



A G E N D A

**REGULAR MEETING
OF THE HIGHLAND VILLAGE CITY COUNCIL
TUESDAY, APRIL 10, 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. Review and Discuss City Council's Goal and Objectives
2. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of April 10, 2018

(Items discussed during Early Work Session may be continued or moved to Open Session and/or Late Work Session if time does not permit holding or completing discussion of the item during Early Work Session)

**CLOSED SESSION
Training Room**

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

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

4. Call to Order
5. Prayer to be led by Councilmember John McGee
6. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember John McGee: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*
7. Visitor Comments *(Anyone wishing to address the City Council must complete a Speakers' Request form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on*

any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)

8. City Manager/Staff Reports

- **HVTV Update**

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

- **Swearing In and Pinning Ceremony of Police Officers**
- **Presentation of the Texas Law Enforcement Best Practices Recognition Program Award from the Texas Police Chiefs Association**
- **Presentation of a Proclamation for Children's Mental Health Awareness Day**
- **Presentation of a Proclamation for Child Abuse Prevention Month**

CONSENT AGENDA

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

- 10. Consider Approval of Minutes of the Regular City Council Meeting held on March 27, 2018**
- 11. Consider Resolution 2018-2741 Rescheduling the May 8, 2018 City Council Meeting and Cancelling the May 22, 2018 City Council Meeting**
- 12. Consider Resolution 2018-2742 Authorizing the Purchase of Police Vehicle Parking Canopies from (VPS) Shade Structures, Inc. through the City's Cooperative Purchasing Agreement with the Local Government Purchasing Cooperative (BuyBoard)**
- 13. Consider Resolution 2018-2744 Designating Authorized Representatives to Act as Custodians of Investments with Interbank Glen Rose**
- 14. Receive Budget Reports for Period Ending February 28, 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. Consider Resolution 2018-2743 Authorizing the City Manager to Execute an Agreement for Solid Waste, Recycling, and Household Hazardous Waste Collection Services**

LATE WORK SESSION

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

17. **Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)**
18. **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 6TH DAY OF APRIL, 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: 04/10/18

SUBJECT: Review and Discuss the City Council's Goal and Objectives

PREPARED BY: Michael Leavitt, City Manager

COMMENTS

In prior years, the City Council developed goals and objectives which serve as a work plan to direct city staff in meeting the challenges and opportunities of Highland Village. These goals and objectives are used as a guide in providing relevant services and programs for our residents and business community, and are further outlined in the strategic goals and long-term planning during our annual budget process.

This item provides an opportunity for Council to review and update the goals and objectives.

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

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

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

Conduct the Business of the City in a Fiscally Responsible Manner

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

Promote Quality Transportation Services

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

Employ High Quality, Service Oriented Personnel

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

Provide for a Diversified Business Climate

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

Provide Quality Leisure Opportunities

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

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

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

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

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

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

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

City of Highland Village, Texas

A Quality Lakeside Community

Mission Statement

To create a dynamic and vital City by providing the highest quality service in the most efficient, cost effective, and courteous manner possible and by forming partnerships with employees, citizens, and organizations in the constant pursuit of excellence and problem-solving.

Organizational Values

➤ TEAMWORK

We believe in the value of teamwork, empowerment, and a spirit of cooperative effort from all employee levels within the organization.

➤ SERVICE

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

➤ PEOPLE

We strive to treat all people with dignity, respect, and fairness. We believe that the employees of the City are our most valuable resource. Each employee's contribution is the key to our success.

➤ COMMUNICATION

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

➤ INTEGRITY

We are dedicated to high ethical and moral standards and uncompromising honesty in our dealings with the public and each other.

➤ FISCAL

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

➤ PROFESSIONAL

We believe in high professional standards and attitudes, which dictate an objective analysis of issues, free of our personal biases.

➤ PROGRESSIVE

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

➤ RESPONSIVE

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



CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 9

MEETING DATE: 04/10/18

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.

- Swearing In and Pinning Ceremony of Police Officers
- Presentation of the Texas Law Enforcement Best Practices Recognition Program Award from the Texas Police Chiefs Association
- Presentation of a Proclamation for Children's Mental Health Awareness Day
- Presentation of a Proclamation for Child Abuse Awareness Month



PROCLAMATION

WHEREAS, addressing the complex mental health needs of children, youth, and families today is fundamental to the future of Highland Village; and

WHEREAS, the need for comprehensive, coordinated mental health services for children, youth, and families places upon our community a critical responsibility since only half of Denton County children and adolescents receive needed mental health treatment; and

WHEREAS, the Denton County Behavioral Health Leadership Team, Denton County MHMR Center, United Way of Denton County and the Wellness Alliance for Total Children's Health of Denton County led by Cook Children's, through their prevention-based approaches to serving children and adolescents, are effectively addressing the mental health needs of children, youth, and families in our community

NOW ~~THEREFORE~~, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim May 10, 2018 as:

"Children's Mental Health Awareness Day"

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 10th day of April, 2018.

Charlotte J. Wilcox, Mayor



PROCLAMATION

***WHEREAS,** Child abuse and neglect is a complex and ongoing problem in our society; and child victims of abuse and neglect need and deserve support and assistance to help them cope with the tragedies in their young lives; and*

***WHEREAS,** National Child Abuse Prevention Month in April offers us all the opportunity to promote and support programs that offer protection and safety for our community's children; and*

***WHEREAS,** Denton County has dedicated individuals and organizations who work daily to counter the problem of child maltreatment and to help parents obtain the assistance they need. Effective child abuse prevention programs succeed because of partnerships created among social service agencies, schools, faith communities, civic organizations, law enforcement agencies, and the business community; and*

***WHEREAS,** in 2017, Denton County Child Protective Services received 4,949 reports of child abuse, and of those 3,038 were assigned to Caseworkers, with 394 children in its protective custody; and*

***WHEREAS,** Highland Village, Texas is a place where citizens truly care about each other and work as a community dedicated to protecting our youth and helping them thrive and survive the horrors they have experienced.*

***NOW THEREFORE,** I, Charlotte Wilcox, Mayor of the City of Highland Village, in honor of all children in Denton County, do hereby proclaim the month of April, 2018 as*

"CHILD ABUSE PREVENTION MONTH"

in the City of Highland Village, and urge all citizens, community agencies, faith groups, medical facilities, and businesses to increase their participation in efforts to support and promote the well-being of children and families throughout the year, and to assist in efforts to eradicate child abuse, thereby strengthening the communities in which we live.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Highland Village to be affixed on this the 10th day of April 2018.

Charlotte J. Wilcox, Mayor

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 10	MEETING DATE: 04/10/18
SUBJECT:	Consider Approval of Minutes of the Regular Meeting held on March 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 March 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, MARCH 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
	Heather Miller	Assistant Finance Director
	Jeff Sun	Staff Accountant
	Brad Goudie	Fire Chief
	Mark Stewart	Assistant Police Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communic
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

EARLY WORK SESSION

1. Receive Presentation of Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2016-2017

Mr. Heerman introduced Ms. Paula Lowe with Pattillo, Brown & Hill LLP, who provided information to Council regarding the Comprehensive Annual Financial Report (CAFR). Ms. Lowe advised that the auditors from Pattillo, Brown & Hill, LLP assigned an unmodified opinion of the City's financial statements, which declare the statements present fairly the financial position of the City of Highland Village for Fiscal Year ending September 30, 2017. She distributed copies of the audit documents to Council and provided an overview of the findings.

2. Receive an Update on the Request for Proposals (RFP) for Solid Waste Collection and Recycling Services

Public Works Director Scott Kriston reported the City's current solid waste contract with Waste Management expires on August 31, 2018. In preparation of seeking RFPs for future services, the City engaged the services of Solid Waste Specialists, LLC in October, 2017 to assist staff in developing clear specifications and instructions in the RFP for solid waste and recycling services. Mr. Leavitt encouraged the Council to ask questions so their concerns could be addressed and reported a presentation would also be made during the regular session.

Lynn Lantrip from Solid Waste Specialists provided an overview of the current services for residential, commercial, industrial and city facility pickup in Highland Village. He then presented options that were considered for future services. Once the RFP was prepared and advertised, a mandatory pre-bid meeting was held with companies interested in bidding. Mr. Lantrip reported proposals were submitted by three companies. All RFPs were reviewed and evaluated by a committee of staff members and the consultants, with Community Waste Disposal (CWD) as the recommended provider. Mr. Lantrip stated pricing was a component of the review process, however their recommendation was not solely based on lowest price. He also reported references from other area cities on the service provided by CWD came back very positive.

The proposal from CWD provides enhanced service over the current solid waste contract, including continuation of ten bags per week of garbage collected on a weekly basis, increase to a 95-gallon recycling cart, continuation of weekly compost collection, collection of large brush and bulk items twice a month, continuation of the program for household hazardous waste pick up at the curb, and ability for residents to deliver material to CWD's facility at no additional charge. The proposed monthly fee is \$16.24, which is the lowest fee of the three proposals.

Councilmember Busche asked that educational information be provided to residents on the difference in composting items, which usually includes grass & leaves, and bulk tree limbs. He also asked the education materials be made available for recycling. Mr. Lantrip reported information would be printed on the lid of the recycle carts, through flyers provided by the company, and city publications. Mayor Wilcox stated there have been a lot of complaints received about missed pickups on Fridays and asked how that would be handled. Mr. Leavitt reported CWD may be adding more trucks and plan to finish their route each day by 2:00 p.m. to ensure sufficient time to respond to any issue that may arise. Mayor Wilcox also asked is the senior discount is still included in the pricing; Mr. Leavitt reported it is included.

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

Relating to Agenda Item #12, City Manager Michael Leavitt reported this is 2nd and final read for Ordinance 2018-1244. Mr. Heerman reported this item is not to approve a rate adjustment or increase for Atmos, but to approve a revised rate review mechanism (RRM) tariff. He reported the RRM process allows for a more comprehensive rate review and annual evaluation of expenses and revenues.

Councilmember Busche stated residents don't understand how their rates are calculated and asked if the City could communicate and provide that information. Although Atmos is regulated by the Texas Railroad Commission, Mr. Leavitt reported rate/billing information is now available on the City website.

Relating to Agenda Item #18, Mr. Leavitt stated a trip to Washington is scheduled for May 8-11, 2018, with much of the City Council attending. Since there is a regular Council

meeting scheduled for May 8, staff is tentatively looking at rescheduling the meeting for May 14, which would also allow for canvassing of the general election results.

CLOSED SESSION

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)

Council did not meet in Closed Session.

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
	Mark Stewart	Assistant Police Chief
	Brad Goudie	Fire Chief
	Jason Collier	Assistant Fire Chief
	Travis Nokes	Deputy Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communic
	Andrew Boyd	Media Specialist

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

Deputy Mayor Pro Tem Fleming gave the invocation. She also reported Air Force Captain Mark Weber was one of the seven US Armed Forces members who were killed two weeks ago when a military helicopter crashed in western Iraq and asked that everyone keep his family in their thoughts.

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."***

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

8. Visitor Comments

The following people spoke:

Joe Land (426 Copperas Trail) – Mr. Land stated about 30 people on social media have expressed outrage at their bills received recently from Atmos. He stated customers are not being listened to and asked to please motivate Atmos to find an answer.

Shawn Vernon (212 Edgewood) – Mr. Vernon reported he moved to Highland Village in May and is concerned about the proposed development of 3-story homes that will be spaced 5-feet apart. He asked that they not be allowed and voiced concern that property values will drop if they are.

Jimmy Bassinger (210 Edgewood) – Mr. Bassinger stated the turnout of citizens attending tonight's Council meeting is to express concern regarding the possible development at 180 Highland Village Road. He stated he was speaking on behalf of the 160+ property owners of Highland Village that had been canvassed in order to determine their view on the proposal. He presented a citizen petition to City Council that was signed by 158 residents who are opposed to the planned development of row houses named Victor Villas. The petition reflected the following:

- ❖ The residents' opposition to high density residential in any form
- ❖ The residents' opposition to the Transit Oriented Development Overlay placed on 180 Highland Village Road and adjoining properties

9. City Manager/Staff Reports

City Manager Michael Leavitt introduced Jan Rugg from Atmos Energy. Ms. Rugg stated residents can contact Atmos to have their bills reviewed and also spoke about the billing process used for estimated usage and actual usage. She further stated customers can ask to be removed from estimated billing. For customers with high bills, she reported there are options, such as payment arrangements that can be made or enrolling in budget billing. She also stated Atmos partners with energy assistance agencies to help those customers in extreme financial need of help to pay their bills if customers meet the criteria for assistance.

Councilmember Jaworski voiced concern with the accuracy of Atmos' recent reporting that colder than normal weather resulted in an increase in natural gas consumption, which resulted in higher bills. Mayor Wilcox asked what piping is used throughout Highland Village. Mr. Leavitt reported there is no cast iron piping used by Atmos in Highland Village.

• HVTV

Stormwater Runoff – presented a reminder for residents to be mindful of their runoff and highlighted ways to minimize pollution in stormwater

Your Tax Dollars at Work – provided information for residents to learn more about how their tax dollars are being used for city services

STAR Program – the police department's Special Treatment and Response Program is an optional and confidential program that allows residents to provide important information or instructions to first responders regarding hospice, DNR orders, Alzheimer patients,

hearing/sight impaired, autism or special needs if they are called to their location; contact the Police Department for further details

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 reported the Highland Village Art Festival will be held on Saturday, May 5 at The Shops at Highland Village and encouraged everyone to attend.

- **Presentation of Life Saving Award**

Life Saving Awards were presented to emergency personnel for two different calls. In both cases, the resident had gone into cardiac arrest and made a full recovery. In the first incident, the following responders were recognized:

Dispatcher Rhonda Wells
Corporal Michael MacLean
Captain Tony Sorsby
Firefighter/Paramedic Cody Wooten
Firefighter/Paramedic Trevis Jordan

Dispatcher Marcy Leggett
Officer John Bradley
Driver/Operator Vince Jones
Firefighter/Paramedic Justin Moore
Firefighter/Paramedic Jonathan Hughes

In the second incident, the following responders were recognized:

Dispatcher Brianna Robbins
Captain Jared Middleton
Firefighter/Paramedic Cody Wooten
Firefighter/Paramedic Clint Duke

Dispatcher Terra Hair
Driver/Operator Mel Harper
Firefighter/Paramedic Jack Lacy

CONSENT AGENDA

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 (2nd 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**

Motion by Councilmember Busche, seconded by Councilmember McGee, to approve Consent Agenda Items #11 through #14. Motion carried 7-0.

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)

NO ACTION TAKEN

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

Public Works Director Scott Kriston reported the City's current solid waste contract with Waste Management expires on August 31, 2018. In preparation of seeking RFPs for future services, the City engaged the services of Solid Waste Specialists, LLC in October, 2017 to assist staff in developing clear specification and instructions in the RFP for solid waste and recycling services.

Lynn Lantrip from Solid Waste Specialists provided an overview of the current services for residential, commercial, industrial and city facility pickup. He then presented options that were considered for future services. Once the RFP was prepared and advertised, a mandatory pre-bid meeting was held with companies interested in bidding. Mr. Lantrip reported proposals were submitted by three companies. All RFPs were reviewed and evaluated by a committee of staff members and the consultants, with Community Waste Disposal (CWD) as the recommended provider.

The proposal from CWD provides enhanced service over the current solid waste contract, including continuation of ten bags per week of garbage collected on a weekly basis, increase to a 95-gallon recycling cart, continuation of weekly compost collection, collection of large brush and bulk items twice a month, continuation of the Household Hazardous Waste at the curb program, and ability for residents to deliver material to CWD's facility at no additional charge. The monthly proposed monthly fee is \$16.24, which is the lowest fee of the three proposals.

Council asked about missed pickup and how that would be addressed. Mr. Leavitt reported CWD may be adding more trucks and plan finish their route early enough each day to ensure sufficient time to respond to any issue that may arise. To provide a smooth transition, Mr. Leavitt stated an education program for residents and businesses would begin once a contract is approved. Councilmember Busche asked if there would still be community events for shredding or household waste drop off. Mr. Leavitt stated yes, but usually only one per year. Consensus of Council was to move forward with a contract with CWD and to keep composting services.

LATE WORK SESSION

17. Receive an Update on School Safety Measures

City Manager Michael Leavitt reported Chief of Police Doug Reim has made police presence more pronounced in Highland Village schools. During the day an officer will randomly visit schools and are encouraged to spend lunches and breaks at a school. He stated this will continue throughout the remaining school year.

He also reported that local public safety agencies are coming together to look at standard operating procedures and how they address various scenarios, to look at an active shooter event, and how each entity can work to prevent such an event. He stated he would share additional updates as information is received.

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.)**

No items were reported or discussed.

19. **Adjournment**

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

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11

MEETING DATE: 04/10/18

SUBJECT: Consider Resolution 2018-2741 Rescheduling the May 8, 2018 City Council Meeting and Cancelling the May 22, 2018 City Council Meeting

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

Section 3.13 of City of Highland Village City Charter states that the City Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits. If (i) the business of the City is such that the number of items requiring City Council discussion and/or approval are too few to justify the staff time and costs related to preparing for a city council meeting, and (ii) matters pending which do require council approval can be delayed to a later meeting, then cancelation of a council meeting is from time to time proposed.

IDENTIFIED NEED/S:

Several Council members as well as some City staff will be attending the Washington DC Fly-In hosted by U.S. Congressman Michael C. Burgess during the week of May 7 – 11, 2018. During this same week, a regular City Council meeting is scheduled for May 8, 2018. As a result, there will not be a quorum of the City Council present to conduct a meeting. The Mayor and staff suggest rescheduling this meeting for Monday, May 14, 2018.

In addition, May 22, 2018 is the date of the 2nd regularly scheduled meeting of Council. On the same date, the Republican and Democratic parties will both be using the Municipal Complex as a polling site for the Primary Run-off Election. With the added traffic of voters coming to city hall to participate in the election and with both parties utilizing meeting rooms, staff suggests cancelling the May 22 City Council meeting. Staff has reviewed pending and anticipated business items, and have determined cancelling this meeting will not negatively impact or delay projects.

OPTIONS & RESULTS:

The City Council may approve the rescheduling and/or cancelation of one, both, or neither of the meetings identified. However, if Council rejects rescheduling of the May 8, 2018 meeting, no meeting could be conducted because of the absence of a quorum as defined in the City Charter.

PROGRESS TO DATE: (if appropriate)

City administration has reviewed pending and anticipated business items which will require City Council approval and have determined that rescheduling the first regular meeting and

cancelling the second meeting of Council will not negatively impact or delay projects.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

None.

RECOMMENDATION:

To approve Resolution 2018-2741 rescheduling the May 8, 2018 City Council Meeting & cancelling the May 22, 2018 City Council Meeting.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2018-2741

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, RESCHEDULING THE MAY 8, 2018 CITY COUNCIL MEETING, CANCELING THE MAY 22, 2018 CITY COUNCIL MEETING, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 3.13 of the City Charter of the City of Highland Village provides that the City Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits; and

WHEREAS, the City Council customarily holds its regular meetings on the second and fourth Tuesdays of each month; and

WHEREAS, a quorum of the City Council will not be available to conduct the regular meeting of the City Council scheduled for May 8, 2018; and

WHEREAS, the City Council finds that rescheduling the regular City Council meeting scheduled for May 8, 2018, to May 14, 2018, and cancelling the regular meeting scheduled for May 22, 2018 will not adversely affect the operations of the City and will preserve City financial and human resources usually spent in preparation for such meetings;

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

SECTION 1. The Regular City Council meeting scheduled for May 8, 2018 is hereby rescheduled to May 14, 2018.

SECTION 2. The Regular City Council meeting scheduled for May 22, 2018 is hereby cancelled.

SECTION 3. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED THIS THE 10TH DAY OF APRIL, 2018.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:4/5/18:97912)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 04/10/18

SUBJECT: Consider Resolution 2018-2742 authorizing the Purchase of Police Vehicle Parking Canopies from (VPS) Shade Structures Inc. through the City's Cooperative Purchasing Agreement with the Local Government Purchasing Cooperative (BuyBoard)

PREPARED BY: Doug Reim, Police Chief

BACKGROUND:

The City Council approved \$100,000 for the purchase of protective parking canopies for police fleet vehicles during the annual budget process. The parking canopies will protect police vehicles from severe weather, as well as providing needed electrical and wireless network access.

IDENTIFIED NEED/S:

Spring storms in 2017 caused extensive hail damage to the fleet. A protective parking canopy would have minimized this damage. The proposed canopy structure will have needed electrical and wireless network access added to improve mobile video download reliability and speed as well as prevent dead batteries.

PROGRESS TO DATE: (if appropriate)

(VPS) Shade Structures Inc. has provided a parking canopy proposal for \$78,000 through the cooperative purchasing agreement with BuyBoard. This price does not include additional costs for electrical, networking and trenching which a city-identified vendor will provide. Total cost for the project will not exceed \$100,000.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Approved in FY 2017/2018 Police Capital Outlay Budget.

RECOMMENDATION:

Staff recommends Council approve Resolution No. 2018-2742 as presented.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2018-2742

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF POLICE VEHICLE PARKING CANOPIES FROM (VPS) SHADE STRUCTURES INC THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE (BUYBOARD) IN THE AMOUNT OF \$78,000.00; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, pursuant to its review of the City's capital outlay budget, City Administration has identified the need to purchase police vehicle parking canopies; and

WHEREAS, City Administration, determined in accordance with state law, the purchase of parking canopies that comply with City specifications can be competitively procured from Shade Structures Inc. through the City's cooperative purchasing agreement with the Texas Local Government Cooperative Buyboard ("Buyboard"); and

WHEREAS, the City Council of the City of Highland Village finds it to be in the public interest to authorize the above-described purchase;

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

SECTION 1. The City Manager is hereby authorized to purchase police vehicle parking canopies from Shade Structures Inc. through the City's cooperative purchasing agreement with BuyBoard in the amount of \$78,000.00.

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

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 10TH DAY OF APRIL, 2018.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:1/21/16:75154)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13

MEETING DATE: 04/10/18

SUBJECT: Consider Resolution 2018-2744 Designating Authorized Representatives to Act as Custodians of Investments with Interbank Glen Rose

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

The City invests idle funds in accordance with the City's Investment Policy. Specific agreements are established with each institution that the City utilizes.

IDENTIFIED NEED/S:

Investments were purchased with Interbank Glen Rose with the Assistant City Manager listed as authorized agent for the City as provided for in the City Investment Policy. We typically also provide for the City Secretary as an authorized agent for City accounts for backup purposes with ability to effect transactions in the event the Assistant City Manager is unavailable. The Bank requires Council action to designate the City Secretary as authorized agent.

OPTIONS & RESULTS:

Comply with bank's request for Council authorization so bank recognizes the City Secretary as an authorized signatory on the City's account.

PROGRESS TO DATE: (if appropriate)

N/A

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution 2018-2744 as submitted.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2018-2744

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, DESIGNATING AUTHORIZED REPRESENTATIVES TO ACT AS CUSTODIANS OF INVESTMENTS WITH INTERBANK GLEN ROSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Highland Village, Texas ("City") is a local government of the State of Texas and is empowered to invest funds with investments in accordance to the City's investment policy; and

WHEREAS, pursuant to that certain Participation Agreement dated March 7, 2018, ("the Participation Agreement") between the City and Interbank Glen Rose ("Interbank"), the City has invested monies in money market accounts with Interbank with the Assistant City Manager as the City's designated authorized representative; and

WHEREAS, the City Council of the City of Highland Village desires and finds it in the public interested to also designate the City Secretary as an authorized representative as a contingency in the event of the unavailability of the Assistant City Manager when transactions with Interbank need to be authorized.

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

SECTION 1. The individuals identified in Sections 2, 3, and 4 of this resolution are designated as Authorized Representatives of the City and are each hereby authorized to transmit funds for investment in Interbank and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds for the accounts listed following and also for future accounts with this institution.

Account No. 1755480910

Account No. 1755480938

Account No. 1755480945

SECTION 2. **Ken Heerman, Assistant City Manager** is the name of the Authorized Representative who will have primary responsibility for performing transactions and receiving confirmations on monthly statements under the Participation Agreement.

SECTION 3. **Angela Miller, City Secretary**, is the name of the Authorized Representative who will have secondary responsibility for performing transactions and receiving confirmations on monthly statements under the Participation Agreement.

SECTION 4. **Michael Leavitt, City Manager**, shall be an additional Authorized Representative who is designated by City to perform only inquiry of selected information without authority to perform transactions.

SECTION 5. This Resolution shall take effect immediately upon passage.

PASSED AND APPROVED THIS THE 10TH DAY OF APRIL 2018.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:4/5/18:97902)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 14

MEETING DATE: 04/10/18

SUBJECT: Receive Budget Reports for Period Ending February 28, 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 February represents the fifth 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 February 28, 2018.

General Fund Summary

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 10,459,194	\$ (195,294)	98%
Sales Tax	2,675,928	2,675,928	723,570	(1,952,358)	27%
Franchise Fees	1,687,405	1,687,405	384,574	(1,302,831)	23%
Licensing & Permits	498,728	498,728	213,296	(285,432)	43%
Park/Recreation Fees	236,180	236,180	117,177	(119,003)	50%
Public Safety Fees	40,000	40,000	17,080	(22,920)	43%
Rents	128,832	128,832	57,646	(71,186)	45%
Municipal Court	90,066	90,066	41,835	(48,231)	46%
Public Safety Charges for Svc	456,661	456,661	265,546	(191,115)	58%
Interest Income	56,000	56,000	43,985	(12,015)	79%
Miscellaneous	129,850	129,850	65,657	(64,193)	51%
Total Revenues	\$ 16,654,138	\$ 16,654,138	\$ 12,389,560	\$ (4,264,578)	74%

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Total Available Resources	\$ 17,188,138	\$ 17,188,138	\$ 12,389,560	\$ (4,798,578)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 1,191,357	\$ 1,191,357	\$ 194,668	\$ 996,689	16%
Finance (includes Mun. Court)	1,515,676	1,515,676	727,512	788,165	48%
Human Resources	555,270	555,270	150,489	404,781	27%
City Secretary Office	339,955	339,955	130,325	209,630	38%
Information Services	1,048,903	1,048,903	465,421	583,482	44%
Police	4,833,212	4,833,212	1,864,712	2,968,500	39%
Fire	3,123,257	3,123,257	1,395,626	1,727,630	45%
Community Services	449,477	449,477	201,139	248,338	45%
Streets/Drainage	1,446,257	1,446,257	538,997	907,259	37%
Maintenance	867,516	867,516	463,766	403,750	53%
Parks	1,774,086	1,774,086	590,307	1,183,779	33%
Recreation	453,095	453,095	122,799	330,296	27%
Total Expenditures	\$ 17,598,059	\$ 17,598,059	\$ 6,845,759	\$ 10,752,299	39%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 574,709	\$ 574,709	\$ 286,208	\$ 288,501	50%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000	\$ -	\$ 16,000	0%
Total Expenditures	\$ 17,614,059	\$ 17,614,059	\$ 6,845,759	\$ 10,768,299	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,938,282	7,391,960	7,391,960
+ Net Increase (Decrease)	(425,921)	(425,921)	5,543,801
Ending Fund Balance	\$ 4,512,361	\$ 6,966,039	\$ 12,935,761

Audited FY17

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,639,709	\$ 2,639,709	\$ 1,026,864
Restricted	11,500	11,500	11,500
Unassigned	1,861,152	4,314,830	11,897,397
Total Fund Balance	\$ 4,512,361	\$ 6,966,039	\$ 12,935,761

General Fund Expenditure Summary

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,985,237	\$ 11,985,237	\$ 4,512,484	\$ 7,472,753	38%
Services / Supplies	5,038,113	5,038,113	2,047,067	2,991,045	41%
Capital	574,709	574,709	286,208	288,501	50%
	\$ 17,598,059	\$ 17,598,059	\$ 6,845,759	\$ 10,752,299	39%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 8,662,992	\$ 8,662,992	\$ 3,181,388	\$ 5,481,604	37%
<i>Employee Benefits</i>	3,322,245	3,322,245	1,331,097	1,991,149	40%
<i>Total Personnel</i>	\$ 11,985,237	\$ 11,985,237	\$ 4,512,484	\$ 7,472,753	38%
Services / Supplies					
<i>Professional Services</i>	\$ 1,403,078	\$ 1,403,078	\$ 618,309	\$ 784,769	44%
<i>Employee Development</i>	345,135	345,135	95,216	249,919	28%
<i>Office Supplies / Equipment</i>	1,005,535	1,005,535	495,834	509,701	49%
<i>Utilities</i>	381,832	381,832	118,880	262,952	31%
<i>Other</i>	1,902,533	1,902,533	718,828	1,183,705	38%
<i>Total Services / Supplies</i>	\$ 5,038,113	\$ 5,038,113	\$ 2,047,067	\$ 2,991,045	41%
Capital					
<i>Equipment / Vehicles</i>	\$ 574,709	\$ 574,709	\$ 286,208	\$ 288,501	50%
<i>Total Capital</i>	\$ 574,709	\$ 574,709	\$ 286,208	\$ 288,501	50%
Total General Fund Expenditure Summary	\$ 17,598,059	\$ 17,598,059	\$ 6,845,759	\$ 10,752,299	39%

General Fund Revenue

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 10,459,194	\$ (195,294)	98%
Sales Tax	2,675,928	2,675,928	723,570	(1,952,358)	27%
Franchise Fees	1,687,405	1,687,405	384,574	(1,302,831)	23%
Licensing & Permits	498,728	498,728	213,296	(285,432)	43%
Park/Recreation Fees	236,180	236,180	117,177	(119,003)	50%
Public Safety Fees	40,000	40,000	17,080	(22,920)	43%
Rents	128,832	128,832	57,646	(71,186)	45%
Municipal Court	90,066	90,066	41,835	(48,231)	46%
Public Safety Charges for Svc	456,661	456,661	265,546	(191,115)	58%
Interest Income	56,000	56,000	43,985	(12,015)	79%
Miscellaneous	129,850	129,850	65,657	(64,193)	51%
Total Revenues	\$ 16,654,138	\$ 16,654,138	\$ 12,389,560	\$ (4,264,578)	74%

City Manager Office

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 397,154	\$ 397,154	\$ 135,853	\$ 261,301	34%
Services / Supplies	794,203	794,203	58,815	735,388	7%
Capital	-	-	-	-	0%
	\$ 1,191,357	\$ 1,191,357	\$ 194,668	\$ 996,689	16%

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

Personnel					
<i>Salaries / Wages</i>	\$ 313,689	\$ 313,689	\$ 104,957	\$ 208,731	33%
<i>Employee Benefits</i>	83,465	83,465	30,896	52,569	37%
Total Personnel	\$ 397,154	\$ 397,154	\$ 135,853	\$ 261,301	34%

Services / Supplies					
<i>Professional Services</i> (City-wide legal - \$123,820)	\$ 164,320	\$ 164,320	\$ 46,169	\$ 118,151	28%
<i>Employee Development</i>	15,385	15,385	2,855	12,530	19%
<i>Supplies / Equipment</i>	4,210	4,210	1,791	2,419	43%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency - \$500,000)</i>	610,288	610,288	8,000	602,288	1%
Total Services / Supplies	\$ 794,203	\$ 794,203	\$ 58,815	\$ 735,388	7%

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

Total City Manager	\$ 1,191,357	\$ 1,191,357	\$ 194,668	\$ 996,689	16%
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Finance Department FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 956,458	\$ 956,458	\$ 373,497	\$ 582,961	39%
Services / Supplies	559,219	559,219	354,015	205,204	63%
Capital	-	-	-	-	0%
	\$ 1,515,676	\$ 1,515,676	\$ 727,512	\$ 788,165	48%

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

Personnel					
Salaries / Wages	\$ 693,553	\$ 693,553	\$ 267,487	\$ 426,066	39%
Employee Benefits	262,905	262,905	106,010	156,895	40%
Total Personnel	\$ 956,458	\$ 956,458	\$ 373,497	\$ 582,961	39%

Services / Supplies					
Professional Services (City-wide liability insurance - \$113,825 / DCAD - \$74,670)	\$ 504,085	\$ 504,085	\$ 329,628	\$ 174,457	65%
Employee Development	19,683	19,683	5,514	14,169	28%
Supplies / Equipment	13,551	13,551	2,323	11,228	17%
Utilities	-	-	-	-	0%
Other (Special Events)	21,900	21,900	16,550	5,350	76%
Total Services / Supplies	\$ 559,219	\$ 559,219	\$ 354,015	\$ 205,204	63%

Capital					
Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Finance Department	\$ 1,515,676	\$ 1,515,676	\$ 727,512	\$ 788,165	48%
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Human Resources

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 421,277	\$ 421,277	\$ 113,729	\$ 307,547	27%
Services / Supplies	133,993	133,993	36,759	97,234	27%
Capital	-	-	-	-	0%
	\$ 555,270	\$ 555,270	\$ 150,489	\$ 404,781	27%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 328,107	\$ 328,107	\$ 81,413	\$ 246,694	25%
<i>Employee Benefits</i>	93,170	93,170	32,317	60,853	35%
Total Personnel	\$ 421,277	\$ 421,277	\$ 113,729	\$ 307,547	27%
Services / Supplies					
<i>Professional Services</i>	\$ 47,850	\$ 47,850	\$ 7,369	\$ 40,481	15%
<i>Employee Development</i>	69,843	69,843	25,713	44,130	37%
<i>Supplies / Equipment</i>	1,700	1,700	210	1,490	12%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	14,600	14,600	3,467	11,133	24%
Total Services / Supplies	\$ 133,993	\$ 133,993	\$ 36,759	\$ 97,234	27%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Human Resources	\$ 555,270	\$ 555,270	\$ 150,489	\$ 404,781	27%

City Secretary Office

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,016	\$ 190,016	\$ 77,764	\$ 112,252	41%
Services / Supplies	149,939	149,939	52,561	97,378	35%
Capital	-	-	-	-	-
	\$ 339,955	\$ 339,955	\$ 130,325	\$ 209,630	38%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 148,938	\$ 148,938	\$ 58,700	\$ 90,238	39%
<i>Employee Benefits</i>	41,078	41,078	19,063	22,015	46%
Total Personnel	\$ 190,016	\$ 190,016	\$ 77,764	\$ 112,252	41%

Services / Supplies

<i>Professional Services</i>	\$ 35,690	\$ 35,690	\$ 10,520	\$ 25,170	29%
<i>Employee Development</i> <i>(City Council related \$45,724)</i>	59,694	59,694	10,351	49,343	17%
<i>Supplies / Equipment</i>	15,855	15,855	5,689	10,166	36%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	38,700	38,700	26,000	12,700	67%
Total Services / Supplies	\$ 149,939	\$ 149,939	\$ 52,561	\$ 97,378	35%

Capital

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

Total City Secretary Office	\$ 339,955	\$ 339,955	\$ 130,325	\$ 209,630	38%
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Information Services

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 634,555	\$ 634,555	\$ 242,447	\$ 392,108	38%
Services / Supplies	414,348	414,348	112,419	301,929	27%
Capital	-	-	110,555	(110,555)	0%
	\$ 1,048,903	\$ 1,048,903	\$ 465,421	\$ 583,482	44%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 475,054	\$ 475,054	\$ 180,079	\$ 294,975	38%
<i>Employee Benefits</i>	159,500	159,500	62,368	97,133	39%
Total Personnel	\$ 634,555	\$ 634,555	\$ 242,447	\$ 392,108	38%
Services / Supplies					
<i>Professional Services</i>	\$ 202,711	\$ 202,711	\$ 48,779	\$ 153,932	24%
<i>Employee Development</i>	28,805	28,805	2,890	25,915	10%
<i>Supplies / Equipment</i>	2,800	2,800	682	2,118	24%
<i>Utilities</i>	72,032	72,032	6,762	65,270	9%
<i>Other (Data Processing)</i>	108,000	108,000	53,306	54,694	49%
Total Services / Supplies	\$ 414,348	\$ 414,348	\$ 112,419	\$ 301,929	27%
Capital					
<i>Equipment / Vehicles</i>	-	-	110,555	(110,555)	0%
Total Capital	\$ -	\$ -	\$ 110,555	\$ (110,555)	0%
Total City Secretary Office	\$ 1,048,903	\$ 1,048,903	\$ 465,421	\$ 583,482	44%

Police Department FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,330,030	\$ 4,330,030	\$ 1,592,580	\$ 2,737,451	37%
Services / Supplies	386,182	386,182	193,316	192,866	50%
Capital	<u>117,000</u>	<u>117,000</u>	<u>78,816</u>	<u>38,184</u>	<u>67%</u>
	\$ 4,833,212	\$ 4,833,212	\$ 1,864,712	\$ 2,968,500	39%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 3,159,739	\$ 3,159,739	\$ 1,152,034	\$ 2,007,705	36%
<i>Employee Benefits</i>	<u>1,170,291</u>	<u>1,170,291</u>	<u>440,546</u>	<u>729,745</u>	<u>38%</u>
Total Personnel	\$ 4,330,030	\$ 4,330,030	\$ 1,592,580	\$ 2,737,451	37%
Services / Supplies					
<i>Professional Services</i>	\$ 138,055	\$ 138,055	\$ 103,698	\$ 34,357	75%
<i>Employee Development</i>	45,104	45,104	12,708	32,396	28%
<i>Supplies / Equipment</i>	137,895	137,895	50,575	87,320	37%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>65,128</u>	<u>65,128</u>	<u>26,335</u>	<u>\$ 38,793</u>	<u>40%</u>
Total Services / Supplies	\$ 386,182	\$ 386,182	\$ 193,316	\$ 192,866	50%
Capital					
<i>Equipment / Vehicles</i>	117,000	117,000	78,816	38,184	67%
Total Capital	\$ 117,000	\$ 117,000	\$ 78,816	\$ 38,184	67%
Total Police Department	\$ 4,833,212	\$ 4,833,212	\$ 1,864,712	\$ 2,968,500	39%

Fire Department FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

--- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,360,077	\$ 2,360,077	\$ 909,902	\$ 1,450,175	39%
Services / Supplies	602,080	602,080	423,684	178,396	70%
Capital	161,100	161,100	62,040	99,060	39%
	\$ 3,123,257	\$ 3,123,257	\$ 1,395,626	\$ 1,727,630	45%

--- Detail ---

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

Salaries / Wages	\$ 1,658,491	\$ 1,658,491	\$ 624,164	\$ 1,034,327	38%
Employee Benefits	701,585	701,585	285,738	415,848	41%
Total Personnel	\$ 2,360,077	\$ 2,360,077	\$ 909,902	\$ 1,450,175	39%

Services / Supplies

Professional Services	\$ 64,500	\$ 64,500	\$ 28,304	\$ 36,196	44%
Employee Development (Training - \$47,705)	63,305	63,305	23,837	39,468	38%
Supplies / Equipment	152,625	152,625	61,609	91,016	40%
Utilities	1,800	1,800	530	1,270	29%
Other (\$264,000 Cap Lease Pmt)	319,850	319,850	309,404	10,446	97%
Total Services / Supplies	\$ 602,080	\$ 602,080	\$ 423,684	\$ 178,396	70%

Capital

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

Total Fire Department	\$ 3,123,257	\$ 3,123,257	\$ 1,395,626	\$ 1,727,630	45%
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Community Services

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 426,819	\$ 426,819	\$ 196,455	\$ 230,364	46%
Services / Supplies	22,658	22,658	4,684	17,974	21%
Capital	-	-	-	-	0%
	\$ 449,477	\$ 449,477	\$ 201,139	\$ 248,338	45%

- - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 299,040	\$ 299,040	\$ 136,607	\$ 162,433	46%
<i>Employee Benefits</i>	127,779	127,779	59,848	67,931	47%
Total Personnel	\$ 426,819	\$ 426,819	\$ 196,455	\$ 230,364	46%

Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 1,026	8,174	11%
<i>Employee Development</i>	5,805	5,805	2,660	3,145	46%
<i>Supplies / Equipment</i>	7,653	7,653	998	6,655	13%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
Total Services / Supplies	\$ 22,658	\$ 22,658	\$ 4,684	\$ 17,974	21%

Capital

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

Total Building Operations	\$ 449,477	\$ 449,477	\$ 201,139	\$ 248,338	45%
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Streets Division

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 663,380	\$ 663,380	\$ 265,948	\$ 397,431	40%
Services / Supplies	705,877	705,877	273,049	432,828	39%
Capital	77,000	77,000	-	77,000	0%
	\$ 1,446,257	\$ 1,446,257	\$ 538,997	\$ 907,259	37%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 457,290	\$ 457,290	\$ 180,172	\$ 277,118	39%
<i>Employee Benefits</i>	206,090	206,090	85,776	120,314	42%
Total Personnel	\$ 663,380	\$ 663,380	\$ 265,948	\$ 397,431	40%
Services / Supplies					
<i>Professional Services</i>	\$ 67,521	\$ 67,521	\$ 7,205	\$ 60,316	11%
<i>Employee Development</i>	10,256	10,256	1,701	8,555	17%
<i>Supplies / Equipment</i>	47,550	47,550	13,725	33,825	29%
<i>Utilities</i>	90,000	90,000	35,772	54,228	40%
<i>Other (Street Maintenance)</i>	490,550	490,550	214,646	275,904	44%
Total Services / Supplies	\$ 705,877	\$ 705,877	\$ 273,049	\$ 432,828	39%
Capital					
<i>Equipment / Vehicles</i>	77,000	77,000	-	77,000	0%
Total Capital	\$ 77,000	\$ 77,000	\$ -	\$ 77,000	0%
Total Streets	\$ 1,446,257	\$ 1,446,257	\$ 538,997	\$ 907,259	37%

Maintenance Division

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 327,979	\$ 327,979	\$ 133,574	\$ 194,404	41%
Services / Supplies	539,537	539,537	330,191	209,346	61%
Capital	-	-	-	-	0%
	\$ 867,516	\$ 867,516	\$ 463,766	\$ 403,750	53%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 231,054	\$ 231,054	\$ 92,804	\$ 138,250	40%
<i>Employee Benefits</i>	96,925	96,925	40,771	56,154	42%
Total Personnel	\$ 327,979	\$ 327,979	\$ 133,574	\$ 194,404	41%

Services / Supplies					
<i>Professional Services</i>	\$ 61,530	\$ 61,530	\$ 12,141	\$ 49,389	20%
<i>Employee Development</i>	3,255	3,255	673	2,582	21%
<i>Supplies / Equipment (Fuel & Oils - \$132,917, Repair Parts / Contract Repairs - \$253,000)</i>	389,652	389,652	288,416	101,236	74%
<i>Utilities</i>	85,000	85,000	28,961	56,040	34%
<i>Other</i>	100	100	-	100	0%
Total Services / Supplies	\$ 539,537	\$ 539,537	\$ 330,191	\$ 209,346	61%

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

Total Maintenance	\$ 867,516	\$ 867,516	\$ 463,766	\$ 403,750	53%
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Parks Division FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,067,478	\$ 1,067,478	\$ 409,627	\$ 657,851	38%
Services / Supplies	486,999	486,999	145,884	341,115	30%
Capital	<u>219,609</u>	<u>219,609</u>	<u>34,796</u>	<u>184,813</u>	<u>16%</u>
	\$ 1,774,086	\$ 1,774,086	\$ 590,307	\$ 1,183,779	33%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 743,483	\$ 743,483	\$ 256,754	\$ 486,728	35%
<i>Employee Benefits</i>	<u>323,995</u>	<u>323,995</u>	<u>152,873</u>	<u>171,122</u>	<u>47%</u>
Total Personnel	\$ 1,067,478	\$ 1,067,478	\$ 409,627	\$ 657,851	38%
Services / Supplies					
<i>Professional Services</i>	\$ 107,616	\$ 107,616	\$ 23,705	\$ 83,911	22%
<i>Employee Development</i>	15,445	15,445	4,574	10,871	30%
<i>Supplies / Equipment</i>	229,938	229,938	69,639	160,299	30%
<i>Utilities</i>	133,000	133,000	46,856	86,144	35%
<i>Other</i>	<u>1,000</u>	<u>1,000</u>	<u>1,110</u>	<u>(110)</u>	<u>111%</u>
Total Services / Supplies	\$ 486,999	\$ 486,999	\$ 145,884	\$ 341,115	30%
Capital					
<i>Equipment / Vehicles</i>	219,609	219,609	34,796	184,813	16%
Total Capital	219,609	219,609	34,796	184,813	16%
Total Parks	\$ 1,774,086	\$ 1,774,086	\$ 590,307	\$ 1,183,779	33%

Recreation Division

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 210,017	\$ 210,017	\$ 61,108	\$ 148,908	29%
Services / Supplies	243,078	243,078	61,691	181,387	25%
Capital	-	-	-	-	0%
	\$ 453,095	\$ 453,095	\$ 122,799	\$ 330,296	27%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 154,554	\$ 154,554	\$ 46,216	\$ 108,338	30%
<i>Employee Benefits</i>	55,463	55,463	14,892	40,570	27%
Total Personnel	\$ 210,017	\$ 210,017	\$ 61,108	\$ 148,908	29%
Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ (237)	\$ 237	0%
<i>Employee Development</i>	8,555	8,555	1,740	6,815	20%
<i>Supplies / Equipment</i>	2,106	2,106	176	1,930	8%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	232,417	232,417	60,011	172,406	26%
Total Services / Supplies	\$ 243,078	\$ 243,078	\$ 61,691	\$ 181,387	25%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Recreation	\$ 453,095	\$ 453,095	\$ 122,799	\$ 330,296	27%

Equipment Replacement / Capital Schedule

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	110,555	(110,555)	0%
Police Dept Capital Outlay	117,000	117,000	78,816	38,184	67%
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%
Total Expenditures	\$ 574,709	\$ 574,709	\$ 286,208	\$ 288,501	50%

Utility Fund Revenues

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired	41.7%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (100,000)	\$ (100,000)	\$ (65,285)	\$ (34,715)	65%
<i>Charges / Penalties</i>	82,250	82,250	33,273	48,977	40%
Total Fees	\$ (17,750)	\$ (17,750)	\$ (32,012)	\$ 14,262	180%

Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 5,800	\$ 4,200	58%
Total Licenses & Permits	\$ 10,000	\$ 10,000	\$ 5,800	\$ 4,200	58%

Charges for Services

<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 1,718,594	\$ 3,851,381	31%
<i>Sewer Sales</i>	4,397,099	4,397,099	1,639,172	2,757,927	37%
<i>Inspection Fees</i>	3,000	3,000	460	2,540	15%
Total Charges for Service	\$ 9,970,074	\$ 9,970,074	\$ 3,358,226	\$ 6,611,848	34%

Interest

<i>Interest (Operations)</i>	\$ 18,500	\$ 18,500	\$ 12,674	\$ 5,826	69%
<i>Interest (Capital Projects)</i>	20,000	20,000	5,163	14,837	26%
Total Interest	\$ 38,500	\$ 38,500	\$ 17,837	\$ 20,663	46%

Impact Fees

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

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 447	\$ 4,553	9%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 447	\$ 4,553	9%

Total Utility Fund Revenues	\$ 10,270,824	\$ 10,270,824	\$ 3,376,591	\$ 6,894,233	33%
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Utility Division FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

--- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,643,929	\$ 1,643,929	\$ 661,653	\$ 982,276	40%
Services / Supplies	5,904,815	5,904,815	2,109,941	3,794,874	36%
Capital	285,000	285,000	69,756	215,244	24%
Total Utility Division	\$ 7,833,744	\$ 7,833,744	\$ 2,841,349	\$ 4,992,395	36%

--- Detail - Operations ---

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

Salaries / Wages	\$ 1,116,887	\$ 1,116,887	\$ 434,507	\$ 682,380	39%
Employee Benefits	527,042	527,042	227,146	299,896	43%
Total Personnel	\$ 1,643,929	\$ 1,643,929	\$ 661,653	\$ 982,276	40%

Services / Supplies

Professional Services	\$ 208,579	\$ 208,579	\$ 134,862	\$ 73,717	65%
Employee Development	58,216	58,216	27,698	30,518	48%
Supplies / Equipment	71,859	71,859	19,687	52,172	27%
Utilities	404,380	404,380	116,670	287,710	29%
Other (Well Lot Maintenance)	773,650	773,650	92,344	681,306	12%
Sub-Total - Operations Services / Supplies	\$ 1,516,685	\$ 1,516,685	\$ 391,262	\$ 1,125,423	26%

Wholesale Water / Wastewater

Note: UTRWD billing reflects a one month delay

UTRWD - Administration Fees	\$ 4,955	\$ 4,955	\$ 4,954	\$ 1	100%
UTRWD - Water Volume Cost	989,010	989,010	322,678	666,332	33%
UTRWD - Water Demand Charges	1,284,600	1,284,600	535,250	749,350	42%
UTRWD - Sewer Effluent Volume Rate	548,725	548,725	205,903	342,822	38%
UTRWD - Capital Charge Joint Facilities	1,334,510	1,334,510	556,046	778,464	42%
UTRWD - HV Sewer Line to UTRWD	226,330	226,330	93,848	132,482	41%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,388,130	\$ 4,388,130	\$ 1,718,679	\$ 2,669,451	39%

Total Services / Supplies

	\$ 5,904,815	\$ 5,904,815	\$ 2,109,941	\$ 3,794,874	36%
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Capital

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

Total Utility Division - Operations	\$ 7,833,744	\$ 7,833,744	\$ 2,841,349	\$ 4,992,395	36%
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Utility Fund Working Capital FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	\$ 5,569,975	\$ 5,569,975	\$ 1,718,594	\$ 3,851,381	31%
Sewer Sales	4,397,099	4,397,099	1,639,172	2,757,927	37%
Other Fees / Charges	100,250	100,250	39,980	60,270	40%
Electronic Payment Credit	(100,000)	(100,000)	(65,285)	(34,715)	65%
Interest	18,500	18,500	12,674	5,826	69%
Total Revenues	\$ 9,985,824	\$ 9,985,824	\$ 3,345,135	\$ 6,640,689	33%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	\$346,132	\$346,132	\$ 144,046	\$ 202,086	42%
Operations	2,814,481	2,814,481	908,868	1,905,613	32%
UTRWD	4,388,130	4,388,130	1,718,679	2,669,451	39%
Debt Service	1,076,878	1,076,878	979,656	97,222	91%
Capital Projects	-	-	-	-	0%
Equipment Replace / Capital	285,000	285,000	69,756	215,244	24%
Total Expenditures	\$ 8,910,622	\$ 8,910,622	\$ 3,821,005	\$ 5,089,617	43%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	455,202	455,202	(325,869)
Beginning Working Capital			
Operations	1,580,413	1,580,413	1,580,413
Available Impact Fees	853,398	853,398	853,398
Total Available Working Capital	\$ 2,433,811	\$ 2,433,811	\$ 2,433,811
Ending Working Capital			
Operations	2,035,615	2,035,615	1,254,544
Designated Capital Project	-	-	-
Available Impact Fees	968,398	968,398	729,691
Total Available Working Capital	\$ 3,004,013	\$ 3,004,013	\$ 1,984,234

Impact Fees			
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 FEBRUARY

Percent of Budget Year Transpired

41.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 355,650	\$ 355,650	\$ 143,030	\$ 212,620	40%
<i>Annual Park Passes</i>	25,000	25,000	5,046	19,954	20%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	800	800	106	694	13%
<i>I-35 Mitigation</i>	50,000	50,000	-	50,000	0%
Total Revenues	\$ 431,450	\$ 431,450	\$ 148,182	\$ 283,268	34%

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	\$ 68,250	\$ 135,946	33%
<i>Services / Supplies</i>	129,171	129,171	68,976	60,195	53%
<i>Capital</i>	280,300	280,300	138,600	141,700	49%
Total Expenditures	\$ 613,667	\$ 613,667	\$ 275,826	\$ 337,841	45%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 212,152	\$ 500,407	\$ 500,407
<i>+ Net Increase (Decrease)</i>	(182,217)	(182,217)	(127,644)
Ending Fund Balance	\$ 29,935	\$ 318,190	\$ 372,763

Audited FY17

Debt Service Fund

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,525,882	\$ 1,525,882	\$ 1,493,470	\$ 32,412	98%
<i>Interest Income</i>	1,400	1,400	2,468	(1,068)	176%
<i>Total Revenues</i>	\$ 1,527,282	\$ 1,527,282	\$ 1,495,939	\$ 31,343	98%

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

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	870,685	870,685	753,926	\$ 116,759	87%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<i>Total Financing Sources</i>	\$ 870,685	\$ 870,685	\$ 753,926	\$ 116,759	87%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 149,942	\$ 161,180	\$ 161,180
<i>+ Net Increase (Decrease)</i>	7,399	7,399	112,060
<i>Ending Fund Balance</i>	\$ 157,341	\$ 168,579	\$ 273,240

Audited FY17

Capital Projects Fund

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	25,000	25,000	2,010	22,990	8%
Total Revenues	\$ 25,000	\$ 25,000	\$ 2,010	\$ 22,990	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2018 Bond Issue (Parks / Streets)	6,982,931	6,982,931	12,490	6,970,441	<u>0%</u>
2018 Bond Issue (Parks)		2,800,000	6,000	2,794,000	<u>0%</u>
2018 Bond Issue (Streets)		4,182,931	6,490	4,176,441	<u>0%</u>
Total Expenditures	\$ 6,982,931	\$ 6,982,931	\$ 12,490	\$ 6,970,441	100%

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ 6,982,931	\$ 6,982,931	\$ 6,905,000	\$ 77,931.00	99%
Bond Discount / Premium	-	-	173,588	(173,588)	0%
Debt Issuance	-	-	(78,588)	78,588	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
Total Financing Sources	\$ 6,982,931	\$ 6,982,931	\$ 7,000,000	\$ (17,069)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ -	\$ 45,662	\$ 45,662
<i>+Net Increase (Decrease)</i>	25,000	25,000	6,989,520
<i>Ending Fund Balance</i>	\$ 25,000	\$ 70,662	\$ 7,035,182

Audited FY17

Drainage Utilities

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

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	186,734	303,266	38%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	1,175	(1,100)	1566%
Total Revenues	\$ 490,075	\$ 490,075	\$ 187,908	\$ 302,167	38%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 359,292	\$ 359,292	\$ 145,978	\$ 213,313	41%
<i>Services / Supplies</i>	154,470	154,470	32,859	121,611	21%
<i>Capital</i>	24,700	24,700	24,695	5	100%
Total Expenditures	\$ 538,462	\$ 538,462	\$ 203,532	\$ 334,929	38%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 257,624	\$ 298,327	\$ 298,327
<i>+ Net Increase (Decrease)</i>	(48,387)	(48,387)	(15,624)
Ending Fund Balance	\$ 209,238	\$ 249,941	\$ 282,703

Audited FY17

Public Safety Special Revenue Fund

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 30,912	\$ (5,312)	121%

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	\$ 23,610	\$ 23,610
+ Net Increase (Decrease)	-	-	21,652
Ending Fund Balance	\$ 26,892	\$ 23,610	\$ 45,262

Audited FY17

Municipal Court Technology Fee Fund

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 1,427	2,073	41%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 5,500	\$ 5,500	\$ 5,148	\$ 352	94%
Total Expenditures	\$ 5,500	\$ 5,500	\$ 5,148	\$ 352	94%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 34,449	\$ 34,172	\$ 34,172
+ Net Increase (Decrease)	(2,000)	(2,000)	(3,720)
Ending Fund Balance	\$ 32,449	\$ 32,172	\$ 30,452

Audited FY17

Municipal Court Building Security Fund

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 1,070	\$ 1,630	40%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 31,374	\$ 30,119	\$ 30,119
+ Net Increase (Decrease)	2,700	2,700	1,070
Ending Fund Balance	\$ 34,074	\$ 32,819	\$ 31,189

Audited FY17

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

	<i>Actual 2015-2016</i>	<i>Projected 2016-2017</i>	<i>Budget 2017-2018</i>	<i>YTD 2017-2018</i>
Beginning Fund Balance	\$ 824,241	\$ 373,514	\$ 235,485	\$ 235,485
Revenues				
4B Sales Tax	1,231,754	1,256,098	1,291,796	348,426
Park Fees (Rental)	1,263	43,992	57,670	21,503
Linear Park Fees	287	287	574	-
Miscellaneous Income	-	-	-	-
Interest Income	2,601	600	800	428
Total	\$ 1,235,905	\$ 1,300,977	\$ 1,350,840	\$ 370,357
Expenditures				
Personnel	164,137	200,939	258,465	87,297
Services / Supplies	261,960	181,928	184,676	51,776
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	889,309	890,071	870,685	753,926
Total Non-Capital Expenditures	\$ 1,343,406	\$ 1,300,938	\$ 1,341,826	\$ 892,998
Capital				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ 300,000	\$ 138,068	\$ -	\$ -
Equipment	43,226	-	40,000	-
Net Increase / (Decrease)	(450,727)	(138,029)	(30,986)	(522,640)
Working Capital Balance	\$ 373,514	\$ 235,485	\$ 204,499	\$ (287,155)

Highland Village Community Development Corporation
Capital Projects

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

[illegible]

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

[illegible]

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

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

PEG Fee Fund

FY 2017/2018 Budget

YEAR TO DATE FEBRUARY

Percent of Budget Year Transpired

41.7%

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

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,000	3,000	2,984	16	99%
<i>Capital</i>	-	-	-	-	0%
<i>Total Expenditures</i>	\$ 3,000	\$ 3,000	\$ 2,984	\$ 16	99%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 68,592	\$ 65,266	\$ 65,266
<i>+Net Increase (Decrease)</i>	49,000	49,000	10,268
<i>Ending Fund Balance</i>	\$ 117,592	\$ 114,266	\$ 75,534

Audited FY17

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 16

MEETING DATE: 04/10/18

SUBJECT: Consider Resolution 2018-2743 Authorizing the City Manager to Execute an Agreement with Community Waste Disposal L.P. for Solid Waste, Recycling, and Household Hazardous Waste Collection Services for the City of Highland Village

PREPARED BY: Scott Kriston, Director of Public Works

BACKGROUND:

The current solid waste collections contract expires August 31, 2018. Council received a presentation from the consultant, Solid Waste Specialists, LLC, during the March 27th meeting recommending Community Waste Disposal L.P. to provide for solid waste and recycling collection services for the City. Staff has drafted an agreement for the services which at the time of the preparation of this briefing is under review by CWD, which agreement still requires review of the City Council and City Attorney. Staff is working to have the draft agreement available to City Council in sufficient time to allow for review and comment before the April 10th council meeting. The proposed agreement will provide for an initial term of five years and require CWD provide the following solid waste, recycling, and household hazardous waste collection services:

- Continuation of 10 bags per week of garbage collected once per week
- Increase the recycling cart size to 95 gallons
- Continues the collection of compost materials on the same Monday collection schedule
- Provides for the collection of large brush and bulky items twice monthly without the need for the resident to call in; volume of each collection will be 2 cubic yards (6' X 3' X 3', or roughly the size of a refrigerator
- Provides for resident-delivered materials at the firm's facility
- Provides a solution for above-the-limit brush and bulky collections that can be assessed a reasonable fee
- Continues the provision of household hazardous waste at the curb

IDENTIFIED NEED/S:

Staff is seeking Council comments regarding the draft agreement to be provided.

PROGRESS TO DATE: (if appropriate)

Below is a timeline of the project:
October 24, 2017 – hired consultant

December 2017 - the RFP was advertised
 January 17, 2018 - a mandatory Pre-Proposal meeting was held
 February 14, 2018 - proposals were accepted
 March 10, 2018 – met with CWD to discuss its proposal
 March 24, 2018 – presented recommendation to Council

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

All costs associated are passed through to the customers.

Contract Year	Fee Per Residential Customer for Solid Waste, Recycle, Bulk & Brush and Compost Collection	
	Regular	Senior
September 1, 2018 to August 31, 2019		
Garbage/Compost Delivery	\$9.29	\$8.36
Recycling	\$3.32	\$2.99
Household Hazardous Waste	\$0.82	\$0.74
Sub-total	\$13.43	\$12.09
Franchise fee (10%)	\$1.34	\$1.21
Total Vendor Charges	\$14.77	\$13.30
Sales tax	\$1.22	\$1.10
Compost Facility Charge	\$0.25	\$0.25
Total bill to resident	\$16.24	\$14.65

RECOMMENDATION:

To approve Resolution 2018-2743.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2018-2743

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH COMMUNITY WASTE DISPOSAL, L.P. TO PROVIDE SOLID WASTE, RECYCLING, AND HOUSEHOLD HAZARDOUS WASTE COLLECTION SERVICES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, proposals were solicited and received for solid waste, recycling, and household hazardous waste collection services within the City of Highland Village; and

WHEREAS, City Administration, in working with the City's consultants, has determined the proposal offering the best value and services to the City and its residents was submitted by Community Waste Disposal, L.P. ("CWD") and recommends negotiating and executing an agreement with CWD for solid waste, recycling, and household hazardous waste collection services; and

WHEREAS, the City Council finds it to be in the public interest to concur in such recommendation.

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

SECTION 1. The City Manager is authorized to execute on behalf of the City an agreement for solid waste, recyclable, and household hazardous waste collection services with Community Waste Disposal, L.P. substantially in the form set forth in Exhibit "A", attached hereto and incorporated herein by reference.

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

PASSED AND APPROVED THIS 10TH DAY OF APRIL 2018.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:4/5/18:97933)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17	MEETING DATE: 04/10/18
SUBJECT:	Status Reports on Current Projects and Discussion on Future Agenda Items
PREPARED BY:	Angela Miller, City Secretary

COMMENTS

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



UPCOMING EVENTS

Expected Absences: None

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**

May 28, 2018 **City Offices Closed in Observance of Memorial Day**

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

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

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

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

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

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

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

By: Karen Bradley, Administrative Assistant - City Secretary Office