



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

**REGULAR MEETING  
OF THE HIGHLAND VILLAGE CITY COUNCIL  
TUESDAY, MARCH 27, 2018, at 6:00 P.M.  
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

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

**EARLY WORK SESSION  
Training Room**

1. Receive Presentation of Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2016-2017
2. Receive an Update on the Request for Proposals (RFP) for Solid Waste Collection and Recycling Services
3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of March 27, 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. Prayer to be led by Deputy Mayor Pro Tem Barbara Fleming
7. Pledge of Allegiance to the U.S. and Texas flags to be led by Deputy Mayor Pro Tem Barbara Fleming: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*



8. **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.)*
9. **City Manager/Staff Reports**
  - **HVTV Update**
10. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415** the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety
  - **Presentation of Life Saving Award**

### **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.

11. **Consider Approval of Minutes of the Regular City Council Meeting held on February 27, 2018**
12. **Consider Ordinance 2018-1244 Approving a Tariff Authorizing an Annual Rate Review Mechanism as Negotiated between Atmos Energy Corp., Mid-Tex Division and the Atmos Cities Steering Committee (ACSC) Effective for Bills Issued on or After April 1, 2018 (2<sup>nd</sup> and final read)**
13. **Receive Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2016-2017**
14. **Receive Budget Reports for Period Ending January 31, 2018**

### **ACTION AGENDA**

15. **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)**
16. **Receive a Presentation on the Request for Proposals (RFP) for Solid Waste Collection and Recycling Services**

### **LATE WORK SESSION**

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

17. **Receive an Update on School Safety Measures**



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

19. Adjournment

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 23<sup>RD</sup> DAY OF MARCH, 2018 NOT LATER THAN 4:00 P.M.



Angela Miller, City Secretary

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

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2018 at  
\_\_\_\_\_ am / pm by \_\_\_\_\_.



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

**AGENDA# 1**

**MEETING DATE: 03/27/18**

**SUBJECT: Receive Presentation of Comprehensive Annual Financial Report for FY 2017**

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

**BACKGROUND:**

Accountability is the essence of governmental financial reporting. The audit demonstrates this accountability. The Annual Financial Report represents a yearly audit of City finances and records.

The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2017.

The report is on file in the City Secretary's Office, and will be distributed to Council at the meeting. It has been submitted to GFOA for consideration of an Excellence in Financial Reporting Award. An electronic version will be placed on the City web site.



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

**AGENDA# 2**

**MEETING DATE: 03/27/18**

**SUBJECT: Receive an Update on the Request for Proposals (RFP) for  
Solid Waste Collection and Recycling Services**

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

**BACKGROUND:**

The City's consultant (Solid Waste Specialists, LLC) will make a presentation to Council regarding the Solid Waste RFP.



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

**AGENDA# 10**

**MEETING DATE: 03/27/18**

**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.

- Presentation of Life Saving Award



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

**AGENDA# 11**

**MEETING DATE: 03/27/18**

**SUBJECT: Consider Approval of Minutes of the Regular Meeting held on February 27, 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 February 27, 2018 meeting.



**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
TUESDAY, FEBRUARY 27, 2018**

**Call to Order**

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

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	John McGee	Councilmember
	Fred Busche	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
	Mark Stewart	Assistant Police Chief
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Jana Onstead	Human Resources Director
	Sunny Lindsey	Information Services Director
	Laurie Mullens	Director of Marketing & Communic
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

**EARLY WORK SESSION**

**1. Discuss Appointment to Fill a Vacancy on the Parks and Recreation Advisory Board**

City Secretary Angela Miller reported Parks and Recreation Advisory Board (Board) member Ron Stewart was appointed by Council to Place 2 in October of 2016, for a term expiring on September 30, 2018. Mr. Stewart recently resigned from the Board; therefore, a vacancy now exists in Place 2.

She reported Council could consider appointing alternate members of the Board to fulfill the vacancy. The following members currently serve as alternates:

- Kenneth Koonsman – Alternate Place 1 (appointed 09/26/2017)
- Christine Sherry – Alternate Place 2 (appointed 10/01/2016)

In addition, she reported Council may wish to consider applications submitted by residents interested in serving on the Parks and Recreation Advisory Board. The following submitted applications during the 2017 appointment process but were not appointed at that time. Staff has confirmed they are still interested in serving.



- Janet Gershenfeld
- Vanessa Boyd
- Warren Miluk
- Diana Kalinowska

Council discussed the applicants. Ms. Miller reported there is an item on the Action Agenda to take formal action to fill the vacancy, if Council chooses.

**2. Receive a Recap of the Operational Success of the Public Safety Radio/Communications System used at a recent Briarhill Middle School Event**

Chief of Police Doug Reim provided a recap of the recent Downlinks event held in February at Briarhill Middle School. He reported the agencies involved included Highland Village Police and Fire Departments, Denton County Sheriff's Office, Denton County Fire Marshall, DFW Airport Police, Department of Public Safety and Lewisville ISD. He reported prior to the implementation of the City's new radio/communications system, these multiple agencies were not able to communicate with each other on the same system while utilizing their own equipment. Chief Reim thanked the Council for their support and approval of the new radio/communications system.

He also stated the success of this project was a team effort and recognized Lieutenant Doyle, Corporal/SRO Harney, and Assistant Chief Stewart for their contributions to the project. Councilmember Jaworski stated he learned of the challenges regarding the old system while serving on the Fire Department Service Level Task Force. As a result of those meetings came the decision to update our radio/communications system, which he stated was one of the best investments of the City in decades. Councilmember Lombardo stated it was nice that Highland Village has a cutting edge system that other departments will be looking to as an example. City Manager Michael Leavitt thanked Mayor Wilcox for hosting a meeting during the discussion phase with officials from Denton County, Flower Mound, and Lewisville, which resulted in a robust and very effective system.

**3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of February 27, 2018**

Relating to Agenda Item #14, City Manager Leavitt stated the resolution with Halff and Associates is for approval of engineering services relating to the softball field configuration and pond improvements at Unity Park, which was included as part of the 2017 bond package. Approval for the design of Kids Kastle will be presented at a future meeting.

Mayor Wilcox announced Council would meet in Closed Session and read agenda Items #4(a) and (b).

**CLOSED SESSION**

Council convened into Closed Session at 6:31p.m.

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

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



**(b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation  
of the City Manager and City Secretary**

Council concluded Closed Session at 6:43 p.m.

**OPEN SESSION**

**5. Call to Order**

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

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	John McGee	Councilmember
	Fred Busche	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
	Scott Kriston	Public Works Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Director of Marketing & Communic
	Andrew Boyd	Media Specialist

**6. Prayer to be led by Councilmember Fred Busche**

Councilmember Busche gave the invocation.

**7. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Fred Busche: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."***

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

**8. Visitor Comments**

The following person spoke:

Jimmy Bassinger (210 Edgewood) – Mr. Bassinger stated he was present to speak regarding a proposed development located at 180 Highland Village Road, which consists of 3.5 acres of buildable land. Edgewood Drive consists of 13 single family homes that border the proposed development. He stated the residents of Edgewood are proponents of development, increased tax revenue for the city, return on investment for the developer, property values and quality of life for the residents of Edgewood and the east end of Highland Village. He stated the residents of Edgewood are opposed to a development that profits Highland Village and the developer, but decimates Edgewood, and ends up being a less than desirable project.



Mr. Bassinger stated the development proposes a wall of 2 story and 3 story homes situated on small lots, with 3 houses backing up to each home located on Edgewood. He voiced concern of increased fire danger due to the close proximity of the homes, and limited street access for fire personnel. He reported residents in Edgewood are also concerned with the Transit Oriented Development overlay which he feels is not suitable or viable for that property and will result in an incomplete or a less than promised project.

## **9. City Manager/Staff Reports**

- **Presentation of the State of the City Address**

City staff presented the State of the City video, which was also shown at the State of the Cities luncheon earlier today. The luncheon is a joint event that is hosted by the cities of Lewisville, Flower Mound and Highland Village. Mayor Wilcox thanked Andrew Boyd and Laurie Mullens for their hard work and patience on the video.

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

Deputy Mayor Pro Tem Fleming reminded everyone to vote as the March Primary Election is underway.

- **Presentation of a Certificate of Appreciation recognizing Thomas Taylor for his years of service with Upper Trinity Regional Water District (UTRWD)**

City Manager Michael Leavitt recognized Executive Director Mr. Thomas Taylor for his years of service and dedication with the UTRWD. City Manager Leavitt stated Mr. Thomas was instrumental in bringing water and wastewater services to cities located in southern Denton County. He initiated the formation of the UTRWD in the late 1980's when Highland Village and many other cities were facing water shortages. Since that time, he has helped the UTRWD grow to six regional plants serving communities throughout North Texas.

## **CONSENT AGENDA**

- 11. Consider Approval of Minutes of the Regular City Council Meeting held on February 13, 2018**
- 12. Consider Resolution 2018-2737 Canceling the March 13, 2018 City Council Meeting**
- 13. Consider Resolution 2018-2738 Authorizing the Purchase of Microsoft Office Suite 2016 Licenses from CDW-G through the City's Cooperative Purchasing Agreement with Government Services Administration Federal Cooperative (GSA)**
- 14. Consider Resolution 2018-2739 Authorizing the City Manager to Negotiate and Execute an Agreement for Professional Services with Halff and Associates relating to the Unity Park Improvements Project**
- 15. Consider Ordinance 2018-1242 Amending the Code of Ordinances Article 6.03 "Peddlers and Solicitors" by Amending Section 6.03.005 relating to the Time of Day during which a Person may Operate as a Peddler or Solicitor in the City;**



**Section 6.03.046 relating to the Time for which a Peddler and Solicitors Permit is Valid; and Repealing Section 6.03.054 “Bond” (2<sup>nd</sup> and final read)**

***Motion by Councilmember McGee, seconded by Councilmember Lombardo, to approve Consent Agenda Items #11 through #15. Motion carried 7-0.***

### **ACTION AGENDA**

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

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

(b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary

#### **EMPLOYMENT CONTRACTS AMENDED – APPROVED (7 – 0)**

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember McGee, to authorize the Mayor to negotiate and execute an amendment to the City Manager’s employment agreement extending the current term of the agreement to March 31, 2024. Motion carried 7-0.***

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to authorize the Mayor to negotiate and execute an amended and restated employment agreement with the City Secretary extending the term of the agreement to September 30, 2023, providing for six (6) month’s severance payment of base salary and employer portion of health benefits upon termination without cause, and addition of an indemnity provision. Motion carried 7-0.***

17. Consider Ordinance 2018-1244 Approving a Tariff Authorizing an Annual Rate Review Mechanism as Negotiated between Atmos Energy Corp., Mid-Tex Division and the Atmos Cities Steering Committee (ACSC) Effective for Bills Issued on or After April 1, 2018 (1<sup>st</sup> of two reads)

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

Assistant City Manager Ken Heerman stated since 2007 there have been several modifications to the original RRM Tariff. The ordinance that resolved the Company’s application under the RRM Tariff in 2017 also terminated the existing RRM Tariff and required a renegotiation of the terms of that tariff. Mr. Heerman reported negotiations have taken place over the past several months, and have resulted in a revised RRM Tariff that has been agreed to by the Company. The Cities’ Executive Committee has recommended acceptance of the revised RRM Tariff.

***Motion by Mayor Pro Tem Schwolert, seconded by Deputy Mayor Pro Tem Fleming, to approve the first read of Ordinance 2018-1244 approving a tariff authorizing an Annual Rate Review Mechanism as negotiated between Atmos Energy Corporation, Mid-Tex Division and the Atmos Cities Steering Committee. Motion carried 7-0.***

18. Consider Ordinance 2018-1243 Amending the Code of Ordinances, Chapter 20 “Transportation and Traffic” by adding Article 20.09 “Golf Carts, Neighborhood



**Electric Vehicles, and Slow-Moving Vehicles” relating to the operation of Golf Carts, Neighborhood Electric Vehicles, and Slow-Moving Vehicles on public streets (2<sup>nd</sup> and final read)**

**APPROVED FINAL READ (5 - 2)**

***Motion by Councilmember Jaworski, seconded by Deputy Mayor Pro Tem Fleming, to approve Ordinance 2018-1243 as presented.***

Councilmember Lombardo requested discussion on the item. He stated with the ordinance as it is currently presented, a golf cart and an NEV are treated in the same way. He asked if an owner of a NEV could let their registration and insurance coverage lapse, in essence to be treated the same as a golf cart whereby the owner could get a rider on their homeowner insurance policy for coverage and not have a license plate or inspection? Police Chief Doug Reim stated the intent of the ordinance was to treat the units similarly. City Manager Michael Leavitt stated the common sense answer is an operator would be in violation if the unit was operated outside of Highland Village. Councilmember Busche voiced his opposition to the ordinance due to difficulty regarding enforcement and safety concerns. City Attorney Kevin Laughlin stated the proposed ordinance incorporates the definition of an NEV based on the Transportation Code definition. He added that although state law does have certain requirements of an NEV, Highland Village would not enforce beyond what is allowed in the ordinance.

Mayor Wilcox stated she received an email from Chris Dooley (943 Inverness Circle) stating he is in favor of Ordinance 2018-1243. ***Mayor Wilcox asked for a vote on the motion presented earlier. The motion carried with the following vote:***

***Ayes – Jaworski, Fleming, Wilcox, McGee and Schwolert***

***Noes – Busche and Lombardo***

- 19. Consider Resolution 2018-2740 Appointing a Member to fill a Vacancy on the Parks and Recreation Advisory Board**

**APPROVED and APPOINTMENTS MADE (7 – 0)**

***Motion by Councilmember Jaworski, seconded by Councilmember Lombardo, to approve Resolution 2018-2740 appointing Christine Sherry to fill the vacancy in Place 2 and Janet Gershenfeld to Alternate Place 2 on the Parks and Recreation Advisory Board. Motion carried 7-0.***

**LATE WORK SESSION**

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

City Manager Michael Leavitt reported staff is currently in the process of evaluating the Requests for Proposals that were submitted for solid waste collection services. Finalist interviews will be conducted next and then the City's consultant will provide an update regarding costs, services and a recommendation to Council at the March 27<sup>th</sup> meeting. Formal action to award the contract will be in April.

The March 13<sup>th</sup> meeting of Council has been cancelled due to Spring Break.

Mayor Wilcox reported the Highland Village Business Association will host their Community Coffee on Thursday, March 1 at 8:00 a.m. in the Council Chambers.



**21. Adjournment**

Mayor Wilcox adjourned the meeting at 8:32 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# 12**

**MEETING DATE: 03/27/18**

**SUBJECT: Consider Ordinance 2018-1244 Approving and Adopting Rate Schedule Rate Review Mechanism for Atmos Energy Corporation (2<sup>nd</sup> and final read)**

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

### **BACKGROUND:**

Highland Village, along with 171 other Mid-Texas Cities Served by Atmos Energy Corporation, Mid-Tex Division ("Atmos Mid-Tex" or "Company"), is a member of the Steering Committee of Cities Served by Atmos ("Cities"). In 2007, the Cities and Atmos Mid-Tex settled a rate application filed by the Company pursuant to Section 104.301 of the Texas Utilities Code for an interim rate adjustment commonly referred to as a GRIP filing (arising out of the Gas Reliability Infrastructure Program legislation). That settlement created a substitute rate review process, referred to as Rate Review Mechanism ("RRM"), as a substitute for future filings under the GRIP statute.

Since 2007, there have been several modifications to the original RRM Tariff. The Ordinance that resolved the Company's application under the RRM Tariff in 2017 also terminated the existing RRM Tariff and required a renegotiation of the terms of that tariff. Negotiations have taken place over the past several months, and have resulted in a revised RRM Tariff that has been agreed to by the Company. The Cities' Executive Committee has recommended acceptance of the revised RRM Tariff, which is attached to the Ordinance.

At the February 27, 2018 meeting, Council approved the first read of Ordinance 2018-1244.

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

Cities strongly opposed the GRIP process because it constitutes piecemeal ratemaking by ignoring declining expenses and increasing revenues and rewarding the Company for increasing capital investment. The GRIP process does not allow any review of the reasonableness of capital investment and does not allow cities to participate in the Railroad Commission's review of annual GRIP filings or recover their rate case expenses. The Railroad Commission undertakes a mere administrative review of GRIP filings (instead of a full hearing) and rate increases go into effect without any material adjustments. In the Steering Committee's view, the GRIP process unfairly raises customers' rates without any regulatory oversight. In contrast, the RRM process has allowed for a more comprehensive rate review and annual evaluation of expenses and revenues, as well as capital investment.

### **OPTIONS & RESULTS:**



The RRM Tariff on which the 2017 rates were based allowed a rate of return on equity of 10.50%. The revised RRM Tariff reduces that to 9.8%. The revised RRM Tariff also captures the reduction in federal income tax rates from 35% to 21%, and should result in a rate reduction effective by mid-March, 2018. Prior RRM tariffs allowed Cities only three months to review the Company's filing. The new revised Tariff expands that time period by two months. New applications by the Company should be made on or about April 1 of each year, with new rates effective October 1. A rate order from the Railroad Commission in an Atmos Texas Pipeline rate case adopted the position of Cities with regard to incentive compensation related to Atmos' Shared Services Unit that reduced allowed expenses, and that reduced level of expenses will be applicable under the new RRM Tariff.

Adoption of the ordinance with its attached tariff is a necessary action pursuant to the exercise of Cities' original jurisdiction because the RRM process only exists pursuant to City action. The RRM process is not defined by statute. Without the specific regulatory action by Cities, Atmos would make annual GRIP filings with the Railroad Commission, and the Commission would conduct an administrative review of a piecemeal rate application and deny any participation by Cities.

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

N/A

**RECOMMENDATION:**

Council to approve the final read of Ordinance 2018-1244.



**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2018-1244**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING A TARIFF AUTHORIZING AN ANNUAL RATE REVIEW MECHANISM (“RRM”) AS A SUBSTITUTION FOR THE ANNUAL INTERIM RATE ADJUSTMENT PROCESS DEFINED BY SECTION 104.301 OF THE TEXAS UTILITIES CODE, AND AS NEGOTIATED BETWEEN ATMOS ENERGY CORP., MID-TEX DIVISION (“ATMOS MID-TEX” OR “COMPANY”) AND THE STEERING COMMITTEE OF CITIES SERVED BY ATMOS; REQUIRING THE COMPANY TO REIMBURSE CITIES’ REASONABLE RATEMAKING EXPENSES; ADOPTING A SAVINGS CLAUSE; DETERMINING THAT THIS ORDINANCE WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE OPEN MEETINGS ACT; DECLARING AN EFFECTIVE DATE; AND REQUIRING DELIVERY OF THIS ORDINANCE TO THE COMPANY AND LEGAL COUNSEL FOR THE STEERING COMMITTEE.**

**WHEREAS**, the City of Highland Village, Texas (“the City”) is a gas utility customer of Atmos Energy Corp., Mid-Tex Division (“Atmos Mid-Tex” or “Company”), and a regulatory authority with an interest in the rates and charges of Atmos Mid-Tex; and

**WHEREAS**, the City and similarly-situated Mid-Tex municipalities created the Steering Committee of Cities Served by Atmos to efficiently address all rate and service matters associated with delivery of natural gas; and

**WHEREAS**, the Steering Committee formed an Executive Committee to direct legal counsel and to recommend certain specific actions to all aligned Mid-Tex Cities through resolution or ordinance; and

**WHEREAS**, pursuant to the terms of a November 2007 agreement between the Steering Committee and Atmos Mid-Tex that settled the Company’s interim rate filing under Section 104.301 of the Texas Utilities Code (a “GRIP” rate case), the Steering Committee and the Company collaboratively developed a Rate Review Mechanism (“RRM”) Tariff, ultimately authorized by the City in 2008, that allows for an expedited rate review process as a substitute for the GRIP process; and

**WHEREAS**, the City has kept some form of a RRM Tariff in place until 2017 when it adopted an ordinance approving an RRM Tariff filing settlement and specifically calling for termination of the existing RRM Tariff and negotiation of a replacement RRM Tariff following the Railroad Commission’s decision in a then-pending Atmos Texas Pipeline case (GUD No. 10580); and

**WHEREAS**, the Steering Committee’s Executive Committee has recently approved a settlement with the Company on the attached RRM Tariff that contains certain notable improvements, from a consumer perspective, over the prior RRM Tariff, including a reduced rate of return on equity, acceptance of certain expense adjustments made by the Railroad Commission in the Order in GUD No. 10580, and the addition of two months to the time for processing a RRM Tariff application; and



**WHEREAS**, the RRM Tariff contemplates reimbursement of Cities' reasonable expenses associated with RRM Tariff applications; and

**WHEREAS**, the Steering Committee's Executive Committee recommends that all Steering Committee member cities adopt this ordinance and the attached RRM Tariff; and

**WHEREAS**, the attached RRM Tariff is just, reasonable and in the public interest,

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

**Section 1.** The findings set forth in this Ordinance are hereby in all things approved.

**Section 2.** The attached RRM Tariff re-establishing a form of Rate Review Mechanism is just and reasonable and in the public interest, and is hereby adopted.

**Section 3.** Atmos Mid-Tex shall reimburse the Cities' reasonable expenses associated with adoption of this Ordinance and the attached RRM Tariff and in processing future RRM Tariff applications filed pursuant to the attached tariff.

**Section 4.** To the extent any resolution or ordinance previously adopted by the City is inconsistent with this Ordinance, it is hereby repealed.

**Section 5.** The meeting at which this Ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

**Section 6.** If any one or more sections or clauses of this Ordinance is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance, and the remaining provisions of this Ordinance shall be interpreted as if the offending section or clause never existed.

**Section 7.** This Ordinance shall become effective from and after its passage on second and final reading.

**Section 8.** A copy of this Ordinance shall be sent to Atmos Mid-Tex, care of Chris Felan, Vice President of Rates and Regulatory Affairs, Atmos Energy Corporation, Mid-Tex Division, 5420 LBJ Freeway, Suite 1862, Dallas, Texas 75240, and to Geoffrey Gay, General Counsel to Mid-Tex Cities, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

**SECTION 5.** This ordinance shall take effect upon its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 27TH DAY OF FEBRUARY, 2018.**



**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS, ON SECOND READING ON THIS THE 27<sup>TH</sup> DAY OF MARCH, 2018.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:2/20/18:96381)



Ordinance 2018-1244  
Exhibit A

**ATMOS ENERGY CORPORATION  
MID-TEX DIVISION**

<b>RATE SCHEDULE:</b>	<b>RRM – Rate Review Mechanism</b>	
<b>APPLICABLE TO:</b>	<b>ALL CITIES IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS CUSTOMERS</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on and after 04/01/2018</b>	<b>PAGE: 1</b>

**I. Applicability**

Applicable to Residential, Commercial, Industrial, and Transportation tariff customers in the Mid-Tex Division of Atmos Energy Corporation ("Company") except such customers within the City of Dallas. This Rate Review Mechanism ("RRM") provides for an annual adjustment to the Company's Rate Schedules R, C, I and T ("Applicable Rate Schedules"). Rate calculations and adjustments required by this tariff shall be determined on a System-Wide cost basis.

**II. Definitions**

"Test Period" is defined as the twelve months ending December 31 of each preceding calendar year.

The "Effective Date" is the date that adjustments required by this tariff are applied to customer bills. The annual Effective Date is October 1.

Unless otherwise provided in this tariff the term Final Order refers to the final order issued by the Railroad Commission of Texas in GUD No. 10170 and elements of GUD No. 10580 as specified in Section III below.

The term "System-Wide" means all incorporated and unincorporated areas served by the Company.

"Review Period" is defined as the period from the Filing Date until the Effective Date.

The "Filing Date" is as early as practicable, but no later than April 1 of each year.

**III. Calculation**

The RRM shall calculate an annual, System-Wide cost of service ("COS") that will be used to adjust applicable rate schedules prospectively as of the Effective Date. The Company may request recovery of its total cost of service but will include schedules showing the computation of any adjustments. The annual cost of service will be calculated according to the following formula:

$$\text{COS} = \text{OM} + \text{DEP} + \text{RI} + \text{TAX} + \text{CD}$$

Where:

OM = all reasonable and necessary operation and maintenance expenses from the Test Period adjusted for known and measurable items and prepared



**ATMOS ENERGY CORPORATION**  
**MID-TEX DIVISION**

<b>RATE SCHEDULE:</b>	<b>RRM – Rate Review Mechanism</b>	
<b>APPLICABLE TO:</b>	<b>ALL CITIES IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS CUSTOMERS</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on and after 04/01/2018</b>	<b>PAGE: 2</b>

consistent with the rate making treatments approved in the Final Order. Incentive compensation (Management Incentive Plan, Variable Pay Plan and Long Term Incentive Plan) related to Atmos' Shared Services Unit will be applied consistent with treatment approved in GUD 10580. Additionally, O&M adjustments will be incorporated and applied as modified by a final order, not subject to appeal, issued by the Railroad Commission of Texas in subsequent rate cases involving the Atmos Mid-Tex or West Texas divisions. Known and measurable adjustments shall be limited to those changes that have occurred prior to the Filing Date. OM may be adjusted for atypical and non-recurring items. Shared Services allocation factors shall be recalculated each year based on the latest component factors used during the Test Period, but the methodology used will be that approved in the Final Order in GUD 10580.

DEP = depreciation expense calculated at depreciation rates approved by the Final Order. Additionally, if depreciation rates are approved in a subsequent final order, not subject to appeal, issued by the Railroad Commission of Texas for the Mid-Tex division those rates would be applicable for subsequent RRM filings.

RI = return on prudently incurred investment calculated as the Company's pretax return multiplied by rate base at Test Period end. Rate base is prepared consistent with the rate making treatments approved in the Final Order, and as in GUD 10580 as specifically related to capitalized incentive compensation (Management Incentive Plan, Variable Pay Plan and Long Term Incentive Plan) for Atmos' Shared Services Unit. However, no post Test Period adjustments will be permitted. Additionally, adjustments will be incorporated and applied as modified by a final order, not subject to appeal, issued by the Railroad Commission of Texas in subsequent rate cases involving the Atmos Mid-Tex or West Texas divisions. Pretax return is the Company's weighted average cost of capital before income taxes. The Company's weighted average cost of capital is calculated using the methodology from the Final Order including the Company's actual capital structure and long term cost of debt as of the Test Period end (adjusted for any known and measurable changes that have occurred prior to the filing date) and the return on equity of 9.8%. However, in no event will the percentage of equity exceed 58%. Regulatory adjustments due to prior regulatory rate base adjustment disallowances will be maintained. Cash working capital will be calculated using the lead/lag days approved in the Final Order. With respect to pension and other postemployment benefits, the Company will record a regulatory asset or liability for these costs until the amounts are included in the next annual rate adjustment implemented under this tariff. Each year, the Company's filing under this Rider RRM will clearly state the level of pension



**ATMOS ENERGY CORPORATION**  
**MID-TEX DIVISION**

<b>RATE SCHEDULE:</b>	<b>RRM – Rate Review Mechanism</b>	
<b>APPLICABLE TO:</b>	<b>ALL CITIES IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS CUSTOMERS</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on and after 04/01/2018</b>	<b>PAGE: 3</b>

and other postemployment benefits recovered in rates.

**TAX** = income tax and taxes other than income tax from the Test Period adjusted for known and measurable changes occurring after the Test Period and before the Filing Date, and prepared consistent with the rate making treatments approved in the Final Order. Atmos Energy shall comprehensively account for, including establishing a regulatory liability to account for, any statutory change in tax expense that is applicable to months during the Test Period in the calculation to ensure recovery of tax expense under new and old income tax rates.

**CD** = interest on customer deposits.

#### **IV. Annual Rate Adjustment**

The Company shall provide schedules and work papers supporting the Filing's revenue deficiency/sufficiency calculations using the methodology accepted in the Final Order. The result shall be reflected in the proposed new rates to be established for the effective period. The Revenue Requirement will be apportioned to customer classes in the same manner that Company's Revenue Requirement was apportioned in the Final Order. For the Residential Class, 50% of the increase may be recovered in the customer charge. However, the increase to the Residential customer charge shall not exceed \$0.60 per month in the initial filing and \$0.70 per month in any subsequent year. The remainder of the Residential Class increase not collected in the customer charge will be recovered in the usage charge. For all other classes, the change in rates will be apportioned between the customer charge and the usage charge, consistent with the Final Order. Test Period billing determinants shall be adjusted and normalized according to the methodology utilized in the Final Order.

#### **V. Filing**

The Company shall file schedules annually with the regulatory authority having original jurisdiction over the Company's rates on or before the Filing Date that support the proposed rate adjustments. The schedules shall be in the same general format as the cost of service model and relied-upon files upon which the Final Order was based. A proof of rates and a copy of current and proposed tariffs shall also be included with the filing. The filing shall be made in electronic form where practical. The Company's filing shall conform to Minimum Filing Requirements (to be agreed upon by the parties), which will contain a minimum amount of information that will assist the regulatory authority in its review and analysis of the filing. The Company and regulatory authority will endeavor to hold a technical conference regarding the filing within twenty (20) calendar days after the Filing Date.



**ATMOS ENERGY CORPORATION**  
**MID-TEX DIVISION**

<b>RATE SCHEDULE:</b>	<b>RRM – Rate Review Mechanism</b>	
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<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on and after 04/01/2018</b>	<b>PAGE: 4</b>

A sworn statement shall be filed by an Officer of the Company affirming that the filed schedules are in compliance with the provisions of this Rate Review Mechanism and are true and correct to the best of his/her knowledge, information, and belief. No testimony shall be filed, but a brief narrative explanation shall be provided of any changes to corporate structure, accounting methodologies, allocation of common costs, or atypical or non- recurring items included in the filing.

#### **VI. Evaluation Procedures**

The regulatory authority having original jurisdiction over the Company's rates shall review and render a decision on the Company's proposed rate adjustment prior to the Effective Date. The Company shall provide all supplemental information requested to ensure an opportunity for adequate review by the relevant regulatory authority. The Company shall not unilaterally impose any limits upon the provision of supplemental information and such information shall be provided within seven (7) working days of the original request. The regulatory authority may propose any adjustments it determines to be required to bring the proposed rate adjustment into compliance with the provisions of this tariff.

The regulatory authority may disallow any net plant investment that is not shown to be prudently incurred. Approval by the regulatory authority of net plant investment pursuant to the provisions of this tariff shall constitute a finding that such net plant investment was prudently incurred. Such finding of prudence shall not be subject to further review in a subsequent RRM or Statement of Intent filing.

During the Review Period, the Company and the regulatory authority will work collaboratively and seek agreement on the level of rate adjustments. If, at the end of the Review Period, the Company and the regulatory authority have not reached agreement, the regulatory authority shall take action to modify or deny the proposed rate adjustments. The Company shall have the right to appeal the regulatory authority's action to the Railroad Commission of Texas. Upon the filing of an appeal of the regulatory authority's order relating to an annual RRM filing with the Railroad Commission of Texas, the regulatory authority having original jurisdiction over the Company's rates shall not oppose the implementation of the Company's proposed rates subject to refund, nor will the regulatory authority advocate for the imposition of a third party surety bond by the Company. Any refund shall be limited to and determined based on the resolution of the disputed adjustment(s) in a final, non-appealable order issued in the appeal filed by the Company at the Railroad Commission of Texas.



**ATMOS ENERGY CORPORATION**  
**MID-TEX DIVISION**

<b>RATE SCHEDULE:</b>	<b>RRM – Rate Review Mechanism</b>	
<b>APPLICABLE TO:</b>	<b>ALL CITIES IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS CUSTOMERS</b>	
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In the event that the regulatory authority and Company agree to a rate adjustment(s) that is different from the adjustment(s) requested in the Company's filing, the Company shall file compliance tariffs consistent with the agreement. No action on the part of the regulatory authority shall be required to allow the rate adjustment(s) to become effective on October 1. To the extent that the regulatory authority does not take action on the Company's RRM filing by September 30, the rates proposed in the Company's filing shall be deemed approved effective October 1. Notwithstanding the preceding sentence, a regulatory authority may choose to take affirmative action to approve a rate adjustment under this tariff. In those instances where such approval cannot reasonably occur by September 30, the rates finally approved by the regulatory authority shall be deemed effective as of October 1.

To defray the cost, if any, of regulatory authorities conducting a review of the Company's annual RRM filing, the Company shall reimburse the regulatory authorities on a monthly basis for their reasonable expenses incurred upon submission of invoices for such review. Any reimbursement contemplated hereunder shall be deemed a reasonable and necessary operating expense of the Company in the year in which the reimbursement is made. A regulatory authority seeking reimbursement under this provision shall submit its request for reimbursement to the Company no later than December 1 of the year in which the RRM filing is made and the Company shall reimburse regulatory authorities in accordance with this provision on or before December 31 of the year the RRM filing is made.

To the extent possible, the provisions of the Final Order shall be applied by the regulatory authority in determining whether to approve or disapprove of Company's proposed rate adjustment.

This Rider RRM does not limit the legal rights and duties of a regulatory authority. Nothing herein shall abrogate the jurisdiction of the regulatory authority to initiate a rate proceeding at any time to review whether rates charged are just and reasonable. Similarly, the Company retains its right to utilize the provisions of Texas Utilities Code, Chapter 104, Subchapter C to request a change in rates. The provisions of this Rider RRM are implemented in harmony with the Gas Utility Regulatory Act (Texas Utilities Code, Chapters 101-105).

The annual rate adjustment process set forth in this tariff shall remain in effect during the pendency of any Statement of Intent rate filing.



**ATMOS ENERGY CORPORATION**  
**MID-TEX DIVISION**

<b>RATE SCHEDULE:</b>	<b>RRM – Rate Review Mechanism</b>	
<b>APPLICABLE TO:</b>	<b>ALL CITIES IN THE MID-TEX DIVISION EXCEPT THE CITY OF DALLAS CUSTOMERS</b>	
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**VII. Reconsideration, Appeal and Unresolved Items**

Orders issued pursuant to this mechanism are ratemaking orders and shall be subject to appeal under Sections 102.001(b) and 103.021, et seq., of the Texas Utilities Code (Vernon 2007).

**VIII. Notice**

Notice of each annual RRM filing shall be provided by including the notice, in conspicuous form, in the bill of each directly affected customer no later than forty-five (45) days after the Company makes its annual filing pursuant to this tariff. The notice to customers shall include the following information:

- a) a description of the proposed revision of rates and schedules;
- b) the effect the proposed revision of rates is expected to have on the rates applicable to each customer class and on an average bill for each affected customer;
- c) the service area or areas in which the proposed rates would apply;
- d) the date the annual RRM filing was made with the regulatory authority; and
- e) the Company's address, telephone number and website where information concerning the proposed rate adjustment can be obtained.



**ATMOS ENERGY CORPORATION**  
**MID-TEX DIVISION**

<b>RATE SCHEDULE:</b>	<b>RRM – Rate Review Mechanism</b>	
<b>APPLICABLE TO:</b>	<b>ALL CITIES IN THE MID-TEX DIVISION AS IDENTIFIED IN EXHIBIT A TO THIS RATE SCHEDULE</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on and after 04/01/2018</b>	<b>PAGE: 7</b>

## Exhibit A

### ACSC Cities

Abilene	Cleburne	Frost	Lincoln Park
Addison	Clyde	Gainesville	Little Elm
Albany	College Station	Garland	Lorena
Allen	Colleyville	Garrett	Madisonville
Alvarado	Colorado City	Grand Prairie	Malakoff
Angus	Comanche	Grapevine	Mansfield
Anna	Commerce	Groesbeck	Mckinney
Argyle	Coolidge	Gunter	Melissa
Arlington	Coppell	Haltom City	Mesquite
Aubrey	Copperas Cove	Harker Heights	Midlothian
Azle	Corinth	Haskell	Murphy
Bedford	Crandall	Haslet	Newark
Bellmead	Crowley	Hewitt	Nocona
Benbrook	Dalworthington Gardens	Highland Park	North Richland Hills
Beverly Hills	Denison	Highland Village	Northlake
Blossom	Denton	Honey Grove	Oak Leaf
Blue Ridge	Desoto	Hurst	Ovilla
Bowie	Draper	Hutto	Palestine
Boyd	Duncanville	Iowa Park	Pantego
Bridgeport	Eastland	Irving	Paris
Brownwood	Edgecliff Village	Justin	Parker
Buffalo	Emory	Kaufman	Pecan Hill
Burkburnett	Ennis	Keene	Petrolia
Burleson	Eules	Keller	Plano
Caddo Mills	Everman	Kemp	Ponder
Canton	Fairview	Kennedale	Pottsboro
Carrollton	Farmers Branch	Kerens	Prosper
Cedar Hill	Farmersville	Kerrville	Quitman
Celeste	Fate	Killeen	Red Oak
Celina	Flower Mound	Krum	Reno (Parker County)
Centerville	Forest Hill	Lake Worth	Rhome
Cisco	Forney	Lakeside	Richardson
Clarksville	Fort Worth	Lancaster	Richland
	Frisco	Lewisville	Richland Hills



**ATMOS ENERGY CORPORATION**  
**MID-TEX DIVISION**

<b>RATE SCHEDULE:</b>	<b>RRM – Rate Review Mechanism</b>	
<b>APPLICABLE TO:</b>	<b>ALL CITIES IN THE MID-TEX DIVISION AS IDENTIFIED IN EXHIBIT A TO THIS RATE SCHEDULE</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on and after 04/01/2018</b>	<b>PAGE: 8</b>

River Oaks	Temple
Roanoke	Terrell
Robinson	The Colony
Rockwall	Trophy Club
Roscoe	Tyler
Rowlett	University Park
Royse City	Venus
Sachse	Vernon
Saginaw	Waco
Sansom Park	Watauga
Seagoville	Waxahachie
Sherman	Westlake
Snyder	Westover Hills
Southlake	Westworth Village
Springtown	White Settlement
Stamford	Whitesboro
Stephenville	Wichita Falls
Sulphur Springs	Woodway
Sweetwater	Wylie



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

<b>AGENDA#</b> 13	<b>MEETING DATE:</b> 03/27/18
<b>SUBJECT:</b> Receive Annual Financial Report for FY 2017	
<b>PREPARED BY:</b> Ken Heerman, Assistant City Manager	

**BACKGROUND:**

Accountability is the essence of governmental financial reporting. The audit demonstrates this accountability. The Annual Financial Report represents a yearly audit of City finances and records.

**IDENTIFIED NEED/S:**

The Comprehensive Annual Financial Report (CAFR) is presented to Council for acceptance.

**OPTIONS & RESULTS:**

The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2017. Following this briefing is a copy of the Management, Discussion, and Analysis section – which summarizes the financial statement results.

The report is on file in the City Secretary's Office, and will be distributed to Council at the meeting. It has been submitted to GFOA for consideration of an Excellence in Financial Reporting Award. An electronic version will be placed on the City web site.

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

N/A

**RECOMMENDATION:**

Council to receive the City Financial Report for FY 2017.



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

**AGENDA# 14**

**MEETING DATE: 03/27/18**

**SUBJECT: Receive Budget Reports for Period Ending January 31, 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 January represents the fourth 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 January 31, 2018.



# General Fund Summary

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 9,880,124	\$ (774,364)	93%
Sales Tax	2,675,928	2,675,928	422,682	(2,253,246)	16%
Franchise Fees	1,687,405	1,687,405	244,774	(1,442,631)	15%
Licensing & Permits	498,728	498,728	182,715	(316,013)	37%
Park/Recreation Fees	236,180	236,180	100,732	(135,448)	43%
Public Safety Fees	40,000	40,000	9,775	(30,225)	24%
Rents	128,832	128,832	52,179	(76,653)	41%
Municipal Court	90,066	90,066	32,284	(57,782)	36%
Public Safety Charges for Svc	456,661	456,661	247,089	(209,572)	54%
Interest Income	56,000	56,000	31,025	(24,975)	55%
Miscellaneous	129,850	129,850	60,502	(69,348)	47%
<b>Total Revenues</b>	<b>\$ 16,654,138</b>	<b>\$ 16,654,138</b>	<b>\$ 11,263,883</b>	<b>\$ (5,390,255)</b>	<b>68%</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>\$ 11,263,883</b>	<b>\$ (5,924,255)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 1,191,357	\$ 1,191,357	\$ 159,729	\$ 1,031,628	13%
Finance (includes Mun. Court)	1,515,676	1,515,676	585,041	930,635	39%
Human Resources	555,270	555,270	113,857	441,413	21%
City Secretary Office	339,955	339,955	108,380	231,576	32%
Information Services	1,048,903	1,048,903	386,630	662,273	37%
Police	4,833,212	4,833,212	1,505,727	3,327,485	31%
Fire	3,123,257	3,123,257	1,200,886	1,922,371	38%
Community Services	449,477	449,477	160,406	289,071	36%
Streets/Drainage	1,446,257	1,446,257	467,655	978,602	32%
Maintenance	867,516	867,516	380,901	486,615	44%
Parks	1,774,086	1,774,086	470,483	1,303,603	27%
Recreation	453,095	453,095	101,581	351,513	22%
<b>Total Expenditures</b>	<b>\$ 17,598,059</b>	<b>\$ 17,598,059</b>	<b>\$ 5,641,276</b>	<b>\$ 11,956,783</b>	<b>32%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 574,709	\$ 574,709	\$ 274,422	\$ 300,287	48%

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>\$ 5,641,276</b>	<b>\$ 11,972,783</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,938,282	4,938,282	4,938,282
+ Net Increase (Decrease)	(425,921)	(425,921)	5,622,607
Ending Fund Balance	\$ 4,512,361	\$ 4,512,361	\$ 10,560,889

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,639,709	\$ 2,639,709	\$ 846,191
Restricted	11,500	11,500	11,500
Unassigned	1,861,152	1,861,152	9,703,198
<b>Total Fund Balance</b>	<b>\$ 4,512,361</b>	<b>\$ 4,512,361</b>	<b>\$ 10,560,889</b>



# General Fund Expenditure Summary

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,985,237	\$ 11,985,237	\$ 3,618,257	\$ 8,366,980	30%
Services / Supplies	5,038,113	5,038,113	1,748,597	3,289,515	35%
Capital	574,709	574,709	274,422	300,287	48%
	<u>\$ 17,598,059</u>	<u>\$ 17,598,059</u>	<u>\$ 5,641,276</u>	<u>\$ 11,956,783</u>	<u>32%</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	\$ 2,537,205	\$ 6,125,787	29%
<i>Employee Benefits</i>	3,322,245	3,322,245	1,081,051	2,241,194	33%
<i>Total Personnel</i>	<u>\$ 11,985,237</u>	<u>\$ 11,985,237</u>	<u>\$ 3,618,257</u>	<u>\$ 8,366,980</u>	<u>30%</u>

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,403,078	\$ 1,403,078	\$ 519,561	\$ 883,516	37%
<i>Employee Development</i>	345,135	345,135	67,063	278,072	19%
<i>Office Supplies / Equipment</i>	1,005,535	1,005,535	398,757	606,778	40%
<i>Utilities</i>	381,832	381,832	93,084	288,748	24%
<i>Other</i>	1,902,533	1,902,533	670,132	1,232,401	35%
<i>Total Services / Supplies</i>	<u>\$ 5,038,113</u>	<u>\$ 5,038,113</u>	<u>\$ 1,748,597</u>	<u>\$ 3,289,515</u>	<u>35%</u>

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 574,709	\$ 574,709	\$ 274,422	\$ 300,287	48%
<i>Total Capital</i>	<u>\$ 574,709</u>	<u>\$ 574,709</u>	<u>\$ 274,422</u>	<u>\$ 300,287</u>	<u>48%</u>

<i>Total General Fund Expenditure Summary</i>	\$ 17,598,059	\$ 17,598,059	\$ 5,641,276	\$ 11,956,783	32%
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# General Fund Revenue

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 9,880,124	\$ (774,364)	93%
Sales Tax	2,675,928	2,675,928	422,682	(2,253,246)	16%
Franchise Fees	1,687,405	1,687,405	244,774	(1,442,631)	15%
Licensing & Permits	498,728	498,728	182,715	(316,013)	37%
Park/Recreation Fees	236,180	236,180	100,732	(135,448)	43%
Public Safety Fees	40,000	40,000	9,775	(30,225)	24%
Rents	128,832	128,832	52,179	(76,653)	41%
Municipal Court	90,066	90,066	32,284	(57,782)	36%
Public Safety Charges for Svc	456,661	456,661	247,089	(209,572)	54%
Interest Income	56,000	56,000	31,025	(24,975)	55%
Miscellaneous	129,850	129,850	60,502	(69,348)	47%
<b>Total Revenues</b>	<b>\$ 16,654,138</b>	<b>\$ 16,654,138</b>	<b>\$ 11,263,883</b>	<b>\$ (5,390,255)</b>	<b>68%</b>



# City Manager Office

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 397,154	\$ 397,154	\$ 107,902	\$ 289,252	27%
Services / Supplies	794,203	794,203	51,827	742,376	7%
Capital	-	-	-	-	0%
	\$ 1,191,357	\$ 1,191,357	\$ 159,729	\$ 1,031,628	13%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 313,689	\$ 313,689	\$ 83,217	\$ 230,472	27%
<i>Employee Benefits</i>	83,465	83,465	24,685	58,780	30%
<b>Total Personnel</b>	\$ 397,154	\$ 397,154	\$ 107,902	\$ 289,252	27%

<b>Services / Supplies</b>					
<i>Professional Services</i> <i>(City-wide legal - \$123,820)</i>	\$ 164,320	\$ 164,320	\$ 39,258	\$ 125,062	24%
<i>Employee Development</i>	15,385	15,385	2,815	12,570	18%
<i>Supplies / Equipment</i>	4,210	4,210	1,754	2,456	42%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency - \$500,000)</i>	610,288	610,288	8,000	602,288	1%
<b>Total Services / Supplies</b>	\$ 794,203	\$ 794,203	\$ 51,827	\$ 742,376	7%

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

<b>Total City Manager</b>	\$ 1,191,357	\$ 1,191,357	\$ 159,729	\$ 1,031,628	13%
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# Finance Department

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 956,458	\$ 956,458	\$ 300,128	\$ 656,330	31%
Services / Supplies	559,219	559,219	284,913	274,305	51%
Capital	-	-	-	-	0%
	\$ 1,515,676	\$ 1,515,676	\$ 585,041	\$ 930,635	39%

  

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

  

<b>Personnel</b>					
<b>Salaries / Wages</b>	\$ 693,553	\$ 693,553	\$ 214,885	\$ 478,668	31%
<b>Employee Benefits</b>	262,905	262,905	85,243	177,662	32%
<b>Total Personnel</b>	\$ 956,458	\$ 956,458	\$ 300,128	\$ 656,330	31%

  

<b>Services / Supplies</b>					
<b>Professional Services</b> (City-wide liability insurance - \$113,825 / DCAD - \$74,670)	\$ 504,085	\$ 504,085	\$ 264,402	\$ 239,682	52%
<b>Employee Development</b>	19,683	19,683	2,249	17,434	11%
<b>Supplies / Equipment</b>	13,551	13,551	1,922	11,629	14%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Special Events)</b>	21,900	21,900	16,340	5,560	75%
<b>Total Services / Supplies</b>	\$ 559,219	\$ 559,219	\$ 284,913	\$ 274,305	51%

  

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

  

<b>Total Finance Department</b>	\$ 1,515,676	\$ 1,515,676	\$ 585,041	\$ 930,635	39%
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# Human Resources

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 421,277	\$ 421,277	\$ 88,443	\$ 332,834	21%
Services / Supplies	133,993	133,993	25,414	108,579	19%
Capital	-	-	-	-	0%
	\$ 555,270	\$ 555,270	\$ 113,857	\$ 441,413	21%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 328,107	\$ 328,107	\$ 62,574	\$ 265,533	19%
<i>Employee Benefits</i>	93,170	93,170	25,869	67,301	28%
<b>Total Personnel</b>	\$ 421,277	\$ 421,277	\$ 88,443	\$ 332,834	21%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 47,850	\$ 47,850	\$ 5,415	\$ 42,435	11%
<i>Employee Development</i>	69,843	69,843	16,871	52,972	24%
<i>Supplies / Equipment</i>	1,700	1,700	204	1,496	12%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	14,600	14,600	2,924	11,676	20%
<b>Total Services / Supplies</b>	\$ 133,993	\$ 133,993	\$ 25,414	\$ 108,579	19%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 555,270	\$ 555,270	\$ 113,857	\$ 441,413	21%



# City Secretary Office

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,016	\$ 190,016	\$ 62,792	\$ 127,224	33%
Services / Supplies	149,939	149,939	45,587	104,352	30%
Capital	-	-	-	-	-
	\$ 339,955	\$ 339,955	\$ 108,380	\$ 231,576	32%

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 148,938	\$ 148,938	\$ 47,383	\$ 101,555	32%
<b>Employee Benefits</b>	41,078	41,078	15,409	25,669	38%
<b>Total Personnel</b>	\$ 190,016	\$ 190,016	\$ 62,792	\$ 127,224	33%

#### Services / Supplies

<b>Professional Services</b>	\$ 35,690	\$ 35,690	\$ 10,340	\$ 25,350	29%
<b>Employee Development</b> <i>(City Council related \$45,724)</i>	59,694	59,694	8,577	51,117	14%
<b>Supplies / Equipment</b>	15,855	15,855	4,171	11,684	26%
<b>Utilities</b>	-	-	-	-	0%
<b>Other</b>	38,700	38,700	22,500	16,200	58%
<b>Total Services / Supplies</b>	\$ 149,939	\$ 149,939	\$ 45,587	\$ 104,352	30%

#### Capital

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

<b>Total City Secretary Office</b>	\$ 339,955	\$ 339,955	\$ 108,380	\$ 231,576	32%
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# Information Services

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 634,555	\$ 634,555	\$ 192,610	\$ 441,944	30%
Services / Supplies	414,348	414,348	83,464	330,884	20%
Capital	-	-	110,555	(110,555)	0%
	\$ 1,048,903	\$ 1,048,903	\$ 386,630	\$ 662,273	37%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 475,054	\$ 475,054	\$ 142,792	\$ 332,262	30%
<i>Employee Benefits</i>	159,500	159,500	49,818	109,682	31%
<b>Total Personnel</b>	\$ 634,555	\$ 634,555	\$ 192,610	\$ 441,944	30%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 202,711	\$ 202,711	\$ 48,371	\$ 154,340	24%
<i>Employee Development</i>	28,805	28,805	342	28,463	1%
<i>Supplies / Equipment</i>	2,800	2,800	521	2,279	19%
<i>Utilities</i>	72,032	72,032	5,027	67,005	7%
<i>Other (Data Processing)</i>	108,000	108,000	29,204	78,796	27%
<b>Total Services / Supplies</b>	\$ 414,348	\$ 414,348	\$ 83,464	\$ 330,884	20%
<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	\$ 386,630	\$ 662,273	37%



# Police Department

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,330,030	<b>\$ 4,330,030</b>	<b>\$ 1,284,676</b>	\$ 3,045,354	30%
Services / Supplies	386,182	<b>386,182</b>	<b>154,021</b>	232,161	40%
Capital	<u>117,000</u>	<u><b>117,000</b></u>	<u><b>67,030</b></u>	<u>49,970</u>	<u>57%</u>
	<b>\$ 4,833,212</b>	<b>\$ 4,833,212</b>	<b>\$ 1,505,727</b>	<b>\$ 3,327,485</b>	<b>31%</b>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 3,159,739	<b>\$ 3,159,739</b>	<b>\$ 923,432</b>	\$ 2,236,307	29%
<i>Employee Benefits</i>	<u>1,170,291</u>	<u><b>1,170,291</b></u>	<u><b>361,244</b></u>	<u>809,047</u>	<u>31%</u>
<b>Total Personnel</b>	<b>\$ 4,330,030</b>	<b>\$ 4,330,030</b>	<b>\$ 1,284,676</b>	<b>\$ 3,045,354</b>	<b>30%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 138,055	<b>\$ 138,055</b>	<b>\$ 101,833</b>	\$ 36,222	74%
<i>Employee Development</i>	45,104	<b>45,104</b>	<b>8,301</b>	36,803	18%
<i>Supplies / Equipment</i>	137,895	<b>137,895</b>	<b>19,043</b>	118,852	14%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>65,128</u>	<u><b>65,128</b></u>	<u><b>24,844</b></u>	<u>\$ 40,284</u>	<u>38%</u>
<b>Total Services / Supplies</b>	<b>\$ 386,182</b>	<b>\$ 386,182</b>	<b>\$ 154,021</b>	<b>\$ 232,161</b>	<b>40%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	117,000	<b>117,000</b>	<b>67,030</b>	49,970	57%
<b>Total Capital</b>	<b>\$ 117,000</b>	<b>\$ 117,000</b>	<b>\$ 67,030</b>	<b>\$ 49,970</b>	<b>57%</b>
<b>Total Police Department</b>	<b>\$ 4,833,212</b>	<b>\$ 4,833,212</b>	<b>\$ 1,505,727</b>	<b>\$ 3,327,485</b>	<b>31%</b>



# Fire Department FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

## --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,360,077	\$ 2,360,077	\$ 727,220	\$ 1,632,856	31%
Services / Supplies	602,080	602,080	411,626	190,454	68%
Capital	161,100	161,100	62,040	99,060	39%
	\$ 3,123,257	\$ 3,123,257	\$ 1,200,886	\$ 1,922,371	38%

## --- 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	\$ 494,643	\$ 1,163,848	30%
<b>Employee Benefits</b>	701,585	701,585	232,577	469,008	33%
<b>Total Personnel</b>	\$ 2,360,077	\$ 2,360,077	\$ 727,220	\$ 1,632,856	31%

### Services / Supplies

<b>Professional Services</b>	\$ 64,500	\$ 64,500	\$ 25,426	\$ 39,074	39%
<b>Employee Development</b> (Training - \$47,705)	63,305	63,305	20,789	42,516	33%
<b>Supplies / Equipment</b>	152,625	152,625	55,647	96,978	36%
<b>Utilities</b>	1,800	1,800	398	1,402	22%
<b>Other</b> (\$264,000 Cap Lease Pmt)	319,850	319,850	309,366	10,484	97%
<b>Total Services / Supplies</b>	\$ 602,080	\$ 602,080	\$ 411,626	\$ 190,454	68%

### Capital

<b>Equipment / Vehicles</b>	161,100	161,100	62,040	99,060	39%
<b>Total Capital</b>	\$ 161,100	\$ 161,100	\$ 62,040	\$ 99,060	39%

<b>Total Fire Department</b>	\$ 3,123,257	\$ 3,123,257	\$ 1,200,886	\$ 1,922,371	38%
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# Community Services

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 426,819	\$ 426,819	\$ 157,867	\$ 268,951	37%
Services / Supplies	22,658	22,658	2,539	20,119	11%
Capital	-	-	-	-	0%
	\$ 449,477	\$ 449,477	\$ 160,406	\$ 289,071	36%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 299,040	\$ 299,040	\$ 109,691	\$ 189,349	37%
<i>Employee Benefits</i>	127,779	127,779	48,177	79,602	38%
<i>Total Personnel</i>	\$ 426,819	\$ 426,819	\$ 157,867	\$ 268,951	37%

#### Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ (107)	9,307	-1%
<i>Employee Development</i>	5,805	5,805	1,680	4,125	29%
<i>Supplies / Equipment</i>	7,653	7,653	966	6,687	13%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 22,658	\$ 22,658	\$ 2,539	\$ 20,119	11%

#### Capital

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

<i>Total Building Operations</i>	\$ 449,477	\$ 449,477	\$ 160,406	\$ 289,071	36%
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# Streets Division

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 663,380	\$ 663,380	\$ 213,582	\$ 449,797	32%
Services / Supplies	705,877	705,877	254,072	451,805	36%
Capital	77,000	77,000	-	77,000	0%
	\$ 1,446,257	\$ 1,446,257	\$ 467,655	\$ 978,602	32%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 457,290	\$ 457,290	\$ 143,330	\$ 313,960	31%
<i>Employee Benefits</i>	206,090	206,090	70,253	135,837	34%
<b>Total Personnel</b>	\$ 663,380	\$ 663,380	\$ 213,582	\$ 449,797	32%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 67,521	\$ 67,521	\$ 7,205	\$ 60,316	11%
<i>Employee Development</i>	10,256	10,256	1,430	8,826	14%
<i>Supplies / Equipment</i>	47,550	47,550	13,104	34,446	28%
<i>Utilities</i>	90,000	90,000	28,743	61,257	32%
<i>Other (Street Maintenance)</i>	490,550	490,550	203,590	286,960	42%
<b>Total Services / Supplies</b>	\$ 705,877	\$ 705,877	\$ 254,072	\$ 451,805	36%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	77,000	77,000	-	77,000	0%
<b>Total Capital</b>	\$ 77,000	\$ 77,000	\$ -	\$ 77,000	0%

<b>Total Streets</b>	\$ 1,446,257	\$ 1,446,257	\$ 467,655	\$ 978,602	32%
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# Maintenance Division

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 327,979	\$ 327,979	\$ 109,281	\$ 218,698	33%
Services / Supplies	539,537	539,537	271,620	267,917	50%
Capital	-	-	-	-	0%
	\$ 867,516	\$ 867,516	\$ 380,901	\$ 486,615	44%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 231,054	\$ 231,054	\$ 75,918	\$ 155,136	33%
<i>Employee Benefits</i>	96,925	96,925	33,362	63,562	34%
<b>Total Personnel</b>	\$ 327,979	\$ 327,979	\$ 109,281	\$ 218,698	33%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 61,530	\$ 61,530	\$ 6,920	\$ 54,610	11%
<i>Employee Development</i>	3,255	3,255	662	2,593	20%
<i>Supplies / Equipment (Fuel &amp; Oils - \$132,917, Repair Parts / Contract Repairs - \$253,000)</i>	389,652	389,652	243,907	145,745	63%
<i>Utilities</i>	85,000	85,000	20,131	64,869	24%
<i>Other</i>	100	100	-	100	0%
<b>Total Services / Supplies</b>	\$ 539,537	\$ 539,537	\$ 271,620	\$ 267,917	50%

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

<b>Total Maintenance</b>	\$ 867,516	\$ 867,516	\$ 380,901	\$ 486,615	44%
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# Parks Division FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,067,478	<b>\$ 1,067,478</b>	<b>\$ 325,169</b>	\$ 742,309	30%
Services / Supplies	486,999	<b>486,999</b>	<b>110,518</b>	376,481	23%
Capital	<u>219,609</u>	<u><b>219,609</b></u>	<u><b>34,796</b></u>	<u>184,813</u>	<u>16%</u>
	<b>\$ 1,774,086</b>	<b>\$ 1,774,086</b>	<b>\$ 470,483</b>	<b>\$ 1,303,603</b>	<b>27%</b>

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 743,483	<b>\$ 743,483</b>	<b>\$ 202,763</b>	\$ 540,720	27%
<i>Employee Benefits</i>	<u>323,995</u>	<u><b>323,995</b></u>	<u><b>122,406</b></u>	<u>201,589</u>	<u>38%</u>
<b>Total Personnel</b>	<b>\$ 1,067,478</b>	<b>\$ 1,067,478</b>	<b>\$ 325,169</b>	<b>\$ 742,309</b>	<b>30%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 107,616	<b>\$ 107,616</b>	<b>\$ 10,734</b>	\$ 96,882	10%
<i>Employee Development</i>	15,445	<b>15,445</b>	<b>2,502</b>	12,943	16%
<i>Supplies / Equipment</i>	229,938	<b>229,938</b>	<b>57,386</b>	172,552	25%
<i>Utilities</i>	133,000	<b>133,000</b>	<b>38,785</b>	94,215	29%
<i>Other</i>	<u>1,000</u>	<u><b>1,000</b></u>	<u><b>1,110</b></u>	<u>(110)</u>	<u>111%</u>
<b>Total Services / Supplies</b>	<b>\$ 486,999</b>	<b>\$ 486,999</b>	<b>\$ 110,518</b>	<b>\$ 376,481</b>	<b>23%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	219,609	<b>219,609</b>	<b>34,796</b>	184,813	16%
<b>Total Capital</b>	<b>219,609</b>	<b>219,609</b>	<b>34,796</b>	<b>184,813</b>	<b>16%</b>
<b>Total Parks</b>	<b>\$ 1,774,086</b>	<b>\$ 1,774,086</b>	<b>\$ 470,483</b>	<b>\$ 1,303,603</b>	<b>27%</b>



# Recreation Division FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 210,017	\$ 210,017	\$ 48,586	\$ 161,431	23%
Services / Supplies	243,078	243,078	52,996	190,082	22%
Capital	-	-	-	-	0%
	\$ 453,095	\$ 453,095	\$ 101,581	\$ 351,513	22%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 154,554	\$ 154,554	\$ 36,578	\$ 117,976	24%
<i>Employee Benefits</i>	55,463	55,463	12,007	43,455	22%
<b>Total Personnel</b>	\$ 210,017	\$ 210,017	\$ 48,586	\$ 161,431	23%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ -	\$ -	\$ (237)	\$ 237	0%
<i>Employee Development</i>	8,555	8,555	845	7,710	10%
<i>Supplies / Equipment</i>	2,106	2,106	132	1,974	6%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	232,417	232,417	52,255	180,162	22%
<b>Total Services / Supplies</b>	\$ 243,078	\$ 243,078	\$ 52,996	\$ 190,082	22%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 453,095	\$ 453,095	\$ 101,581	\$ 351,513	22%



# Equipment Replacement / Capital Schedule

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

<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	67,030	49,970	57%
Fire Dept Capital Outlay	161,100	161,100	62,040	99,060	39%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	77,000	77,000	-	77,000	0%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	219,609	219,609	34,796	184,813	16%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 574,709</b>	<b>\$ 574,709</b>	<b>\$ 274,422</b>	<b>\$ 300,287</b>	<b>48%</b>



# Utility Fund Revenues

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</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)	\$ (50,725)	\$ (49,275)	51%
<i>Charges / Penalties</i>	82,250	82,250	23,899	58,351	29%
<b>Total Fees</b>	\$ (17,750)	\$ (17,750)	\$ (26,826)	\$ 9,076	151%

### Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 3,575	\$ 6,425	36%
<b>Total Licenses &amp; Permits</b>	\$ 10,000	\$ 10,000	\$ 3,575	\$ 6,425	36%

### Charges for Services

<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 1,384,117	\$ 4,185,858	25%
<i>Sewer Sales</i>	4,397,099	4,397,099	1,291,878	3,105,221	29%
<i>Inspection Fees</i>	3,000	3,000	460	2,540	15%
<b>Total Charges for Service</b>	\$ 9,970,074	\$ 9,970,074	\$ 2,676,455	\$ 7,293,619	27%

### Interest

<i>Interest (Operations)</i>	\$ 18,500	\$ 18,500	\$ 10,172	\$ 8,328	55%
<i>Interest (Capital Projects)</i>	20,000	20,000	3,467	16,533	17%
<b>Total Interest</b>	\$ 38,500	\$ 38,500	\$ 13,639	\$ 24,861	35%

### 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	\$ 419	\$ 4,581	8%
<b>Total Miscellaneous Income</b>	\$ 5,000	\$ 5,000	\$ 419	\$ 4,581	8%

<b>Total Utility Fund Revenues</b>	\$ 10,270,824	\$ 10,270,824	\$ 2,693,555	\$ 7,577,269	26%
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# Utility Division

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

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

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,643,929	\$ 1,643,929	\$ 536,914	\$ 1,107,015	33%
Services / Supplies	5,904,815	5,904,815	1,721,454	4,183,361	29%
Capital	285,000	285,000	69,756	215,244	24%
<b>Total Utility Division</b>	<b>\$ 7,833,744</b>	<b>\$ 7,833,744</b>	<b>\$ 2,328,123</b>	<b>\$ 5,505,620</b>	<b>30%</b>

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

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

<b>Salaries / Wages</b>	\$ 1,116,887	\$ 1,116,887	\$ 351,465	\$ 765,422	31%
<b>Employee Benefits</b>	527,042	527,042	185,448	341,593	35%
<b>Total Personnel</b>	<b>\$ 1,643,929</b>	<b>\$ 1,643,929</b>	<b>\$ 536,914</b>	<b>\$ 1,107,015</b>	<b>33%</b>

#### Services / Supplies

<b>Professional Services</b>	\$ 208,579	\$ 208,579	\$ 108,315	\$ 100,264	52%
<b>Employee Development</b>	58,216	58,216	25,353	32,863	44%
<b>Supplies / Equipment</b>	71,859	71,859	13,378	58,481	19%
<b>Utilities</b>	404,380	404,380	95,971	308,409	24%
<b>Other (Well Lot Maintenance)</b>	773,650	773,650	80,215	693,435	10%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,516,685</b>	<b>\$ 1,516,685</b>	<b>\$ 323,232</b>	<b>\$ 1,193,452</b>	<b>21%</b>

#### Wholesale Water / Wastewater

Note: UTRWD billing reflects a one month delay

<b>UTRWD - Administration Fees</b>	\$ 4,955	\$ 4,955	\$ 4,954	\$ 1	100%
<b>UTRWD - Water Volume Cost</b>	989,010	989,010	281,523	707,487	28%
<b>UTRWD - Water Demand Charges</b>	1,284,600	1,284,600	428,200	856,400	33%
<b>UTRWD - Sewer Effluent Volume Rate</b>	548,725	548,725	163,629	385,096	30%
<b>UTRWD - Capital Charge Joint Facilities</b>	1,334,510	1,334,510	444,837	889,673	33%
<b>UTRWD - HV Sewer Line to UTRWD</b>	226,330	226,330	75,078	151,252	33%
<b>UTRWD - Wtr Transmission - Opus Develop</b>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,388,130</b>	<b>\$ 4,388,130</b>	<b>\$ 1,398,222</b>	<b>\$ 2,989,908</b>	<b>32%</b>

#### Total Services / Supplies

	\$ 5,904,815	\$ 5,904,815	\$ 1,721,454	\$ 4,183,361	29%
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#### Capital

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

<b>Total Utility Division - Operations</b>	<b>\$ 7,833,744</b>	<b>\$ 7,833,744</b>	<b>\$ 2,328,123</b>	<b>\$ 5,505,620</b>	<b>30%</b>
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# Utility Fund Working Capital

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	\$ 5,569,975	\$ 5,569,975	\$ 1,384,117	\$ 4,185,858	25%
Sewer Sales	4,397,099	4,397,099	1,291,878	3,105,221	29%
Other Fees / Charges	100,250	100,250	28,354	71,896	28%
Electronic Payment Credit	(100,000)	(100,000)	(50,725)	(49,275)	51%
Interest	18,500	18,500	10,172	8,328	55%
<b>Total Revenues</b>	<b>\$ 9,985,824</b>	<b>\$ 9,985,824</b>	<b>\$ 2,663,796</b>	<b>\$ 7,322,028</b>	<b>27%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	\$346,132	\$346,132	\$ 114,260	\$ 231,872	33%
Operations	2,814,481	2,814,481	745,886	2,068,596	27%
UTRWD	4,388,130	4,388,130	1,398,222	2,989,908	32%
Debt Service	1,076,878	1,076,878	500	1,076,378	0%
Capital Projects	-	-	-	-	0%
Equipment Replace / Capital	285,000	285,000	69,756	215,244	24%
<b>Total Expenditures</b>	<b>\$ 8,910,622</b>	<b>\$ 8,910,622</b>	<b>\$ 2,328,623</b>	<b>\$ 6,581,998</b>	<b>26%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Transfers In (Applied Impact Fees)	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	100%
Operating Transfers Out / Utility Capital Projects	(300,000)	(300,000)	-	(300,000)	0%
Operating Transfers Out / General Fund	(470,000)	(470,000)	-	(470,000)	0%
<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
Net Increase/Decrease	455,202	455,202	485,172
Beginning Working Capital			
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>
Ending Working Capital			
Operations	2,035,615	2,035,615	2,065,585
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>\$ 2,795,276</b>

<u>Impact Fees</u>			
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 JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 355,650	\$ 355,650	\$ 129,416	\$ 226,234	36%
<i>Annual Park Passes</i>	25,000	25,000	3,386	21,614	14%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	800	800	86	714	11%
<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>\$ 132,888</b>	<b>\$ 298,562</b>	<b>31%</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	\$ 55,655	\$ 148,542	27%
<i>Services / Supplies</i>	129,171	129,171	54,904	74,266	43%
<i>Capital</i>	280,300	280,300	36,960	243,340	13%
<b>Total Expenditures</b>	<b>\$ 613,667</b>	<b>\$ 613,667</b>	<b>\$ 147,520</b>	<b>\$ 466,148</b>	<b>24%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 212,152	\$ 212,152	\$ 212,152
<i>+ Net Increase (Decrease)</i>	(182,217)	(182,217)	(14,631)
<b>Ending Fund Balance</b>	<b>\$ 29,935</b>	<b>\$ 29,935</b>	<b>\$ 197,521</b>



# Debt Service Fund

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,525,882	\$ 1,525,882	\$ 1,410,682	\$ 115,200	92%
<i>Interest Income</i>	1,400	1,400	1,327	73	95%
<i>Total Revenues</i>	\$ 1,527,282	\$ 1,527,282	\$ 1,412,009	\$ 115,273	92%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,865,000	\$ 1,865,000	\$ -	\$ 1,865,000	0%
<i>Interest Payments</i>	521,568	521,568	-	521,568	0%
<i>Paying Agent Fees</i>	4,000	4,000	500	3,500	13%
<i>Total Expenditures</i>	\$ 2,390,568	\$ 2,390,568	\$ 500	\$ 2,390,068	0%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 149,942	\$ 149,942	\$ 149,942
<i>+ Net Increase (Decrease)</i>	7,399	7,399	1,411,509
<i>Ending Fund Balance</i>	\$ 157,341	\$ 157,341	\$ 1,561,451



# Capital Projects Fund

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	25,000	25,000	177	24,823	1%
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 177</b>	<b>\$ 24,823</b>	<b>100%</b>

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

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ -	\$ -	\$ -
+Net Increase (Decrease)	25,000	25,000	177
<b>Ending Fund Balance</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 177</b>



# Drainage Utilities

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

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	146,047	343,953	30%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	938	(863)	1250%
<b>Total Revenues</b>	\$ 490,075	\$ 490,075	\$ 146,985	\$ 343,090	30%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 359,292	\$ 359,292	\$ 118,773	\$ 240,518	33%
<i>Services / Supplies</i>	154,470	154,470	27,230	127,240	18%
<i>Capital</i>	24,700	24,700	24,695	5	100%
<b>Total Expenditures</b>	\$ 538,462	\$ 538,462	\$ 170,698	\$ 367,763	32%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 257,624	\$ 257,624	\$ 257,624
<i>+ Net Increase (Decrease)</i>	(48,387)	(48,387)	(23,713)
<b>Ending Fund Balance</b>	\$ 209,238	\$ 209,238	\$ 233,911



# Public Safety Special Revenue Fund

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 22,102	\$ 3,498	86%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	9,260	(5,660)	257%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 9,260	\$ (5,660)	0%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 26,892	\$ 26,892	\$ 26,892
+ Net Increase (Decrease)	-	-	12,843
Ending Fund Balance	\$ 26,892	\$ 26,892	\$ 39,735



# Municipal Court Technology Fee Fund

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

<i>Percent of Budget Year Transpired</i>	<b>33.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 1,103	2,397	32%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 5,500	\$ 5,500	\$ 5,088	\$ 412	93%
<i>Total Expenditures</i>	\$ 5,500	\$ 5,500	\$ 5,088	\$ 412	93%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 34,449	\$ 34,449	\$ 34,449
+ Net Increase (Decrease)	(2,000)	(2,000)	(3,985)
Ending Fund Balance	\$ 32,449	\$ 32,449	\$ 30,464



# Municipal Court Building Security Fund

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<b>Revenues (Court Fines)</b>	\$ 2,700	\$ 2,700	\$ 827	\$ 1,873	31%

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

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<b>Beginning Fund Balance</b>	\$ 31,374	\$ 31,374	\$ 31,374
<b>+ Net Increase (Decrease)</b>	2,700	2,700	827
<b>Ending Fund Balance</b>	\$ 34,074	\$ 34,074	\$ 32,201



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

	<i>Actual 2015-2016</i>	<i>Projected 2016-2017</i>	<i>Budget 2017-2018</i>	<i>YTD 2017-2018</i>
<b>Beginning Fund Balance</b>	<b>\$ 824,241</b>	<b>\$ 373,514</b>	<b>\$ 235,485</b>	<b>\$ 235,485</b>
<b>Revenues</b>				
4B Sales Tax	1,231,754	1,256,098	1,291,796	197,982
Park Fees (Rental)	1,263	43,992	57,670	16,081
Linear Park Fees	287	287	574	-
Miscellaneous Income	-	-	-	-
Interest Income	2,601	600	800	422
<b>Total</b>	<b>\$ 1,235,905</b>	<b>\$ 1,300,977</b>	<b>\$ 1,350,840</b>	<b>\$ 214,485</b>
<b>Expenditures</b>				
Personnel	164,137	200,939	258,465	73,353
Services / Supplies	261,960	181,928	184,676	45,238
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	889,309	890,071	870,685	-
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,343,406</b>	<b>\$ 1,300,938</b>	<b>\$ 1,341,826</b>	<b>\$ 118,591</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>95,894</b>
<b>Working Capital Balance</b>	<b>\$ 373,514</b>	<b>\$ 235,485</b>	<b>\$ 204,499</b>	<b>\$ 331,379</b>



## Capital Projects

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

[illegible]

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

[illegible]

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

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



# PEG Fee Fund

## FY 2017/2018 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

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

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,000	3,000	2,472	528	82%
<i>Capital</i>	-	-	-	-	0%
<i>Total Expenditures</i>	\$ 3,000	\$ 3,000	\$ 2,472	\$ 528	82%

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

<b>Fund Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<i>Beginning fund balance</i>	\$ 68,592	\$ 68,592	\$ 68,592
<i>+Net Increase (Decrease)</i>	49,000	49,000	(2,472)
<i>Ending Fund Balance</i>	\$ 117,592	\$ 117,592	\$ 66,120



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

<b>AGENDA#</b>	<b>16</b>	<b>MEETING DATE:</b>	<b>03/27/18</b>
<b>SUBJECT:</b>	<b>Receive a presentation on the Request for Proposals (RFP) for Solid Waste Collection and Recycling Services</b>		
<b>PREPARED BY:</b>	<b>Scott Kriston, Director of Public Works</b>		

**BACKGROUND:**

Previous Council action dated October 24, 2017 approved staff to hire Solid Waste Specialists, LLC to assist staff in developing a request for proposals (RFP) for solid waste and recycling services for the City. The current solid waste contract expires August 31, 2018. The City's consultant (Solid Waste Specialists, LLC) will make a presentation to Council regarding the Solid Waste RFP

**IDENTIFIED NEED/S:**

Staff is seeking direction from Council to move forward with staff and consultant's recommendation.

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

Below is a timeline of the project:

December 2017 - the RFP was advertised

January 17, 2018 - a mandatory Pre-Proposal meeting was held

February 14, 2018 - proposals were accepted

The proposals have been evaluated by staff and the consultant. A meeting was held on March 10, 2018 with the consultant to discuss their recommended vendor.

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

NA

**RECOMMENDATION:**

No action taken at this time.



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

<b>AGENDA#</b> 18	<b>MEETING DATE:</b> 03/27/18
<b>SUBJECT:</b>	<b>Status Reports on Current Projects and Discussion on Future Agenda Items</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**COMMENTS**

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





## **UPCOMING EVENTS**

**Expected Absences:** None

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

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

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

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

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

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

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

May 15, 2018                      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

May 21, 2018                      Park Board Mtg. 6:00 pm (if needed)

**May 22, 2018**                      **Regular City Council Mtg. 7:30 pm**

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

**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 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**

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

By: Karen Bradley, Administrative Assistant - City Secretary Office