265,000	\$ 265,000	\$ 26,293	\$ 238,707	10%

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 773	\$ 4,227	15%
<b>Total Miscellaneous Income</b>	\$ 5,000	\$ 5,000	\$ 773	\$ 4,227	15%

<b>Total Utility Fund Revenues</b>	\$ 10,270,824	\$ 10,270,824	\$ 4,727,360	\$ 5,543,464	46%
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# Utility Division

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

### --- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,643,929	\$ 1,643,929	\$ 961,338	\$ 682,591	58%
Services / Supplies	5,904,815	5,904,815	3,092,639	2,812,176	52%
Capital	285,000	285,000	201,169	83,831	71%
Total Utility Division	\$ 7,833,744	\$ 7,833,744	\$ 4,255,146	\$ 3,578,598	54%

### --- Detail - Operations ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
Salaries / Wages	\$ 1,116,887	\$ 1,116,887	\$ 644,291	\$ 472,596	58%
Employee Benefits	527,042	527,042	317,047	209,995	60%
Total Personnel	\$ 1,643,929	\$ 1,643,929	\$ 961,338	\$ 682,591	58%
<b>Services / Supplies</b>					
Professional Services	\$ 208,579	\$ 208,579	\$ 149,068	\$ 59,511	71%
Employee Development	58,216	58,216	31,664	26,552	54%
Supplies / Equipment	71,859	71,859	28,387	43,472	40%
Utilities	404,380	404,380	155,206	249,174	38%
Other (Well Lot Maintenance)	773,650	773,650	300,530	473,120	39%
Sub-Total - Operations Services / Supplies	\$ 1,516,685	\$ 1,516,685	\$ 664,855	\$ 851,830	44%
<b>Wholesale Water / Wastewater</b>					
Note: UTRWD billing reflects a one month delay					
UTRWD - Administration Fees	\$ 4,955	\$ 4,955	\$ 4,954	\$ 1	100%
UTRWD - Water Volume Cost	989,010	989,010	463,074	525,936	47%
UTRWD - Water Demand Charges	1,284,600	1,284,600	749,350	535,250	58%
UTRWD - Sewer Effluent Volume Rate	548,725	548,725	300,555	248,170	55%
UTRWD - Capital Charge Joint Facilities	1,334,510	1,334,510	778,464	556,046	58%
UTRWD - HV Sewer Line to UTRWD	226,330	226,330	131,387	94,943	58%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,388,130	\$ 4,388,130	\$ 2,427,784	\$ 1,960,346	55%
Total Services / Supplies	\$ 5,904,815	\$ 5,904,815	\$ 3,092,639	\$ 2,812,176	52%
<b>Capital</b>					
Equipment / Vehicles	285,000	285,000	201,169	83,831	71%
Total Capital	\$ 285,000	\$ 285,000	\$ 201,169	\$ 83,831	71%
Total Utility Division - Operations	\$ 7,833,744	\$ 7,833,744	\$ 4,255,146	\$ 3,578,598	54%

# Utility Fund Working Capital FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 2,353,294	\$ 3,216,681	42%
<i>Sewer Sales</i>	4,397,099	4,397,099	2,347,316	2,049,783	53%
<i>Other Fees / Charges</i>	100,250	100,250	60,920	39,330	61%
<i>Electronic Payment Credit</i>	(100,000)	(100,000)	(94,525)	(5,475)	95%
<i>Interest</i>	18,500	18,500	17,719	781	96%
<b>Total Revenues</b>	<b>\$ 9,985,824</b>	<b>\$ 9,985,824</b>	<b>\$ 4,684,723</b>	<b>\$ 5,301,101</b>	<b>47%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$346,132	\$346,132	\$ 207,551	\$ 138,582	60%
<i>Operations</i>	2,814,481	2,814,481	1,418,642	1,395,839	50%
<i>UTRWD</i>	4,388,130	4,388,130	2,427,784	1,960,346	55%
<i>Debt Service</i>	1,076,878	1,076,878	978,097	98,781	91%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	285,000	285,000	201,169	83,831	71%
<b>Total Expenditures</b>	<b>\$ 8,910,622</b>	<b>\$ 8,910,622</b>	<b>\$ 5,233,243</b>	<b>\$ 3,677,378</b>	<b>59%</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	(398,520)
<i>Beginning Working Capital</i>			
Operations	1,580,413	1,580,413	1,580,413
Available Impact Fees	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>			
Operations	2,035,615	2,035,615	1,181,893
Designated Capital Project	-	-	-
Available Impact Fees	968,398	968,398	729,691
<b>Total Available Working Capital</b>	<b>\$ 3,004,013</b>	<b>\$ 3,004,013</b>	<b>\$ 1,911,583</b>

<i>Impact Fees</i>			
Beginning Balance	853,398	853,398	853,398
+ Collections	265,000	265,000	26,293
- Applied to offset Debt Service	(150,000)	(150,000)	(150,000)
Ending Balance	968,398	968,398	729,691

\*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 APRIL**

**Percent of Budget Year Transpired**

**58.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 355,650	\$ 355,650	\$ 219,466	\$ 136,185	62%
<i>Annual Park Passes</i>	25,000	25,000	12,246	12,754	49%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	800	800	149	652	19%
<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>\$ 231,860</b>	<b>\$ 199,590</b>	<b>54%</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	\$ 100,015	\$ 104,182	49%
<i>Services / Supplies</i>	129,171	129,171	93,122	36,048	72%
<i>Capital</i>	280,300	280,300	141,920	138,380	51%
<b>Total Expenditures</b>	<b>\$ 613,667</b>	<b>\$ 613,667</b>	<b>\$ 335,057</b>	<b>\$ 278,611</b>	<b>55%</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	\$ 500,407	\$ 500,407
<i>+ Net Increase (Decrease)</i>	(182,217)	(182,217)	(103,197)
<b>Ending Fund Balance</b>	<b>\$ 29,935</b>	<b>\$ 318,190</b>	<b>\$ 397,210</b>

**Audited FY17**

# Debt Service Fund

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,525,882	\$ 1,525,882	\$ 1,507,596	\$ 18,287	99%
<i>Interest Income</i>	1,400	1,400	3,203	(1,803)	229%
<i>Total Revenues</i>	\$ 1,527,282	\$ 1,527,282	\$ 1,510,799	\$ 16,483	99%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,865,000	\$ 1,865,000	\$ 1,865,000	\$ -	100%
<i>Interest Payments</i>	521,568	521,568	272,173	249,395	52%
<i>Paying Agent Fees</i>	4,000	4,000	631	3,369	16%
<i>Total Expenditures</i>	\$ 2,390,568	\$ 2,390,568	\$ 2,137,804	\$ 252,764	89%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	870,685	870,685	753,926	\$ 116,759	87%
<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	\$ 753,926	\$ 116,759	87%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 149,942	\$ 161,180	\$ 161,180
<i>+ Net Increase (Decrease)</i>	7,399	7,399	126,920
<i>Ending Fund Balance</i>	\$ 157,341	\$ 168,579	\$ 288,100

**Audited FY17**

# Capital Projects Fund

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	25,000	25,000	24,840	160	99%
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 24,840</b>	<b>\$ 160</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2018 Bond Issue</b> (Parks / Streets)	6,982,931	6,982,931	46,884	6,936,047	1%
2018 Bond Issue (Streets)		2,800,000	26,003	2,773,997	1%
2018 Bond Issue (Parks)		4,182,931	20,881	4,162,050	0%
<b>Total Expenditures</b>	<b>\$ 6,982,931</b>	<b>\$ 6,982,931</b>	<b>\$ 46,884</b>	<b>\$ 6,936,047</b>	<b>1%</b>

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ 6,982,931	\$ 6,982,931	\$ 6,905,000	\$ 77,931.00	99%
Bond Discount / Premium	-	-	173,588	(173,588)	0%
Debt Issuance	-	-	(70,907)	70,907	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ 6,982,931</b>	<b>\$ 6,982,931</b>	<b>\$ 7,007,681</b>	<b>\$ (24,750)</b>	<b>100%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ -	\$ 45,662	\$ 45,662
+Net Increase (Decrease)	25,000	25,000	6,985,637
Ending Fund Balance	\$ 25,000	\$ 70,662	\$ 7,031,299

**Audited FY17**

# Drainage Utilities

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Drainage Fee Receipts</i>	490,000	490,000	268,476	221,524	55%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	1,802	(1,727)	2403%
<b>Total Revenues</b>	\$ 490,075	\$ 490,075	\$ 270,279	\$ 219,796	55%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 359,292	\$ 359,292	\$ 210,424	\$ 148,867	59%
<i>Services / Supplies</i>	154,470	154,470	47,257	107,213	31%
<i>Capital</i>	24,700	24,700	24,695	5	100%
<b>Total Expenditures</b>	\$ 538,462	\$ 538,462	\$ 282,377	\$ 256,085	52%

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	\$ 298,327	\$ 298,327
<i>+ Net Increase (Decrease)</i>	(48,387)	(48,387)	(12,098)
<b>Ending Fund Balance</b>	\$ 209,238	\$ 249,941	\$ 286,229

**Audited FY17**

# Public Safety Special Revenue Fund

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 28,473	\$ (2,873)	111%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	11,176	(7,576)	310%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 11,176	\$ (7,576)	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	\$ 23,610	\$ 23,610
+ Net Increase (Decrease)	-	-	17,297
Ending Fund Balance	\$ 26,892	\$ 23,610	\$ 40,907

**Audited FY17**

# Municipal Court Technology Fee Fund

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 2,053	1,447	59%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 5,500	\$ 5,500	\$ 5,266	\$ 234	96%
<b>Total Expenditures</b>	\$ 5,500	\$ 5,500	\$ 5,266	\$ 234	96%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 34,449	\$ 34,172	\$ 34,172
+ Net Increase (Decrease)	(2,000)	(2,000)	(3,213)
Ending Fund Balance	\$ 32,449	\$ 32,172	\$ 30,959

**Audited FY17**

# Municipal Court Building Security Fund

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 1,540	\$ 1,160	57%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 31,374	\$ 30,119	\$ 30,119
+ Net Increase (Decrease)	2,700	2,700	1,540
Ending Fund Balance	\$ 34,074	\$ 32,819	\$ 31,659

**Audited FY17**

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>	\$ 824,241	\$ 373,514	\$ 235,485	\$ 235,485
<b>Revenues</b>				
4B Sales Tax	1,231,754	1,256,098	1,291,796	527,828
Park Fees (Rental)	1,263	43,992	57,670	31,987
Linear Park Fees	287	287	574	-
Miscellaneous Income	-	-	-	-
Interest Income	2,601	600	800	444
<b>Total</b>	<b>\$ 1,235,905</b>	<b>\$ 1,300,977</b>	<b>\$ 1,350,840</b>	<b>\$ 560,259</b>
<b>Expenditures</b>				
Personnel	164,137	200,939	258,465	139,275
Services / Supplies	261,960	181,928	184,676	95,595
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	889,309	890,071	870,685	753,926
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,343,406</b>	<b>\$ 1,300,938</b>	<b>\$ 1,341,826</b>	<b>\$ 988,796</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>(428,537)</b>
<b>Working Capital Balance</b>	<b>\$ 373,514</b>	<b>\$ 235,485</b>	<b>\$ 204,499</b>	<b>\$ (193,052)</b>





# PEG Fee Fund

## FY 2017/2018 Budget

**YEAR TO DATE APRIL**

**Percent of Budget Year Transpired**

**58.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 52,000	\$ 52,000	\$ 13,251	\$ 38,749	25%
<i>Total Revenues</i>	\$ 52,000	\$ 52,000	\$ 13,251	\$ 38,749	25%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,000	3,000	3,862	(862)	129%
<i>Capital</i>	-	-	-	-	0%
<i>Total Expenditures</i>	\$ 3,000	\$ 3,000	\$ 3,862	\$ (862)	129%

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	\$ 65,266	\$ 65,266
<i>+Net Increase (Decrease)</i>	49,000	49,000	9,389
<i>Ending Fund Balance</i>	\$ 117,592	\$ 114,266	\$ 74,655

**Audited FY17**

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

**AGENDA# 17**

**MEETING DATE: 06/12/18**

**SUBJECT:** Conduct a Public Hearing and Consider Ordinance No. 2018-1246 Amending Section 12.02.036 of the Code of Ordinances of the City of Highland Village to Extend the Termination Date of the City's Juvenile Curfew Regulations (1<sup>st</sup> of two reads)

**PREPARED BY:** Chief Doug Reim, Highland Village Police Department

**BACKGROUND:**

The City of Highland Village first enacted a Juvenile Curfew Ordinance in 1995. The ordinance establishes a juvenile curfew between the hours of 12:00 a.m. and 6:00 a.m. on Friday and Saturday nights, and between 11:00 p.m. and 6:00 a.m. on Sunday through Thursday. The ordinance applies to juveniles 16 years of age and under, and allows for several defenses, such as traveling on a direct route to or from a place of employment, emergency errand, etc.

**IDENTIFIED NEED/S:**

The Juvenile Curfew Ordinance is an effective tool in protection of minors and the public, preventing juveniles from becoming crime victims, preventing illegal drug and alcohol abuse and discouraging other juvenile criminal activities.

**OPTIONS & RESULTS:**

Local Government Code 370.002 requires the City Council to review its Juvenile Curfew regulations every three (3) years and conduct a public hearing on the need to continue, modify or abolish the ordinance.

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

City Council last amended the ordinance in June 2015, by extending the expiration date to June 30, 2018.

**RECOMMENDATION:**

Staff recommends conducting a public hearing and approving Ordinance No. 2018-1246 amending Sec. 12-02-036 of the Code of Ordinances and extending the City's Juvenile Curfew regulations unchanged through June 30, 2021.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2018-1246**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, CHAPTER 12 "OFFENSES AND NUISANCES" ARTICLE 12.02 "MINORS," DIVISION 2 "CURFEW" BY AMENDING SECTION 12.02.036 "REVIEW OF REGULATIONS" RELATING TO THE EXPIRATION OF SAID DIVISION 2; PROVIDING A PENALTY OF A FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00); PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, because of their peculiar vulnerability and inability to make critical decisions in an informed, mature manner as a result of their lack of experience, perspective and judgment, the City Council has an interest in protecting minors; and

**WHEREAS**, the City Council has an interest in controlling and preventing nocturnal juvenile mischief and crime; and

**WHEREAS**, prior to the adoption of the City's first juvenile curfew regulations pursuant to Ordinance No. 95-708, the City of Highland Village had for several years experienced an increase in nocturnal juvenile mischief and crime; and

**WHEREAS**, there has been and continues to be a noticeable increase in the potential dangers and risks incident to minors being on the streets and in parking lots, whether public or private, at night; and

**WHEREAS**, the City Council, following public hearings held in accordance with state law, has regularly renewed, extended, and amended the City's juvenile curfew regulations; and

**WHEREAS**, following a public hearing at which all interested persons were provided an opportunity to comment on the subject matter of this Ordinance, the City Council finds it is reasonable, necessary, and in the best interest of the health, safety, and welfare of the citizens and residents of the City of Highland Village to protect minors as well as minimize juvenile delinquency by extension of the expiration date of the City's juvenile curfew regulations set forth in this ordinance;

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

**SECTION 1.** The Code of Ordinances of the City of Highland Village, Chapter 12 "Offenses and Nuisances," Article 12.02 "Minors," Division 2 "Curfew," Section 12.02.036 "Review of Regulations" is re-titled "Expiration" and be amended to read as follows:

**Sec. 12.02.036 Expiration** Unless otherwise extended by the City Council in accordance with Section 370.002 of the Texas Local Government Code, as amended, this division shall expire and be of no effect after June 30, 2021. Notwithstanding the foregoing, an offense committed before the expiration of this division shall be governed by prior law and the provisions of this division in effect

when the offense was committed and the former law is and shall be continued in effect for said purpose.

**SECTION 2.** An offense committed before the effective date of this ordinance is governed by prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

**SECTION 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 on July 1, 2015, after its passage on second reading and publication in accordance with the provisions of the state law and the Charter of the City of Highland Village.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 12th DAY OF JUNE, 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:6/5/18:99959)

## **CITY OF HIGHLAND VILLAGE**

### **CITY COUNCIL**

**AGENDA# 18**

**MEETING DATE: 06/12/18**

**SUBJECT: Conduct Public hearing and Consider Ordinance 2018-1247 Amending the Sign Regulations of the Marketplace Planned Development District with Retail (MPD-R), as amended, Applicable to Lot 1, Block A, The Shops at Highland Village, generally located Northwest of the Intersection of FM 2499 and FM 407 (1<sup>st</sup> of two reads)**

**PREPARED BY: Autumn Aman, Community Development Coordinator**

### **BACKGROUND:**

The City has received an application for an amendment to the sign regulations for The Shops at Highland Village. The applicant, MP Shops at Highland Village LLC., is requesting to amend the Ordinance as it relates to adding Tenant Monument Signs and Light Pole Banner Signs.

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

To amend this ordinance, public hearings are required to be conducted by both the Planning and Zoning Commission and City Council. All public hearing notification requirements have been met.

### **OPTIONS & RESULTS:**

Options are to review and (1) approve as submitted; (2) approve with modifications; (3) deny the request or (4) postpone for additional information.

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

At the May 15, 2018, Planning and Zoning meeting, the Commission recommended sending the Ordinance forward as presented to the City Council with a vote of (5-0).

As of the date of preparation of this briefing, June 8, 2018, staff has not received any emails or inquiries on the nature of the request.

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

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

### **RECOMMENDATION:**

Staff recommends the City Council consider the recommendation made by the Planning and Zoning Commission and make a determination on approval of the first read of Ordinance 2018-1247.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2018-1247**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND ZONING DISTRICT MAP OF THE CITY OF HIGHLAND VILLAGE AS PREVIOUSLY AMENDED, BY AMENDING THE SIGN REGULATIONS APPLICABLE TO THE DEVELOPMENT AND USE OF LOT 1, BLOCK A, THE SHOPS AT HIGHLAND VILLAGE, LOCATED IN THE MARKETPLACE PLANNED DEVELOPMENT DISTRICT WITH RETAIL (MPD-R) AS SET FORTH IN EXHIBIT "H" – SIGNAGE CRITERIA; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR NO VESTED INTEREST; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE**

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

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

**SECTION 1.** The Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as amended, by amending in accordance with Section Two of this Ordinance the regulations relating to the use and development of Lot 1, Block A, The Shops at Highland Village, an addition to the City of Highland Village, Texas, ("the Property") which is located in and subject to the regulations of The Marketplace Planned Development District with Retail (MPD-R) established by Ordinance No. 04-943, and amended by Ordinance Nos. 04-962, 05-984, 07-1030, 08-1062, 2014-1160, 2014-1163, and 2015-1174 (hereafter referred to collectively as "The Marketplace PD Ordinance").

**SECTION 2.** Exhibit "H" – Signage Criteria of The Marketplace PD Ordinance is amended as follows:

- A. Paragraph 2 of Section II "Responsibilities, Limitations, Liabilities" is amended to read as follows:
  2. The use of banners, flags, or pennants is prohibited except as follows:
    - a. Corner banners used solely for marketing the overall property and not specific tenants as shown on Exhibits 5a and 5b of this Exhibit H that are installed on poles located as shown on Exhibit 1 of this Exhibit H and identified as "Corner Flagpoles and Banners;

- b. Parking Lot Banners may be installed on light poles located within the parking lot on the Property in the size, quantity, and location shown on Exhibit 1a of this Exhibit H. Such Parking Lot Banners shall be used solely to (i) display the logo of The Shops of Highland Village and/or (ii) promote special events occurring on the Property that are sponsored or co-sponsored by the Property's owner or management company and/or by the City; and
- c. Interior Banners may be installed on light poles located within the parking lot on the Property in the size, quantity, and location shown on Exhibit 1a of this Exhibit H. Such Interior Banners shall be used solely to (i) display the logo of The Shops of Highland Village, (ii) promote special events occurring on the Property that are sponsored or co-sponsored by the Property's owner or management company and/or by the City, and/or (iii) identify the names and trademarked logos of tenants located within proximity to the Interior Banner location.

Banners authorized to be installed on the Property shall be anchored to a rigid frame on both top and bottom attached to the light pole. Banners that become torn, faded, or otherwise damaged to the point of being unable to be fully anchored on both top and bottom must be removed. Banners shall not be installed on any tree, public utility pole or structure.

**B.** Section III-A titled "Tenant Monuments Signs" is added to read as follows:

**III-A. TENANT MONUMENT SIGNS:**

Monument signs containing the names and trademarked logos of current tenants leasing space or owners of lots within the Property may be installed on the Property subject to the following:

- 1. The size, dimensions, materials, and colors of each Tenant Monument Sign and its components shall be substantially as shown on Exhibit 12 to this Exhibit H. Each Tenant Monument Sign may be double-sided.
- 1. No more than four (4) Tenant Monument signs may be located along the street frontage of FM 407(Justin Road).
- 2. No more than Six (6) Tenant Monument signs may be located along the street frontage of FM 2499(Village Parkway).
- 3. No more than Four (4) Tenant Monument signs may be located along the street frontage of Chinn Chapel Road.
- 4. The sign area for each side of the Tenant Monument Signs shall not exceed fifteen (15) square feet per side.
- 5. Names of individual tenants will be displayed on Translucent Polycarbonate panels, with no more than two panels on each side of the Tenant Monument Sign as shown on Exhibit 12. No more than one Tenant



shall be listed on each sign panel for a maximum of two Tenants listed on each side of the Tenant Monument Sign. On all double exposure Tenant Monument signs, there shall be a mechanism in place that prevents see through exposure.

6. Only a Tenant's logo and/or franchisee logo will be allowed on Tenant Monument signs.
  7. All Tenant Monument signs must be internally lit. Ground base up lighting of Tenant Monument Signs is prohibited.
  8. Tenant Monument Signs with flashing lights, neon, LED, or LCD lights, and Electronic Message panels, including LED or LCD panels, are prohibited on Tenant Monument signs.
  9. Tenant Monument Signs may be equipped with solar panels provided such panels are made part of the sign structure and horizontal to the ground or otherwise not readily visible.
  10. The Tenant Monument Signs will be constructed of a mixture of synthetic stone/woods and metals substantially as shown on Exhibit 12 and will be architecturally compatible and complementary with the existing Center Identification signage and shopping center buildings.
  11. All Tenant Monument Signs shall be placed on private property, outside of the right-of-way of any public highway or street and any utility easements. Tenant Monument signs placed adjacent to turn lanes and in the vicinity of all ingress and egress access points for The Shops at Highland Village may be subject to a Sight Line Visibility study after Sign Permit application is reviewed and shall not be placed within a location that prohibits safe visibility of traffic on intersecting streets and driveways.
  12. A Tenant Monument Sign shall be no closer than:
    - a. one hundred feet (100.0') feet from another Tenant Monument Sign; and
    - b. twenty-five feet (25.0') from a Primary Corner Monument Sign.
  13. Not later than the 30th day after the earlier of the date a Tenant has vacated its lease premises on the Property or the date the Tenant is no longer open for business to the public, notwithstanding continued occupancy of its leases premised, the tenant name on the Tenant Monument sign shall be removed and replaced with a blank panel. "Coming Soon" signage will be allowed once a finish out building permit has been issued by the City for a new tenant. When the total area of a viewable panel is unoccupied by a tenant name, the Center name and or logo may be placed on the Tenant Monument sign.
- C. Exhibit H is amended by adding Exhibit 1a and Exhibit 12 to read as attached hereto as Attachments 1 and 2, respectively, attached hereto and incorporated herein by reference.

**SECTION 3.** All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling. Notwithstanding the foregoing, to the extent they differ from or otherwise conflict with the provisions of The Marketplace PD Ordinance as amended by this Ordinance, the amendments to Exhibit H "Signage Criteria" set forth in Ordinance Nos. 2014-1160 and 2014-1163 are not repealed or amended by this Ordinance and, with respect to the use and development of the property described in Ordinance Nos. 2014-1160 and 2014-1163, shall be controlling in the event of a conflict between said ordinances and The Marketplace PD Ordinance as amended by this Ordinance.

**SECTION 4.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

**SECTION 5.** An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

**SECTION 6.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

**SECTION 7.** No person or entity shall acquire any vested interest in this Ordinance or any specific regulations contained herein. This Ordinance and any regulations may be amended or repealed by the City Council of the City of Highland Village, Texas, in the manner provided by law.

**SECTION 8.** This ordinance shall take effect immediately from and after 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.

**FIRST READ ON THE 12<sup>TH</sup> DAY OF JUNE, 2018, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.**

**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:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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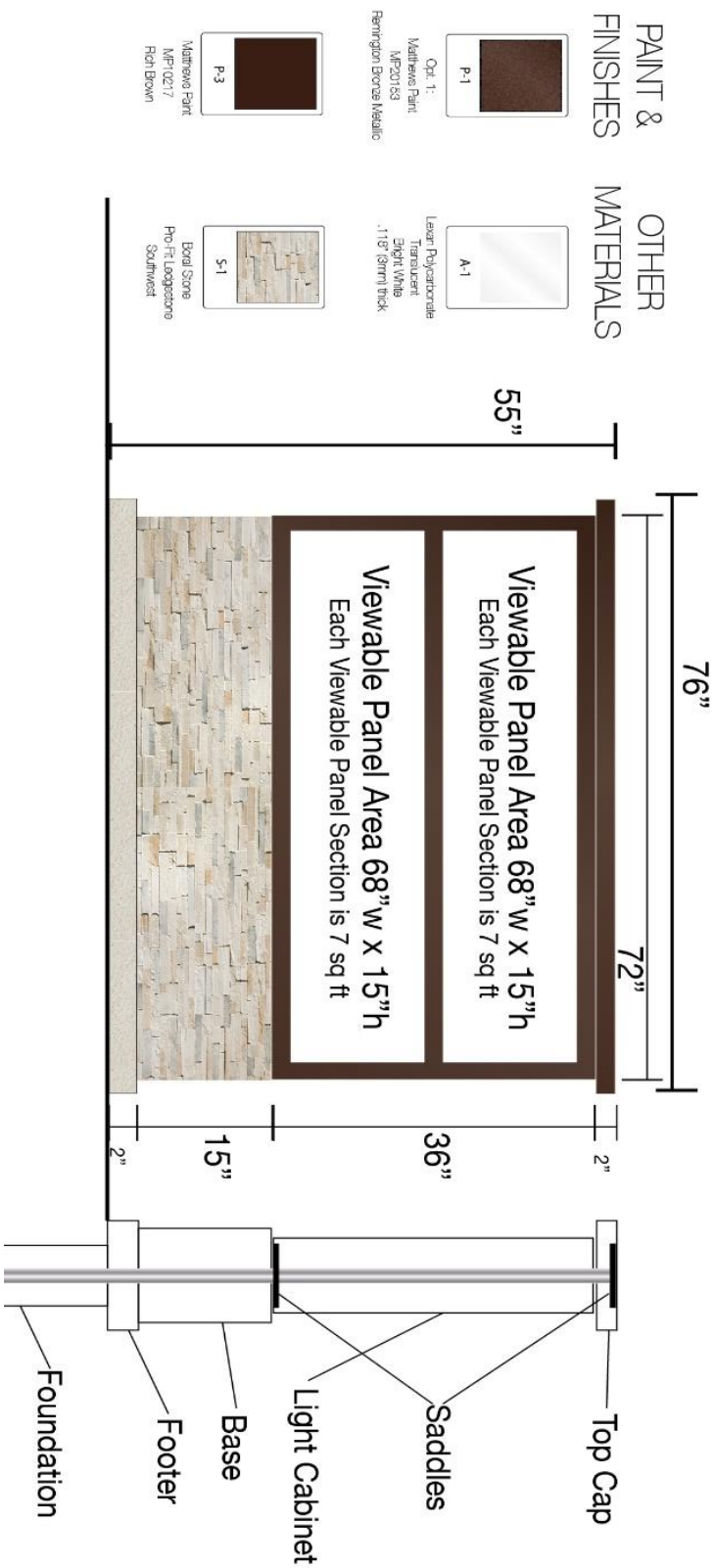
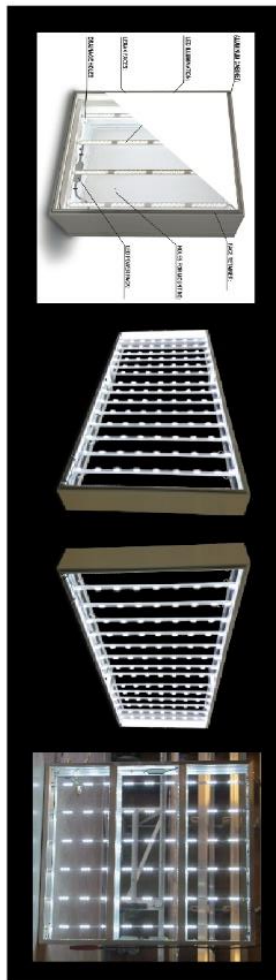
**Kevin B. Laughlin, City Attorney**  
(kbl:6/5/18:99160)

**Ordinance No. 2018-1247**  
**Attachment 1**  
**Exhibit 1a "Banner Sign Plan" to Exhibit H "Signage Criteria"**



Ordinance No. 2018-1247 Attachment 2  
Exhibit 12 “Tenant Monument Sign Design” to Exhibit H “Signage Criteria”

# 2-sided Illuminated Tenant Monument Signs



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

**AGENDA# 19**

**MEETING DATE: 06/12/18**

**SUBJECT: Status Reports on Current Projects and Discussion on Future  
Agenda Items**

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

**COMMENTS**

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



## **UPCOMING EVENTS**

**Expected Absences:** Deputy Mayor Pro Tem Fleming (June 12, 2018)

**June 12, 2018**                      **Regular City Council Mtg. 7:30 pm**

June 18, 2018                      Park Board Mtg. 6:00 pm (if needed)

June 19, 2018                      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

**June 26, 2018**                      **Regular City Council Mtg. 7:30 pm**

**July 4, 2018**                      **City Offices Closed in Observance of Independence Day**

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

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

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

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

**July 24, 2018**                      **Regular City Council Mtg. 7:30 pm**

August 2, 2018                      Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**August 14, 2018**                      **Regular City Council Mtg. 7:30 pm**

August 20, 2018                      Park Board Mtg. 6:00 pm (if needed)

August 21, 2018                      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

**August 28, 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's Office