



A G E N D A

**REGULAR MEETING
OF THE HIGHLAND VILLAGE CITY COUNCIL
MONDAY, MAY 14, 2018, at 6:00 P.M.
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

**Convene Meeting in Open Session
Council Chambers – 6:00 P.M.**

**EARLY WORK SESSION
Council Chambers**

1. Discuss Appointment of Primary and Alternate Representatives for the Town of Flower Mound, City of Lewisville, and City of Highland Village to the Regional Transportation Council (RTC) of the North Central Texas Council of Governments
2. Discuss Proposed Christmas at the Ranch Special Event at Doubletree Ranch Park
3. Discuss Copperas Branch Park Remediation
4. Discuss the Calendar for Preparing the City of Highland Village Annual Budget for Fiscal Year 2018-2019 and City Council Planning Session
5. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of May 14, 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
City Manager's Conference Room**

6. 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.**

7. Call to Order
8. Prayer to be led by Mayor Charlotte J. Wilcox

9. **Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Charlotte J. Wilcox:** *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*
10. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
11. **City Manager/Staff Reports**
 - **HVTV Update**
12. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety**
 - **Presentation of a Proclamation Celebrating Kids Day America**
 - **Presentation of a Proclamation Celebrating Emergency Medical Services (EMS) Week**
 - **Presentation of Proclamation Celebrating National Police Week**
 - **Presentations to Outgoing Mayor Pro Tem Michelle Schwolert and Councilmember John McGee**

CONSENT AGENDA

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

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

ACTION AGENDA

19. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:
 - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
20. Conduct a Public Hearing and Consider Ordinance 2018-1245 Re-adopting in its Entirety Article 14.04 “Parks and Recreation” Division 7 “Youth Services Standards of Care” of the Code of Ordinances of the City of Highland Village, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (1st of two reads)
21. Consider Resolution 2018-2747 Authorizing an Agreement with DataVox relating to Replacement of the City’s Security Camera System
22. Consider Resolution 2018-2748 Canvassing the Results of the May 5, 2018 General Election

LATE WORK SESSION

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

23. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
24. 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 11TH 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: 05/14/18

SUBJECT: Discuss Appointment of the Primary and Alternate Representatives for the Town of Flower Mound, City of Lewisville, and City of Highland Village to the Regional Transportation Council of the North Central Texas Council of Governments

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

The North Central Texas Council of Governments (NCTCOG) is the Metropolitan Planning Organization (MPO) for the Dallas-Fort Worth Metropolitan area. The Regional Transportation Council (RTC), composed primarily of local elected officials, is the transportation policy body for the MPO. The RTC is responsible for direction and approval of the Metropolitan Transportation Plan, the Transportation Improvement Program, the Congestion Management Process, and the United Planning Work Program, for satisfying and implementing federal and state laws and regulations pertaining to the regional transportation planning process.

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

They have expressed they would serve again as a representative on RTC. The City of Lewisville is scheduled to re-appoint Mayor Durham as primary and Mayor Wilcox as alternate representatives on May 7, 2018.

This item has been placed on the agenda for discussion regarding an appointment of a Primary and an Alternate Representative to the RTC for the Town of Flower Mound, City of Lewisville and Highland Village. There is an item on tonight's regular agenda to formally designate representatives to the RTC, with a term expiring in 2020.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2

MEETING DATE: 05/14/18

SUBJECT: Discuss Proposed Christmas at the Ranch Special Event

PREPARED BY: Phil Lozano, Parks and Recreation Director

COMMENTS

City staff will provide a presentation regarding a proposed special event at Doubletree Ranch Park.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 3

MEETING DATE: 05/14/18

SUBJECT: Discuss Copperas Branch Park Remediation

PREPARED BY: Phil Lozano, Parks and Recreation Director

COMMENTS

City staff will provide a presentation regarding remediation at Copperas Branch Park.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 4

MEETING DATE: 05/14/18

**SUBJECT: Discuss the Calendar for Preparing the City of Highland Village
Annual Budget for Fiscal Year 2018-2019 and a City Council
Planning Session**

PREPARED BY: Angela Miller, City Secretary

COMMENTS

City staff will provide a tentative schedule for preparation of the City's annual budget for Fiscal Year 2018-2019 and discuss a date for a City Council Planning Session.

BUDGET CALENDAR - FY 2018 / 2019

		26-Jun	<i>Regular Council Meeting Submit CIP Budget to Council</i>
7-May	Budget Kick-Off 2019		
17-May	Deadline for Equipment Replacement Schedule Deadline for Maint proposed vehicle replacement	10-Jul	<i>4B Meeting - Review 4B budget / FDCIP Regular Council Meeting Budget Workshop - General Fund</i>
26-May	Deadline for Mbudget info to be entered	24-Jul	<i>4B Meeting - Approve 4B budget / FDCIP Regular Council Meeting Budget Workshop - Special Revenue Funds Present FY 2018 Mid Year Budget Amendments</i>
12-June - 20-June	Budget Team Review of Departmental Budgets		
12-Jun	2:00 IT / GIS	31-Jul	Deadline to approve 4B Budget / FDCIP
13-Jun	9:00 Personnel 10:00 HR 2:00 City Secretary	14-Aug	<i>Regular Council Meeting If proposed rate exceeds effective or rollback, take record vote and schedule public hearings. Budget Workshop - Utility Fund</i>
14-Jun	9:00 Police 2:00 Fire	17-Aug	<i>Publish required Truth in Taxation notice and public notice to satisfy Charter requirements requirements.</i>
15-Jun	9:00 Vehicle / Equip Replace 10:00 Maintenance 11:00 Community Services 2:00 Streets / Drainage	24-Aug	Post CM Recommended Budget to Website
19-Jun	9:00 Parks / Recreation 11:00 HV Community Development Corp. 2:00 Corps Leased Parks	28-Aug	<i>Regular Council Meeting Public Hearing on Proposed Budget and Tax Rate</i>
20-Jun	9:00 Utility Fund 2:00 City Manager 3:00 Finance	11-Sep	<i>Regular Council Meeting Public Hearing on Proposed Budget and Tax Rate Adopt Tax Rate & Budget (1st Read)</i>
21-Jun	10:00 Review 5-Year Outlook with Budget Team	25-Sep	<i>Regular Council Meeting Adopt Tax Rate & Budget (2nd Read)</i>
		30-Sep	Last day of Fiscal Year

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 05/14/18

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Angela Miller, City Secretary

COMMENTS

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

- Presentation of a Proclamation Celebrating Kids Day America
- Presentation of a Proclamation Celebrating Emergency Medical Services Week
- Presentation of a Proclamation Celebrating National Police Week
- Presentations to Outgoing Mayor Pro Tem Michelle Schwolert and Councilmember John McGee



PROCLAMATION

WHEREAS, the health and well-being of children is our responsibility; and

WHEREAS, the safety of our children is a significant concern for parents, community leaders, and health care givers; and

WHEREAS, the environmental welfare is of universal concern and deserves the utmost attention; and

WHEREAS, if started in childhood, proper health, safety and environmental habits can be maintained for a lifetime, producing a valued member of society, and enhancing our community.

NOW THEREFORE, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim May 19, 2018 as:

"Kids Day America"

in the City of Highland Village and urge that this day be dedicated to learn the importance of Health, Safety and Environmental issues affecting our community.

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 14th day of May, 2018.

Charlotte J. Wilcox, Mayor



PROCLAMATION

***WHEREAS**, the City of Highland Village is committed to ensuring the safety and security of all of those living in, visiting and doing business in our city; and*

***WHEREAS**, emergency medical services is a vital public service and the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and*

***WHEREAS**, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and*

***WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week,*

***NOW THEREFORE**, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim the week of May 20-26, 2018, as:*

"EMERGENCY MEDICAL SERVICES WEEK"

*in Highland Village. Further, with the theme, **EMS: Strong, Stronger Together**, I encourage the community to observe this week with appropriate programs, ceremonies and activities.*

***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 14th day of May 2018.*

Charlotte J. Wilcox, Mayor



PROCLAMATION

***WHEREAS,** There are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Highland Village Police Department; and*

***WHEREAS,** Nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and*

***WHEREAS,** Since the first recorded death in 1791, more than 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and*

***WHEREAS,** The names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and*

***WHEREAS,** New names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 135 officers killed in 2017, with 14 from the State of Texas; and*

***WHEREAS,** The service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 29th Annual Candlelight Vigil, on the evening of May 15, 2018; and*

***WHEREAS,** May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and the U.S. flags should be flown at half staff.*

***NOW THEREFORE,** I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby proclaim May 13-19, 2018 in Highland Village as:*

"NATIONAL POLICE WEEK"

And publicly salute the service of law enforcement officers in our community and in communities across the nation.

***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 14th day of May 2018.*

Charlotte J. Wilcox, Mayor

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13

MEETING DATE: 05/14/18

SUBJECT: Consider Approval of Minutes of the Regular Meeting held on April 24, 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 April 24, 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, APRIL 24, 2018**

Call to Order

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m. She announced Jack Westman as the Mayor for the Day. Mr. Westman is a fourth grade student at McAuliffe Elementary.

Roll Call

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

EARLY WORK SESSION

1. Review of Residential Property Build Out in Highland Village

Information Services Director Sunny Lindsey reported on undeveloped land in Highland Village. She reported there are 159.27 acres of vacant and/or undeveloped lots with zoning labeled in Highland Village:

Residential - Of the 159.27 acres, there are 158 residential lots, which total 28.46 acres; 113 of those residential lots are located in Ladera, Wichita Estates and St. James

Residential to be Developed – There are 18 residential lots to be developed for a total of 116.8 acres

Commercial – There are 12 commercial lots for a total of 13.99 acres

City Manager Michael Leavitt reported this information is used for planning of city services and for planning during the next five years and beyond. There are 158 platted lots that are ready to be built on that may be developed within the next five years. He stated there are also some lots that are challenging to develop due to size or geographical features. He stated applications for building permits for residential lots in Ladera, Wichita Estates and St. James will probably be received in the near future.

2. Discuss Appointment of City Official to Serve on the Animal Shelter Advisory Committee

As a City official, John McGee currently serves on the Animal Shelter Advisory Committee (Committee). As a result of the May 5, 2018 General Election, Councilmember McGee will no longer serve on the Committee. Therefore a vacancy will exist on the Animal Shelter Advisory Committee. Council discussed and Councilmember Busche volunteered to serve. The consensus of Council is to formally appoint Councilmember Busche at the next Council meeting.

3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of April 24, 2018

Relating to Agenda Item #13, Mr. Leavitt stated Council had received a copy of the proposed agreement. He said one issue that staff has heard from residents is from seniors who did not wish to go to a large cart and wanted to keep the 35-gallon carts or smaller. Public Works Director Scott Kriston presented the concern to CWD and they worked out that CWD will service all three size containers, and that an item has since been incorporated into the agreement. City Attorney Kevin Laughlin suggested the first term run 13-months so that in the future the terms fall with the City's budget cycle. This makes the contract terms actually five years and one month.

Early Work Session ended at 6:28 p.m.

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 7:33 p.m. Mayor Wilcox announced Mayor for the Day Jack Westman had been present at the Early Work Session but had to leave before the start of the Regular Meeting.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Michelle Schwolert	Mayor Pro Tem

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

6. Prayer to be led by Councilmember Daniel Jaworski

Councilmember Jaworski gave the invocation.

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

Aidan Zentner from Boy Scout Troop 451 led the Pledge of Allegiance to the U.S and Texas flags.

8. Visitor Comments

The following people spoke:

Jean Bassinger (210 Edgewood) – Ms. Bassinger asked why there was a work session today on residential build out; why was a 3-story storage building built in a residential area; why was an urban high density housing project known as The District allowed in a suburban community opposed to apartment style living; why did the City signal to developers that they would be looking for someone to develop a transit oriented project of retail, commercial and high density residential in the midst of an existing SF-12 residential area; why was a hotel put forward as a possibility on 180 Highland Village Road adjacent to residential properties; why is Victor Villas, which has been assessed as a potential failure waiting to be built, still on the table? Ms. Bassinger stated the City has demonstrated they desire increased revenue, no matter the cost to the citizens. She asked if the City cuts back on expenditures or look for other sources of revenue. She stated in 2007 the City designated four sections of land as transit oriented development, which essentially communicated to developers the City was looking for developers to convert existing residential structures into new sources of revenue, declaring 26-homeowners expendable. She further stated the homeowners' investment, life dreams for their property and quality of life were of no value and would be asked to sell their property at less than market value for suffer the consequences of being forced out & selling their property at lower prices because of the negative impact of the development, or they could stay in their homes with potentially having towering buildings, dumpsters and night life at their back fences.

Ms. Bassinger stated developers would be offered millions in tax breaks to come and essentially evict the homeowners with the threat of an atrocious development plan, but

there would be parks, trails and dog parks for others to enjoy. She stated Victor Villas could be replicated anywhere land is available that the City deems valuable for redevelopment and the first step is to change the zoning. She stated the City just wants the revenue and asked which property would be targeted next, or where can the City economize to live within its means to provide for the citizens of Highland Village.

Thomas Baker (2920 Woodpark Drive, Flower Mound) – Mr. Baker stated he serves on the board for Children’s Advocacy Center. With child abuse statistics growing, the Center works to empower child abuse victims and families through education, healing and justice. They work closely with police departments to coordinate the investigation of child abuse in a collaborative environment. Mr. Baker thanked the Highland Village Police Department, Mayor and Council, and City staff for their support.

Deborah Malany (213 Edgewood) – Ms. Malany spoke in opposition of the zoning change request for 180 Highland Village Road. She reported the proposed zoning change would allow 37 – 3 story row houses with low density. She moved to Highland Village in 1992 and was attracted by the large lots, trees and the location provided an easy commute to work. She voiced concern that the trees and rural atmosphere would be gone if the City allows the proposed development. She also voiced concern that no one would want to live with a 30 foot wall of windows right behind their fence line. She also stated concern that if buyers are not attracted to the homes in the proposed development, they might be offered as apartments. She stated the proposed development is just not a good fit and respectfully requested the Council not approve the request.

9. City Manager/Staff Reports

- **HVTV Update**

Highland Village Art Festival – The Highland Village Art Festival will be held on Saturday, May 5th from 10:00 a.m. until 6:00 p.m. at The Shops at Highland Village benefitting the Children’s Advocacy Center of Denton County; there will be over 50 local artists participating, a children’s area, artist demonstrations, live music and entertainment

Early Voting – Early voting for the general election is currently underway and will continue through May 1st; registered voters in Highland Village may vote at any Denton County polling site; Election Day is Saturday, May 5th

Paper Shredding Event – This free, resident-only event will be held on Saturday, April 28 from 2:00 p.m. until 5:00 p.m. at Pilot Knoll Park

Water Conservation Phase I – The City is currently in Phase I/Seasonal Conservation; outside landscape and lawn watering is prohibited during 10:00 a.m. until 6:00 p.m. through September 30th; hand watering of shrubbery is allowed at any hour; this phase is implemented to reduce the impact of peak daytime water usage during the summer months

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

Councilmember Busche invited everyone to attend the Annual Picnic for Greyhounds, which will be held on Sunday, April 29th at Doubletree Ranch Park. Mayor Pro Tem Schwolert reported the Marcus Girls Soccer team advanced to the state finals and took second place. She also reported Softball playoffs will be held on Thursday in Plano.

- **Presentation of a Proclamation Celebrating Mayor for the Day**

Mayor Wilcox reported Mr. Jack Westman had to leave early but that he did receive a proclamation recognizing him as Mayor for the Day before leaving. Mr. Westman is a student at McAuliffe Elementary.

- **Presentation of a Proclamation Celebrating Greyhound Adoption Day**

Mayor Wilcox and Councilmember Busche presented a proclamation to Suzanne Burke, who represents the Greyhound Adoption League of Texas (GALT). They will be celebrating April 29, 2017 as Greyhound Adoption Day.

CONSENT AGENDA

11. Consider Approval of Minutes of the Regular City Council Meeting held on April 10, 2018

Mayor Wilcox reported an update had been made to the minutes as follows:

Item #9 – the recipients of the proclamation presented for Child Abuse Prevention Month were Lorraine Perry and Theresa Shelton

Item #11 – clarification was added that the May 8th meeting was rescheduled for Monday, May 14th

Motion by Councilmember Lombardo, seconded by Mayor Pro Tem Schwolert, to approve Consent Agenda Item #11. Motion carried 6-0.

ACTION AGENDA

12. 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

13. Consider Resolution 2018-2743 Authorizing the City Manager to Execute an Agreement for Solid Waste, Recycling, and Household Hazardous Waste Collection Services

APPROVED (6 – 0)

Public Works Director Scott Kriston reported the current solid waste collections contract expires on August 31, 2018. Council received a presentation from the consultant, Solid Waste Specialists, LLC during their March 27th meeting, where they recommended Community Waste Disposal, LP provide for solid waste and recycling collection service for the City. He stated 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 upon request or keep the existing recycle cart – they will service the existing 35-gallon and 65-gallon carts
- Provides for collection of 1 cubic yard of recycling outside of the recycle cart
- 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

Councilmember Busche asked about exchanging the Waste Management containers. Mr. Kriston reported although some of the containers have the Waste Management logo, they actually belong to the City. Mayor Wilcox asked if the blue bags and trash bags would be picked up. Mr. Leavitt stated the blue bags are no longer recognized as recycling and will be picked up as trash. He also clarified the holiday schedule would be moved back one day but will not run into the following week.

Resident Richard Walter (132 Bluebonnet) asked if residents could still drop off items once a month at the landfill. Mr. Kriston stated the service would still remain, but at a different location.

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2018-2743. Motion carried 6-0.

LATE WORK SESSION

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

Mayor Pro Tem Schwolert asked when The Painted Tree was opening. City Manager Leavitt reported the first part of May.

- 15. Adjournment**

Mayor Wilcox adjourned the meeting at 8:21 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

DRAFT

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 14	MEETING DATE: 05/14/18
SUBJECT: Consider Resolution 2018-2745 Nominating One Candidate to a Slate of Nominees for the Board of Managers of the Denco Area 9-1-1 District	
PREPARED BY: Angela Miller, City Secretary	

BACKGROUND:

Chapter 772 of the Health and Safety Code provides for the Denco Area 9-1-1 District (the District) Board of Managers to have two members appointed jointly by all the participating municipalities located entirely or partly within the District. Every year on September 30th, the term of one of the two members appointed by the participating municipalities expires. Prior to that date, the District will accept nominations for candidates to represent the municipalities.

The term for the current representative, Mr. Jim Carter, will expire on September 30, 2018. Members are eligible for consecutive terms and Mr. Carter has expressed his desire to serve another term.

IDENTIFIED NEED/S:

In order to coordinate the appointment among the 33 participating municipalities, the District requests the following action by the governing bodies of each city/town:

If the City wishes to nominate a candidate to represent the municipalities on the District Board of Managers, they must send a letter of nomination, by way of Council action, and resume of the candidate, to the District. For a nomination to be considered, written notification of Council action must reach the District by 5:00 p.m. on June 15, 2018. No nominations will be considered after that time.

Once nominations are received, Denco staff will send the slate of nominees to each city/town for consideration, which will take place later this summer.

OPTIONS & RESULTS:

Council may nominate a candidate to represent the municipalities on the District Board of Managers.

PROGRESS TO DATE: (if appropriate)

Staff received correspondence from the District Executive Director Mark Payne, advising the District will receive nominations until 5:00 p.m. on June 15, 2018.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution 2018-2745 nominating one candidate to the slate of nominees for the Board of Managers of the Denco Area 9-1-1 District.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2018-2745

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS NOMINATING ONE CANDIDATE TO A SLATE OF NOMINEES FOR THE BOARD OF MANAGERS OF THE Denco AREA 9-1-1 DISTRICT: PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 772, Health and Safety Code, provides that two voting members of the Board of Managers of the Denco Area 9-1-1 District ("the District") shall be appointed jointly by all cities and towns lying wholly or partly within the District; and

WHEREAS, having determined that _____ will represent the interest of cities well on the District's board, the City Council finds it to be in the public interest to nominate _____ for appointment to a term beginning October 1, 2018.

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

SECTION 1. The City of Highland Village hereby nominates _____ as a candidate for appointment to the Board of Managers for the Denco Area 9-1-1 District for a term beginning October 1, 2018.

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

PASSED AND APPROVED THIS THE 14TH DAY OF MAY, 2018.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:5/3/18:98997)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA#	15	MEETING DATE	05/14/18
SUBJECT:	Consider Resolution 2018-2746 Appointing a Member to Fill a Vacancy on the Animal Shelter Advisory Committee		
PREPARED BY:	Angela Miller, City Secretary		

BACKGROUND:

Per Chapter 823 of the Texas Health and Safety Code, the Highland Village Animal Shelter Advisory Committee (Committee) was established in 2006, which provided for five members. Of those members, the Committee must be composed of at least one licensed veterinarian, one county or city official, one person whose duties include the daily operation of an animal shelter, and one representative from an animal welfare organization. In addition, the Committee is required to meet at least three times per year.

As a city official, John McGee has been serving on the Committee. Because of the May 5, 2018 General Election, Councilmember McGee will no longer serve in the role of a city official, therefore a vacancy exists on the Committee. In the case of a vacancy, the Council shall appoint a replacement.

At the April 24th City Council meeting, Council discussed an appointment to the Committee and Councilmember Fred Busche volunteered to serve. Consensus of Council was to move forward with appointing Councilmember Busche to serve on the Committee.

OPTIONS & RESULTS:

The Council should take this time to consider and make an appointment to fill the vacancy on the Committee.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution 2018-2746 appointing Fred Busche to the Animal Shelter Advisory Committee.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2018-2746

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING A MEMBER TO THE ANIMAL SHELTER ADVISORY COMMITTEE TO FILL A VACANCY FOR THE POSITION OF CITY OFFICIAL AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Highland Village desires to make an appointment to the Animal Shelter Advisory Committee to fill a vacancy for position of city official.

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

SECTION 1. Fred Busche is hereby appointed to the position of City Official on the Animal Shelter Advisory Committee.

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

PASSED AND APPROVED this the 14th day of May, 2018.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Kelly, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:5/3/18:98996)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 16

MEETING DATE: 05/14/18

SUBJECT: Consider Resolution 2018-2749 Joining the Appointment of the Primary and Alternate Representatives for the Town of Flower Mound, City of Lewisville, and City of Highland Village to the Regional Transportation Council of the North Central Texas Council of Governments

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

The North Central Texas Council of Governments (NCTCOG) is the Metropolitan Planning Organization (MPO) for the Dallas-Fort Worth Metropolitan area. The Regional Transportation Council (RTC), composed primarily of local elected officials, is the transportation policy body for the MPO. The RTC is responsible for direction and approval of the Metropolitan Transportation Plan, the Transportation Improvement Program, the Congestion Management Process, and the United Planning Work Program, for satisfying and implementing federal and state laws and regulations pertaining to the regional transportation planning process.

IDENTIFIED NEED/S:

To designate a primary and alternate member to the Regional Transportation Council, with a term expiring in May, 2020.

OPTIONS & RESULTS:

The Cities of Lewisville, Highland Village, and Town of Flower Mound share a seat on the Regional Transportation Council.

PROGRESS TO DATE: (if appropriate)

Our current primary representative on the RTC is Mayor Rudy Durham, City of Lewisville, and Mayor Charlotte Wilcox serves as alternate representative. Both have expressed they would serve again as our representatives. The City of Lewisville has scheduled to adopt a resolution on May 7, 2018 re-appointing Rudy Durham as primary representative and Charlotte Wilcox as alternate representative.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution 2018-2749 designating a primary representative and an alternate representative to the RTC, with terms expiring in May, 2020.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2018-2749

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, JOINING IN THE APPOINTMENT OF THE PRIMARY AND ALTERNATE REPRESENTATIVES FOR THE TOWN OF FLOWER MOUND, CITY OF LEWISVILLE, AND CITY OF HIGHLAND VILLAGE TO THE REGIONAL TRANSPORTATION COUNCIL OF THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, pursuant to the Bylaws of the North Central Texas Council of Governments ("NCTCOG"), the Town of Flower Mound, and the Cities of Lewisville and Highland Village, (collectively "the Cities") have the right to jointly appoint a representative to the NCTCOG's Regional Transportation Council ("RTC"); and

WHEREAS, the City Council of the City of Highland Village finds it to be in the best interest of the citizens of Highland Village to appoint _____ as primary representative and _____ as alternate representative for the Cities to the RTC.

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

SECTION 1. The City of Highland Village, in conjunction with the City of Lewisville and Town of Flower Mound; hereby joins in the appointment of _____ to serve as the primary representative for the Cities to the Regional Transportation Council and _____ as the alternate representative for the Cities to the Regional Transportation Council, with terms ending May 2020.

SECTION 2. This resolution shall become effective immediately upon its passage.

PASSED AND APPROVED this the 14th day of May, 2018.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:5/4/18:98999)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17

MEETING DATE: 05/14/18

SUBJECT: Receive Investment Report for Quarter Ending March 31, 2018

PREPARED BY: Heather Miller, Assistant Finance Director

BACKGROUND:

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

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

The detailed transactions for December 31, 2017 through March 31, 2018 follow this briefing.

- TexPool (Texas Local Government Investment Pool, a public funds investment pool that matures April 1, 2018)
- TexSTAR (Texas Short Term Asset Reserve Program, a public funds investment pool, custodial, and depository services are provided by JP Morgan Chase Bank and subsidiary J.P. Morgan Investor Services Co. that matures April 1, 2018)
- Independent DDA (Demand Deposit Account that matures April 1, 2018 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Independent NOW (Negotiable Order of Withdraw that matures April 1, 2018 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Southside MMA (Money Market Account that matures April 1, 2018, collateralized by pledged securities held in custody by the Federal Home Loan Bank)
- InterBank MMA (Money Market Account that matures April 1, 2018, fully insured by the Federal Deposit Insurance Corporation)
- LegacyTexas Bank CD (Certificates of Deposit that matures April 16, 2018 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

- LegacyTexas Bank CD (Certificates of Deposit that matures July 16, 2018 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- LegacyTexas Bank CD (Certificates of Deposit that matures August 3, 2018 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- LegacyTexas Bank CD (Certificates of Deposit that matures August 27, 2018 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- LegacyTexas Bank CD (Certificates of Deposit that matures October 16, 2018 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Third Coast Bank CD (Certificates of Deposit that matures January 22, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- LegacyTexas Bank CD (Certificates of Deposit that matures February 27, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- LegacyTexas Bank CD (Certificates of Deposit that matures February 27, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Third Coast Bank CD (Certificates of Deposit that matures April 22, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Third Coast Bank CD (Certificates of Deposit that matures July 22, 2019 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

This information reports that the beginning market value for all cash and investments was \$15,085,399 and the ending market value on March 31, 2018 was \$26,044,979. The rate of return for the quarter ending March 31, 2018 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (1.68%) is greater than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at December 31, 2017 was \$10,932,492 and the ending balance at March 31, 2018 was \$12,818,721 or 49% of the City's total portfolio. The weighted average maturity of the City's portfolio at March 31, 2018 is 115 days.

The average total portfolio yield for the quarter ending March 31, 2018 was 1.84%.

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

	<u>Book Value</u>	<u>Market Value</u>
December 31, 2017	\$15,085,399	\$15,085,399
March 31, 2018	\$26,044,979	\$26,044,979

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



Heather Miller
Investment Officer



Ken Heerman
Assistant City Manager

¹Note:

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

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

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

PROGRESS TO DATE: (if appropriate)

n/a

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

n/a

RECOMMENDATION:

Council to receive the Investment Report for the period ending March 31, 2018.



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

March 31, 2018

Prepared by

Valley View Consulting, L.L.C.

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

Ken Heerman, Assistant City Manager

Heather Miller, Assistant Finance Director

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

Summary

Quarter End Results by Investment Category:

Asset Type	Ave. Yield	March 31, 2018		December 31, 2017	
		Book Value	Market Value	Book Value	Market Value
MMA/NOW/Pools	1.68%	\$ 12,818,721	\$ 12,818,721	\$ 10,932,492	\$ 10,932,492
Securities/CDs	1.99%	13,226,258	13,226,258	4,152,907	4,152,907
Totals		\$ 26,044,979	\$ 26,044,979	\$ 15,085,399	\$ 15,085,399

Current Quarter Average Yield ⁽¹⁾

Total Portfolio 1.84%

Rolling Three Mo. Treas. Yield 1.58%

Rolling Six Mo. Treas. Yield 1.58%

Fiscal Year-to-Date Average Yield ⁽²⁾

Total Portfolio 1.49%

Rolling Three Mo. Treas. Yield 1.40%

Rolling Six Mo. Treas. Yield 1.42%

Average Quarterly TexPool Yield 1.35%

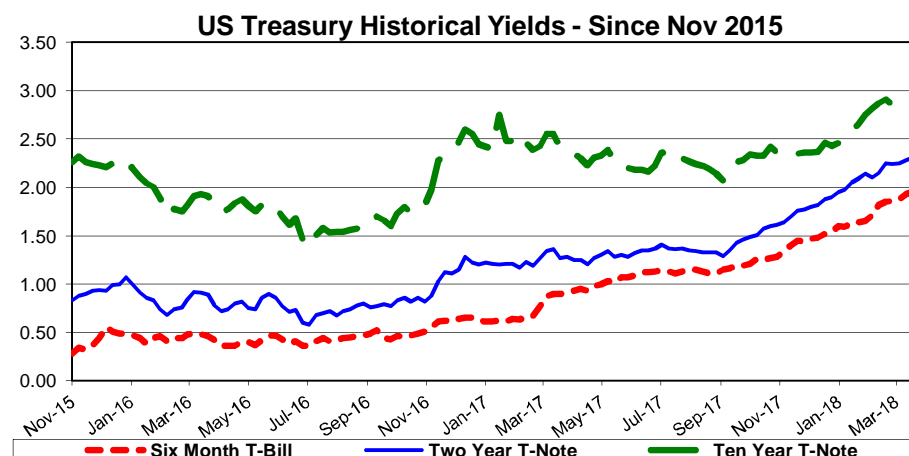
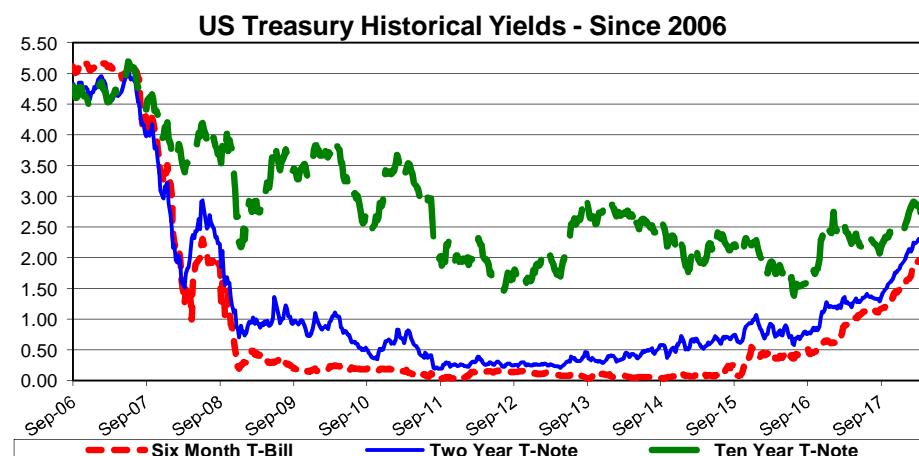
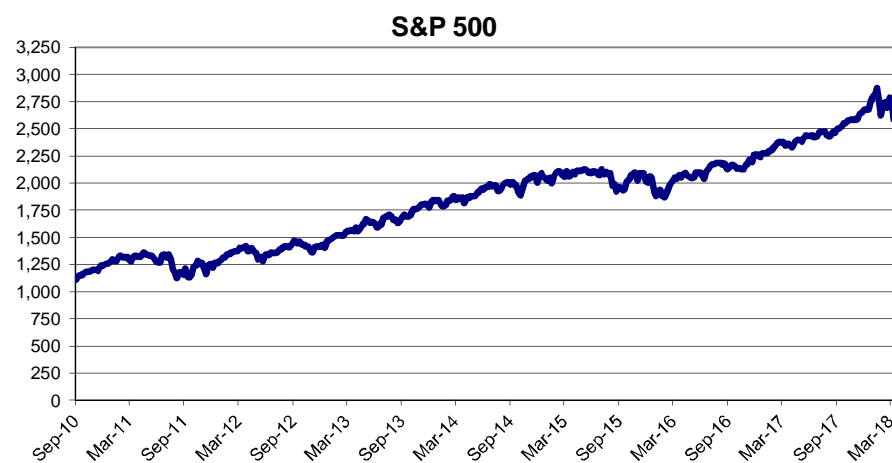
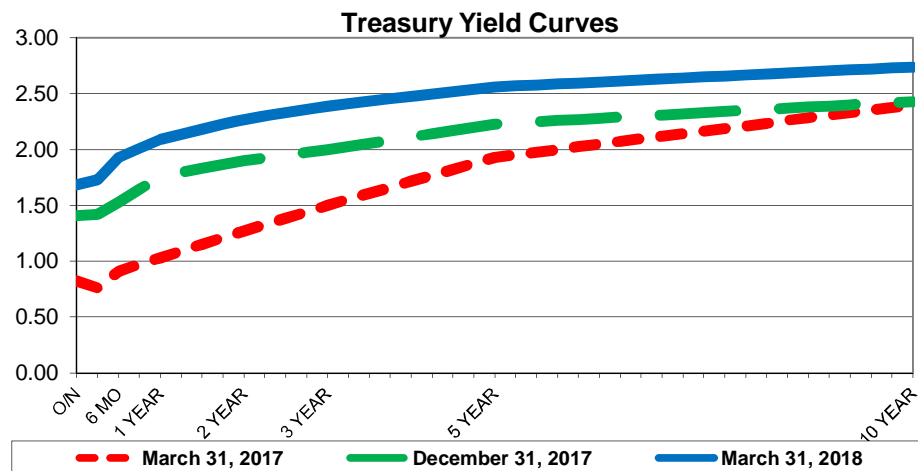
(1) Average Yield calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

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

Economic Overview

3/31/2018

The Federal Open Market Committee (FOMC) increased the Fed Funds target range 0.25% to 1.50% - 1.75% (Effective Fed Funds are trading +/-1.68%). Two to three additional increases are projected for 2018 (although subject to economic activity). Gradual portfolio reduction continues by limiting reinvestment of maturing holdings. Fourth Quarter 2017 GDP measured 2.9% (third/final estimate). February Non Farm Payroll data jumped +313k (well above the expected +205k). The Three Month Average increased to +242k. World events raised some uncertainty (Korea, Russia, Middle East). WTI Crude oil maintained +/- \$65. The Stock Markets waffled 5% to 10% below recent highs. The post-FOMC meeting press release pointed to continuing and frequent rate increases.



Investment Holdings

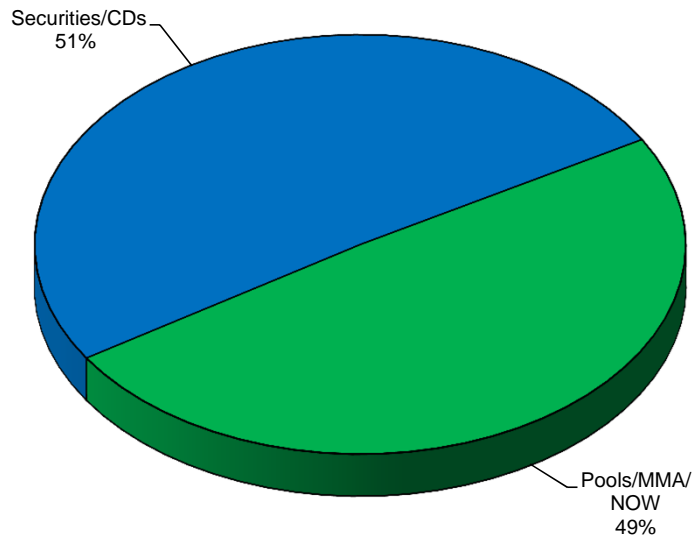
March 31, 2018

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
TexPool	AAAm	1.52%	04/01/18	03/31/18	\$ 3,162,737	\$ 3,162,737	1.00	\$ 3,162,737	1	1.52%
TexSTAR	AAAm	1.50%	04/01/18	03/31/18	1,144,656	1,144,656	1.00	1,144,656	1	1.50%
Independent DDA		0.35%	04/01/18	03/31/18	237,736	237,736	1.00	237,736	1	0.35%
Independent NOW		0.40%	04/01/18	03/31/18	165,295	165,295	1.00	165,295	1	0.40%
Southside MMA		1.64%	04/01/18	03/31/18	2,845,408	2,845,408	1.00	2,845,408	1	1.64%
InterBank MMA		1.95%	04/01/18	03/31/18	5,262,889	5,262,889	1.00	5,262,889	1	1.95%
LegacyTexas Bank CD		1.65%	04/16/18	01/16/18	1,253,336	1,253,336	100.00	1,253,336	16	1.65%
LegacyTexas Bank CD		1.77%	07/16/18	01/16/18	1,253,579	1,253,579	100.00	1,253,579	107	1.77%
LegacyTexas Bank CD		1.45%	08/03/18	08/03/17	705,917	705,917	100.00	705,917	125	1.45%
LegacyTexas Bank CD		2.05%	08/27/18	02/27/18	3,004,718	3,004,718	100.00	3,004,718	149	2.05%
LegacyTexas Bank CD		1.85%	10/16/18	01/16/18	1,504,489	1,504,489	100.00	1,504,489	199	1.85%
Third Coast Bank CD		2.15%	01/22/19	01/22/18	1,000,000	1,000,000	100.00	1,000,000	297	2.15%
LegacyTexas Bank CD		2.20%	02/27/19	02/27/18	1,001,688	1,001,688	100.00	1,001,688	333	2.20%
LegacyTexas Bank CD		2.20%	02/27/19	02/27/18	1,502,532	1,502,532	100.00	1,502,532	333	2.20%
Third Coast Bank CD		2.20%	04/22/19	01/22/18	1,000,000	1,000,000	100.00	1,000,000	387	2.20%
Third Coast Bank CD		2.25%	07/22/19	01/22/18	1,000,000	1,000,000	100.00	1,000,000	478	2.25%
					\$ 26,044,979	\$ 26,044,979		\$ 26,044,979	115	1.84%
									(1)	(2)

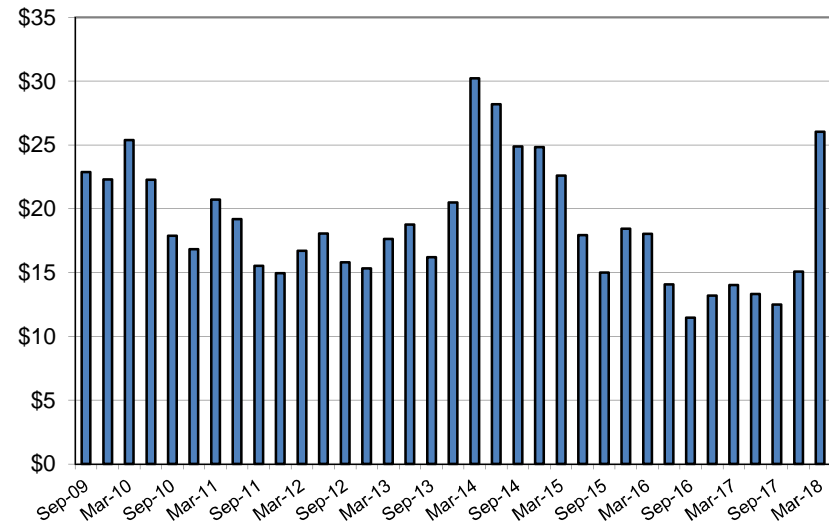
(1) **Weighted average life** - For purposes of calculating weighted average life, pool and bank account investments are assumed to have a one day maturity.

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

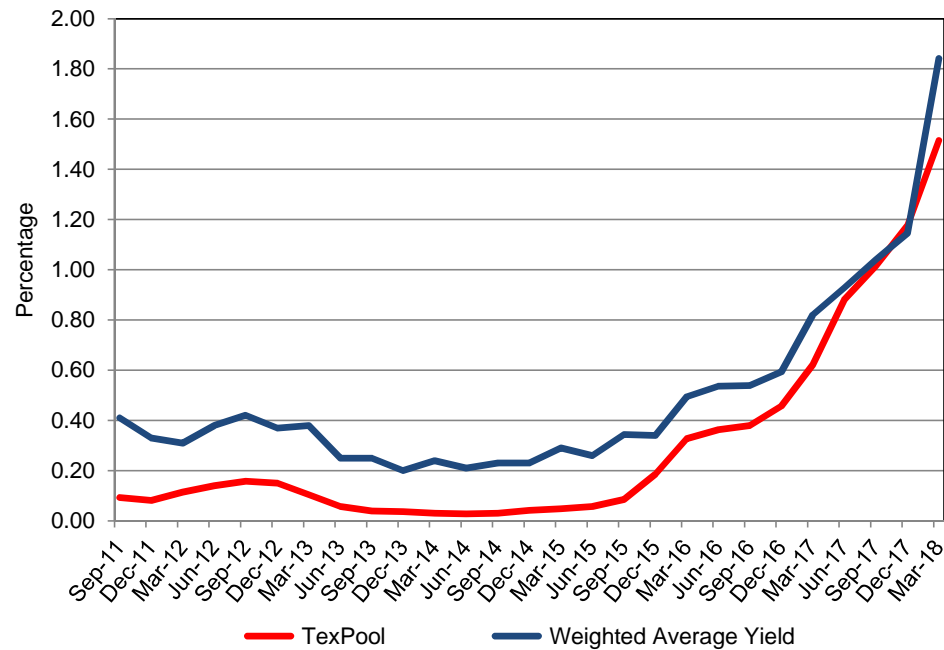
Portfolio Composition



Total Portfolio (Millions)



Total Portfolio Performance



Book Value Comparison

Description	Coupon/ Discount	Maturity Date	December 31, 2017		Purchases/ Accretions	Amortizations/ Sales/Maturities	March 31, 2018	
			Original Face/ Par Value	Book Value			Original Face/ Par Value	Book Value
TexPool	1.52%	04/01/18	\$ 2,401,236	\$ 2,401,236	\$ 761,501	\$ —	\$ 3,162,737	\$ 3,162,737
TexSTAR	1.50%	04/01/18	4,401,339	4,401,339		(3,256,683)	1,144,656	1,144,656
Independent DDA	0.35%	04/01/18	1,129,998	1,129,998		(892,262)	237,736	237,736
Independent NOW	0.40%	04/01/18	165,132	165,132	163		165,295	165,295
Southside MMA	1.64%	04/01/18	2,834,788	2,834,788	10,621		2,845,408	2,845,408
InterBank MMA	1.95%	04/01/18	—	—	5,262,889		5,262,889	5,262,889
Herring Bank CDARS	1.20%	01/18/18	3,449,508	3,449,508		(3,449,508)	—	—
LegacyTexas Bank CD	1.65%	04/16/18	—	—	1,253,336		1,253,336	1,253,336
LegacyTexas Bank CD	1.77%	07/16/18	—	—	1,253,579		1,253,579	1,253,579
LegacyTexas Bank CD	1.45%	08/03/18	703,399	703,399	2,518		705,917	705,917
LegacyTexas Bank CD	2.05%	08/27/18	—	—	3,004,718		3,004,718	3,004,718
LegacyTexas Bank CD	1.85%	10/16/18	—	—	1,504,489		1,504,489	1,504,489
Third Coast Bank CD	2.15%	01/22/19	—	—	1,000,000		1,000,000	1,000,000
LegacyTexas Bank CD	2.20%	02/27/19	—	—	1,001,688		1,001,688	1,001,688
LegacyTexas Bank CD	2.20%	02/27/19	—	—	1,502,532		1,502,532	1,502,532
Third Coast Bank CD	2.20%	04/22/19	—	—	1,000,000		1,000,000	1,000,000
Third Coast Bank CD	2.25%	07/22/19	—	—	1,000,000		1,000,000	1,000,000
TOTAL			\$ 15,085,399	\$ 15,085,399	\$ 18,558,033	\$ (7,598,453)	\$ 26,044,979	\$ 26,044,979

Market Value Comparison

Description	Coupon/ Discount	December 31, 2017			Qtr-to-Qtr Change	March 31, 2018		
		Original Face/ Par Value	Market Price	Market Value		Original Face/ Par Value	Market Price	Market Value
TexPool	1.52%	\$ 2,401,236	1.00	\$ 2,401,236	\$ 761,501	\$ 3,162,737	1.00	\$ 3,162,737
TexSTAR	1.50%	4,401,339	1.00	4,401,339	(3,256,683)	1,144,656	1.00	1,144,656
Independent DDA	0.35%	1,129,998	1.00	1,129,998	(892,262)	237,736	1.00	237,736
Independent NOW	0.40%	165,132	1.00	165,132	163	165,295	1.00	165,295
Southside MMA	1.64%	2,834,788	1.00	2,834,788	10,621	2,845,408	1.00	2,845,408
InterBank MMA	1.95%	—		—	5,262,889	5,262,889	1.00	5,262,889
Herring Bank CDARS	1.20%	3,449,508	100.00	3,449,508	(3,449,508)	—		—
LegacyTexas Bank CD	1.65%	—		—	1,253,336	1,253,336	100.00	1,253,336
LegacyTexas Bank CD	1.77%	—		—	1,253,579	1,253,579	100.00	1,253,579
LegacyTexas Bank CD	1.45%	703,399	100.00	703,399	2,518	705,917	100.00	705,917
LegacyTexas Bank CD	2.05%	—		—	3,004,718	3,004,718	100.00	3,004,718
LegacyTexas Bank CD	1.85%	—		—	1,504,489	1,504,489	100.00	1,504,489
Third Coast Bank CD	2.15%	—		—	1,000,000	1,000,000	100.00	1,000,000
LegacyTexas Bank CD	2.20%	—		—	1,001,688	1,001,688	100.00	1,001,688
LegacyTexas Bank CD	2.20%	—		—	1,502,532	1,502,532	100.00	1,502,532
Third Coast Bank CD	2.20%	—		—	1,000,000	1,000,000	100.00	1,000,000
Third Coast Bank CD	2.25%	—		—	1,000,000	1,000,000	100.00	1,000,000
TOTAL		\$ 15,085,399		\$ 15,085,399	\$ 10,959,580	\$ 26,044,979		\$ 26,044,979

Allocation by Fund
March 31, 2018
Book and Market Value

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Southside MMA	InterBank MMA	Certificates of Deposit		
							04/16/2018	07/16/2018	08/03/2018
Interest & Sinking	\$ 160,255	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
Replacement Reserve	454,430								
Operations	345,140				267,540				
Impact Fees	15,552				42,694				705,917
2013 CO Utility Capital Projects		334,452			509,696				
2018 CO Utility Capital Projects		28,565				1,759,636			
Sub Total	\$ 975,377	\$ 363,017	\$ —	\$ —	\$ 819,930	\$ 1,759,636	\$ —	\$ —	\$ 705,917
General Funds									
Operations	\$ 1,734,303	\$ 663,746	\$ —	\$ 101,311	\$ 2,025,479	\$ 1,000,930	\$ 1,253,336	\$ 1,253,579	\$ —
Pooled Cash			237,736						
Interest & Sinking	218,118	63,259							
Drainage Utility	234,038								
Sub Total	\$ 2,186,459	\$ 727,005	\$ 237,736	\$ 101,311	\$ 2,025,479	\$ 1,000,930	\$ 1,253,336	\$ 1,253,579	\$ —
General Capital Project Funds									
Park Development	\$ 689	\$ —	\$ —	\$ —	\$ —		\$ —	\$ —	\$ —
2015 Tax Note Capital Projects		45,936							
2018 GO Capital Projects		2,867				2,502,323			
Sub Total	\$ 689	\$ 48,803	\$ —	\$ —	\$ —	\$ 2,502,323	\$ —	\$ —	\$ —
Corp Leased Park Funds									
Corp LeasedTXDot Mitigation	\$ —	\$ 3	\$ —	\$ 63,984	\$ —	\$ —	\$ —	\$ —	\$ —
Sub Total	\$ —	\$ 3	\$ —	\$ 63,984	\$ —	\$ —	\$ —	\$ —	\$ —
HV Community Development Funds									
Operations	\$ 212	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
HVCDC TXDot Mitigation		5,828							
Sub Total	\$ 212	\$ 5,828	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —
Totals	\$ 3,162,737	\$ 1,144,656	\$ 237,736	\$ 165,295	\$ 2,845,408	\$ 5,262,889	\$ 1,253,336	\$ 1,253,579	\$ 705,917

Allocation by Fund
March 31, 2018
Book and Market Value

(Continued)

Utility Funds	Certificates of Deposit							Total	Interest This Quarter
	08/27/2018	10/16/2018	01/22/2019	02/27/2019	02/27/2019	04/22/2019	07/22/2019		
Interest & Sinking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,255	\$ 1,370
Replacement Reserve								454,430	1,551
Operations								612,679	2,177
Impact Fees								764,162	2,871
2013 CO Utility Capital Projects								844,148	3,039
2018 CO Utility Capital Projects				1,001,688				2,789,889	4,889
Sub Total	\$ -	\$ -	\$ -	\$ 1,001,688	\$ -	\$ -	\$ -	\$ 5,625,564	\$ 15,897
General Funds									
Operations	\$ -	\$ 1,504,489	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 12,537,173	\$ 35,477
Pooled Cash								237,736	835
Interest & Sinking								281,377	2,285
Drainage Utility								234,038	807
Sub Total	\$ -	\$ 1,504,489	\$ 1,000,000	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 13,290,323	\$ 39,405
General Capital Project Funds									
Park Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 689	\$ 2
2015 Tax Note Capital Projects								45,936	156
2018 GO Capital Projects	3,004,718				1,502,532			7,012,440	12,440
Sub Total	\$ 3,004,718	\$ -	\$ -	\$ -	\$ 1,502,532	\$ -	\$ -	\$ 7,059,065	\$ 12,598
Corp Leased Park Funds									
Corp LeasedTXDot Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,987	\$ 63
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,987	\$ 63
HV Community Development Fun									
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 212	\$ 187
HVCDC TXDot Mitigation								5,828	20
Sub Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,039	\$ 207
Totals	\$ 3,004,718	\$ 1,504,489	\$ 1,000,000	\$ 1,001,688	\$ 1,502,532	\$ 1,000,000	\$ 1,000,000	\$ 26,044,979	\$ 68,169

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

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

CITY OF HIGHLAND VILLAGE COUNCIL BRIEFING

AGENDA# 18

MEETING DATE: 05/14/18

SUBJECT: Receive Budget Reports for Period Ending March 31, 2018

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

In accordance with the City Charter, Section 6.12, paragraph D, a budget report is submitted monthly for Council Review. The budget report submitted for March represents the mid-year report in the fiscal year. Our financial policies call for a narrative to be submitted with the 2nd and 3rd quarter reports to address significant variances between actual expenditures and associated appropriations. Detailed revenues and expenditures extracted for discussion are selected based on the variance associated with the relative elapsed percentage of the budget year – notwithstanding many revenues/expenditures being seasonal by nature.

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

General Fund – In total, both revenues and expenditures are at expected levels at the midpoint of the fiscal year. Revenues are at 77% of budget, primarily due to most of the property taxes being collected (being due by the end of January). Expenditures are at 51% of budget with 50% of the year expired.

Revenues	Budget	Actual	%	Explanation
Property Tax	\$10,654,488	\$10,515,248	99	Taxes are due January 31 st
Sales Tax	2,675,928	915,237	34	There is a two-month delay in receiving sales tax receipts from the State. Five months of actual sales tax collected are at 99% of the seasonally adjusted budget.
Franchise Fees	1,687,405	395,458	23	Through March, we have only received one quarter of Gas franchise payment totaling \$43,436 and the first quarter of the electric franchise payment of \$198,401. Cable franchise first qtr payments totaled \$70,236.
Licensing/Permits	498,728	254,011	51	Building permit activity are on target.
Charges for Services (EMS, Police Service)	456,661	282,083	62	Fire service fees received from Denton County were \$17,943. EMS fees and Police Service fees are on track.
Park/Recreation	236,180	133,122	56	Tennis program revenues (comprising

				\$71,500 of the budgeted amount) are at 80%. And \$10,340 was collected in revenues for the Father / Daughter dance.
Public Safety Fees	40,000	20,398	51	The primary component of this category is alarm permits – on track with \$17,074 collected of the budgeted \$30,000.
Rents	128,832	63,113	49	
Municipal Court	90,066	51,251	56	
Interest Income	56,000	57,376	102	Interest increased due to increased bond yields reflecting rising interest rates.
Miscellaneous	129,850	70,830	55	Worker's Comp Ins Claim \$ 1,504 Co Serve Rebate 19,630 TML Insurance Claim 19,673 Citibank Rebate 5,134 Other 24,889 \$ 70,830
Total	\$16,654,138	\$12,758,127	77	

Expenditures

Reported on a category / sub-category level

GF Expenditures	Budget	Actual	%	Explanation
	\$17,598,059	\$9,008,014	51	
Personnel	11,985,237	5,801,435	48	
Salaries / Wages	8,662,992	4,175,886	48	
Employee Benefits	3,322,245	1,625,549	49	
Services / Supplies	5,038,113	2,918,250	58	
Professional Services	1,403,078	676,196	48	
Employee Develop	345,135	113,556	33	Training to be conducted in second half of year.
Supplies / Equip	1,005,535	1,233,865	123	Roof replacement resulting from hail damage \$803,336.
Utilities	381,832	124,676	33	City electric, gas, and water usage has majority of expenditures in 2 nd half of year.
Other	1,902,533	769,957	40	
Capital	574,709	288,329	50	

Utility Fund – Utility Revenues (primarily water / sewer sales – excluding impact fees) are at 39% of budget. These are seasonal in nature, with the highest volume occurring in the summer. To date, water sales are at 36% of the annual budget, while sewer sales are at 45%.

When compared to a 6 month seasonally adjusted budget, both water and sewer sales are running at about the same as the expected volumes.

	Seasonally adjusted – 6 mo. Budget	Actual - 6 mo.	Percent of adjusted budget
Water	\$1,893,620	\$1,986,252	104.9%
Sewer	\$1,973,973	\$1,978,231	100.2%

Overall, utility expenses are at 46% as these are seasonal as well. Additionally, only five months of invoices have been received related to wholesale water / wastewater.

Capital Projects Fund – This fund primarily accounts for bond issuances. There were 2018 Bonds Issued for Parks and Street projects totaling \$6.9M for budgeted expenditures. Only \$31,478 has been expended to date – related to preliminary engineering costs.

Corps Leased Parks Fund – This fund accounts for Copperas and Pilot Knoll Parks, with the intent that these are self-supporting parks. Both revenues and expenditures are seasonal in nature – expenditures are at 49% of budget to date, while revenues are at 45%. Budgeted Capital expenditures of (\$280,300) are related to restroom improvements at Pilot Knoll, with related YTD expenditures of \$138,600.

Public Safety Special Revenue Fund – This fund accounts for grants to the City associated with both Police and Fire operations. Revenues received through March are \$28,473, mostly from Denton County Child Safety fees (\$16,894).

Municipal Court Technology Fee Fund – This fund accounts for a fee charged with court fines to fund technology related expenditures. There has been \$5,213 (95%) in expenditures so far this year of the \$5,500 that was budgeted (Software maintenance- \$4,842, Copier Rental - \$371). Revenues are at 49% of budgeted amounts.

Municipal Court Building Security Fund – This fund accounts for a fee charged with court fines related to security issues. The City has primarily used this for expenditures related to bailiff charges. Fine revenues thus far are at 48%.

Debt Service Fund – This fund is utilized to account for the debt obligations of the City. The majority of the revenues (associated with property tax) have been collected. Debt payments are semi-annual – in February and August. The first round of debt payments has been made this year as scheduled.

HV Community Development Fund – This fund was established to account for the revenues and expenditures associated with collection of the 4B Sales Tax and related expenditures for construction / maintenance of Inland Trail and Soccer Field projects. Sales tax collections reflect a two-month delay related to the actual allocation from the State, thus only reflecting 34% collection to date. However, for the months actually collected, receipts are at 99% of the budgeted amount. Services / supplies expenditures are at 40%.

PEG Fee Fund - This fund was established to account for a PEG Fee – the fee charged to cable providers and used to fund broadcasting equipment and supplies for public, educational, and governmental access channels. Received revenues to date total \$13,251 (25% - representing one quarter), and YTD expenditures are \$2,994 (100%), related to upgrades of broadcasting / recording equipment in Police Training room and Council Chambers.

<p>Drainage Utility Fund – This fund was established to account for a collected drainage fee – the fee used to provide for an on-going drainage program. Revenues are at 47%, while Expenditures reflect a 46% level.</p>
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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 March 31, 2018.

General Fund Summary

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 10,515,248	\$ (139,240)	99%
Sales Tax	2,675,928	2,675,928	915,237	(1,760,691)	34%
Franchise Fees	1,687,405	1,687,405	395,458	(1,291,947)	23%
Licensing & Permits	498,728	498,728	254,011	(244,717)	51%
Park/Recreation Fees	236,180	236,180	133,122	(103,058)	56%
Public Safety Fees	40,000	40,000	20,398	(19,602)	51%
Rents	128,832	128,832	63,113	(65,719)	49%
Municipal Court	90,066	90,066	51,251	(38,815)	57%
Public Safety Charges for Svc	456,661	456,661	282,083	(174,578)	62%
Interest Income	56,000	56,000	57,376	1,376	102%
Miscellaneous	129,850	129,850	70,830	(59,020)	55%
Total Revenues	\$ 16,654,138	\$ 16,654,138	\$ 12,758,126	\$ (3,896,012)	77%

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Total Available Resources	\$ 17,188,138	\$ 17,188,138	\$ 12,758,126	\$ (4,430,012)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 1,191,357	\$ 1,191,357	\$ 259,249	\$ 932,107	22%
Finance (includes Mun. Court)	1,515,676	1,515,676	868,096	647,580	57%
Human Resources	555,270	555,270	188,333	366,937	34%
City Secretary Office	339,955	339,955	157,263	182,693	46%
Information Services	1,048,903	1,048,903	573,059	475,844	55%
Police	4,833,212	4,833,212	2,328,832	2,504,380	48%
Fire	3,123,257	3,123,257	1,684,018	1,439,238	54%
Community Services	449,477	449,477	257,100	192,377	57%
Streets/Drainage	1,446,257	1,446,257	620,300	825,956	43%
Maintenance	867,516	867,516	1,189,286	(321,771)	137%
Parks	1,774,086	1,774,086	721,763	1,052,322	41%
Recreation	453,095	453,095	160,715	292,380	35%
Total Expenditures	\$ 17,598,059	\$ 17,598,059	\$ 9,008,014	\$ 8,590,045	51%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 574,709	\$ 574,709	\$ 288,329	\$ 286,380	50%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000	\$ -	\$ 16,000	0%
Total Expenditures	\$ 17,614,059	\$ 17,614,059	\$ 9,008,014	\$ 8,606,045	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,938,282	7,391,960	7,391,960
+ Net Increase (Decrease)	(425,921)	(425,921)	3,750,112
Ending Fund Balance	\$ 4,512,361	\$ 6,966,039	\$ 11,142,072

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	\$ 1,351,202
Restricted	11,500	11,500	11,500
Unassigned	1,861,152	4,314,830	9,779,370
Total Fund Balance	\$ 4,512,361	\$ 6,966,039	\$ 11,142,072

General Fund Expenditure Summary

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,985,237	\$ 11,985,237	\$ 5,801,435	\$ 6,183,802	48%
Services / Supplies	5,038,113	5,038,113	2,918,250	2,119,863	58%
Capital	574,709	574,709	288,329	286,380	50%
	<u>\$ 17,598,059</u>	<u>\$ 17,598,059</u>	<u>\$ 9,008,014</u>	<u>\$ 8,590,045</u>	<u>51%</u>

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 8,662,992	\$ 8,662,992	\$ 4,175,886	\$ 4,487,106	48%
<i>Employee Benefits</i>	3,322,245	3,322,245	1,625,549	1,696,696	49%
<i>Total Personnel</i>	<u>\$ 11,985,237</u>	<u>\$ 11,985,237</u>	<u>\$ 5,801,435</u>	<u>\$ 6,183,802</u>	<u>48%</u>
Services / Supplies					
<i>Professional Services</i>	\$ 1,403,078	\$ 1,403,078	\$ 676,196	\$ 726,882	48%
<i>Employee Development</i>	345,135	345,135	113,556	231,579	33%
<i>Office Supplies / Equipment</i>	1,005,535	1,005,535	1,233,865	(228,330)	123%
<i>Utilities</i>	381,832	381,832	124,676	257,156	33%
<i>Other</i>	1,902,533	1,902,533	769,957	1,132,576	40%
<i>Total Services / Supplies</i>	<u>\$ 5,038,113</u>	<u>\$ 5,038,113</u>	<u>\$ 2,918,250</u>	<u>\$ 2,119,863</u>	<u>58%</u>
Capital					
<i>Equipment / Vehicles</i>	\$ 574,709	\$ 574,709	\$ 288,329	\$ 286,380	50%
<i>Total Capital</i>	<u>\$ 574,709</u>	<u>\$ 574,709</u>	<u>\$ 288,329</u>	<u>\$ 286,380</u>	<u>50%</u>
Total General Fund Expenditure Summary	\$ 17,598,059	\$ 17,598,059	\$ 9,008,014	\$ 8,590,045	51%

General Fund Revenue

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 10,515,248	\$ (139,240)	99%
Sales Tax	2,675,928	2,675,928	915,237	(1,760,691)	34%
Franchise Fees	1,687,405	1,687,405	395,458	(1,291,947)	23%
Licensing & Permits	498,728	498,728	254,011	(244,717)	51%
Park/Recreation Fees	236,180	236,180	133,122	(103,058)	56%
Public Safety Fees	40,000	40,000	20,398	(19,602)	51%
Rents	128,832	128,832	63,113	(65,719)	49%
Municipal Court	90,066	90,066	51,251	(38,815)	57%
Public Safety Charges for Svc	456,661	456,661	282,083	(174,578)	62%
Interest Income	56,000	56,000	57,376	1,376	102%
Miscellaneous	129,850	129,850	70,830	(59,020)	55%
Total Revenues	\$ 16,654,138	\$ 16,654,138	\$ 12,758,126	\$ (3,896,012)	77%

City Manager Office

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 397,154	\$ 397,154	\$ 194,902	\$ 202,251	49%
Services / Supplies	794,203	794,203	64,347	729,856	8%
Capital	-	-	-	-	0%
	\$ 1,191,357	\$ 1,191,357	\$ 259,249	\$ 932,107	22%

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

Personnel					
<i>Salaries / Wages</i>	\$ 313,689	\$ 313,689	\$ 153,694	\$ 159,995	49%
<i>Employee Benefits</i>	83,465	83,465	41,208	42,257	49%
Total Personnel	\$ 397,154	\$ 397,154	\$ 194,902	\$ 202,251	49%

Services / Supplies					
<i>Professional Services (City-wide legal - \$123,820)</i>	\$ 164,320	\$ 164,320	\$ 51,565	\$ 112,755	31%
<i>Employee Development</i>	15,385	15,385	2,955	12,430	19%
<i>Supplies / Equipment</i>	4,210	4,210	1,827	2,383	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	\$ 64,347	\$ 729,856	8%

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

Total City Manager	\$ 1,191,357	\$ 1,191,357	\$ 259,249	\$ 932,107	22%
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Finance Department FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 956,458	\$ 956,458	\$ 488,735	\$ 467,723	51%
Services / Supplies	559,219	559,219	379,361	179,857	68%
Capital	-	-	-	-	0%
	\$ 1,515,676	\$ 1,515,676	\$ 868,096	\$ 647,580	57%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 693,553	\$ 693,553	\$ 356,483	\$ 337,070	51%
<i>Employee Benefits</i>	262,905	262,905	132,252	130,653	50%
Total Personnel	\$ 956,458	\$ 956,458	\$ 488,735	\$ 467,723	51%
Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$113,825 / DCAD - \$74,670)</i>	\$ 504,085	\$ 504,085	\$ 353,451	\$ 150,634	70%
<i>Employee Development</i>	19,683	19,683	5,921	13,762	30%
<i>Supplies / Equipment</i>	13,551	13,551	2,951	10,600	22%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	21,900	21,900	17,039	4,861	78%
Total Services / Supplies	\$ 559,219	\$ 559,219	\$ 379,361	\$ 179,857	68%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Finance Department	\$ 1,515,676	\$ 1,515,676	\$ 868,096	\$ 647,580	57%

Human Resources

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 421,277	\$ 421,277	\$ 147,899	\$ 273,378	35%
Services / Supplies	133,993	133,993	40,434	93,559	30%
Capital	-	-	-	-	0%
	\$ 555,270	\$ 555,270	\$ 188,333	\$ 366,937	34%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 328,107	\$ 328,107	\$ 107,584	\$ 220,523	33%
<i>Employee Benefits</i>	93,170	93,170	40,315	52,855	43%
Total Personnel	\$ 421,277	\$ 421,277	\$ 147,899	\$ 273,378	35%
Services / Supplies					
<i>Professional Services</i>	\$ 47,850	\$ 47,850	\$ 8,727	\$ 39,123	18%
<i>Employee Development</i>	69,843	69,843	27,402	42,441	39%
<i>Supplies / Equipment</i>	1,700	1,700	284	1,416	17%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	14,600	14,600	4,021	10,579	28%
Total Services / Supplies	\$ 133,993	\$ 133,993	\$ 40,434	\$ 93,559	30%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Human Resources	\$ 555,270	\$ 555,270	\$ 188,333	\$ 366,937	34%

City Secretary Office

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,016	\$ 190,016	\$ 99,617	\$ 90,400	52%
Services / Supplies	149,939	149,939	57,646	92,293	38%
Capital	-	-	-	-	-
	\$ 339,955	\$ 339,955	\$ 157,263	\$ 182,693	46%

- - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 148,938	\$ 148,938	\$ 76,006	\$ 72,933	51%
<i>Employee Benefits</i>	41,078	41,078	23,611	17,467	57%
Total Personnel	\$ 190,016	\$ 190,016	\$ 99,617	\$ 90,400	52%

Services / Supplies

<i>Professional Services</i>	\$ 35,690	\$ 35,690	\$ 10,940	\$ 24,750	31%
<i>Employee Development</i> <i>(City Council related \$45,724)</i>	59,694	59,694	11,291	48,403	19%
<i>Supplies / Equipment</i>	15,855	15,855	6,916	8,939	44%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	38,700	38,700	28,500	10,200	74%
Total Services / Supplies	\$ 149,939	\$ 149,939	\$ 57,646	\$ 92,293	38%

Capital

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

Total City Secretary Office	\$ 339,955	\$ 339,955	\$ 157,263	\$ 182,693	46%
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Information Services

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 634,555	\$ 634,555	\$ 316,588	\$ 317,967	50%
Services / Supplies	414,348	414,348	145,916	268,432	35%
Capital	-	-	110,555	(110,555)	0%
	\$ 1,048,903	\$ 1,048,903	\$ 573,059	\$ 475,844	55%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 475,054	\$ 475,054	\$ 238,509	\$ 236,545	50%
<i>Employee Benefits</i>	159,500	159,500	78,079	81,422	49%
Total Personnel	\$ 634,555	\$ 634,555	\$ 316,588	\$ 317,967	50%
Services / Supplies					
<i>Professional Services</i>	\$ 202,711	\$ 202,711	\$ 61,409	\$ 141,302	30%
<i>Employee Development</i>	28,805	28,805	8,105	20,700	28%
<i>Supplies / Equipment</i>	2,800	2,800	753	2,047	27%
<i>Utilities</i>	72,032	72,032	11,306	60,726	16%
<i>Other (Data Processing)</i>	108,000	108,000	64,342	43,658	60%
Total Services / Supplies	\$ 414,348	\$ 414,348	\$ 145,916	\$ 268,432	35%
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	\$ 573,059	\$ 475,844	55%

Police Department FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,330,030	\$ 4,330,030	\$ 2,034,424	\$ 2,295,607	47%
Services / Supplies	386,182	386,182	215,592	170,590	56%
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	\$ 2,328,832	\$ 2,504,380	48%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 3,159,739	\$ 3,159,739	\$ 1,500,392	\$ 1,659,348	47%
<i>Employee Benefits</i>	<u>1,170,291</u>	<u>1,170,291</u>	<u>534,032</u>	<u>636,259</u>	<u>46%</u>
Total Personnel	\$ 4,330,030	\$ 4,330,030	\$ 2,034,424	\$ 2,295,607	47%
Services / Supplies					
<i>Professional Services</i>	\$ 138,055	\$ 138,055	\$ 105,114	\$ 32,941	76%
<i>Employee Development</i>	45,104	45,104	14,840	30,264	33%
<i>Supplies / Equipment</i>	137,895	137,895	61,158	76,737	44%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>65,128</u>	<u>65,128</u>	<u>34,479</u>	<u>\$ 30,649</u>	<u>53%</u>
Total Services / Supplies	\$ 386,182	\$ 386,182	\$ 215,592	\$ 170,590	56%
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	\$ 2,328,832	\$ 2,504,380	48%

Fire Department FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

--- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,360,077	\$ 2,360,077	\$ 1,172,932	\$ 1,187,145	50%
Services / Supplies	602,080	602,080	446,926	155,154	74%
Capital	161,100	161,100	64,161	96,939	40%
	<u>\$ 3,123,257</u>	<u>\$ 3,123,257</u>	<u>\$ 1,684,018</u>	<u>\$ 1,439,238</u>	<u>54%</u>

--- Detail ---

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

Salaries / Wages	\$ 1,658,491	\$ 1,658,491	\$ 823,729	\$ 834,762	50%
Employee Benefits	701,585	701,585	349,202	352,383	50%
Total Personnel	<u>\$ 2,360,077</u>	<u>\$ 2,360,077</u>	<u>\$ 1,172,932</u>	<u>\$ 1,187,145</u>	<u>50%</u>

Services / Supplies

Professional Services	\$ 64,500	\$ 64,500	\$ 33,206	\$ 31,294	51%
Employee Development (Training - \$47,705)	63,305	63,305	27,419	35,886	43%
Supplies / Equipment	152,625	152,625	75,890	76,735	50%
Utilities	1,800	1,800	672	1,128	37%
Other (\$264,000 Cap Lease Pmt)	319,850	319,850	309,738	10,112	97%
Total Services / Supplies	<u>\$ 602,080</u>	<u>\$ 602,080</u>	<u>\$ 446,926</u>	<u>\$ 155,154</u>	<u>74%</u>

Capital

Equipment / Vehicles	161,100	161,100	64,161	96,939	40%
Total Capital	<u>\$ 161,100</u>	<u>\$ 161,100</u>	<u>\$ 64,161</u>	<u>\$ 96,939</u>	<u>40%</u>

Total Fire Department	<u>\$ 3,123,257</u>	<u>\$ 3,123,257</u>	<u>\$ 1,684,018</u>	<u>\$ 1,439,238</u>	<u>54%</u>
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Community Services

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 426,819	\$ 426,819	\$ 250,261	\$ 176,557	59%
Services / Supplies	22,658	22,658	6,838	15,820	30%
Capital	-	-	-	-	0%
	\$ 449,477	\$ 449,477	\$ 257,100	\$ 192,377	57%

- - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 299,040	\$ 299,040	\$ 176,576	\$ 122,464	59%
<i>Employee Benefits</i>	127,779	127,779	73,685	54,093	58%
<i>Total Personnel</i>	\$ 426,819	\$ 426,819	\$ 250,261	\$ 176,557	59%

Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 1,776	7,424	19%
<i>Employee Development</i>	5,805	5,805	3,489	2,316	60%
<i>Supplies / Equipment</i>	7,653	7,653	1,573	6,080	21%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 22,658	\$ 22,658	\$ 6,838	\$ 15,820	30%

Capital

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

<i>Total Building Operations</i>	\$ 449,477	\$ 449,477	\$ 257,100	\$ 192,377	57%
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Streets Division

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 663,380	\$ 663,380	\$ 337,147	\$ 326,233	51%
Services / Supplies	705,877	705,877	283,154	422,723	40%
Capital	77,000	77,000	-	77,000	0%
	\$ 1,446,257	\$ 1,446,257	\$ 620,300	\$ 825,956	43%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 457,290	\$ 457,290	\$ 233,377	\$ 223,913	51%
<i>Employee Benefits</i>	206,090	206,090	103,770	102,320	50%
Total Personnel	\$ 663,380	\$ 663,380	\$ 337,147	\$ 326,233	51%
Services / Supplies					
<i>Professional Services</i>	\$ 67,521	\$ 67,521	\$ 7,730	\$ 59,791	11%
<i>Employee Development</i>	10,256	10,256	1,761	8,495	17%
<i>Supplies / Equipment</i>	47,550	47,550	14,261	33,289	30%
<i>Utilities</i>	90,000	90,000	35,742	54,258	40%
<i>Other (Street Maintenance)</i>	490,550	490,550	223,659	266,891	46%
Total Services / Supplies	\$ 705,877	\$ 705,877	\$ 283,154	\$ 422,723	40%
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	\$ 620,300	\$ 825,956	43%

Maintenance Division

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 327,979	\$ 327,979	\$ 167,651	\$ 160,327	51%
Services / Supplies	539,537	539,537	1,021,635	(482,098)	189%
Capital	-	-	-	-	0%
	\$ 867,516	\$ 867,516	\$ 1,189,286	\$ (321,771)	137%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 231,054	\$ 231,054	\$ 118,197	\$ 112,857	51%
<i>Employee Benefits</i>	96,925	96,925	49,454	47,471	51%
Total Personnel	\$ 327,979	\$ 327,979	\$ 167,651	\$ 160,327	51%

Services / Supplies					
<i>Professional Services</i>	\$ 61,530	\$ 61,530	\$ 15,731	\$ 45,799	26%
<i>Employee Development</i>	3,255	3,255	684	2,571	21%
<i>Supplies / Equipment (Fuel & Oils - \$132,917, Repair Parts / Contract Repairs - \$253,000)</i>	389,652	389,652	975,120	(585,468)	250%
<i>Utilities</i>	85,000	85,000	30,099	54,901	35%
<i>Other</i>	100	100	-	100	0%
Total Services / Supplies	\$ 539,537	\$ 539,537	\$ 1,021,635	\$ (482,098)	189%

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

Total Maintenance	\$ 867,516	\$ 867,516	\$ 1,189,286	\$ (321,771)	137%
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Parks Division

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,067,478	\$ 1,067,478	\$ 512,317	\$ 555,161	48%
Services / Supplies	486,999	486,999	174,651	312,348	36%
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	\$ 721,763	\$ 1,052,322	41%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 743,483	\$ 743,483	\$ 330,838	\$ 412,645	44%
<i>Employee Benefits</i>	<u>323,995</u>	<u>323,995</u>	<u>181,478</u>	<u>142,517</u>	<u>56%</u>
Total Personnel	\$ 1,067,478	\$ 1,067,478	\$ 512,317	\$ 555,161	48%
Services / Supplies					
<i>Professional Services</i>	\$ 107,616	\$ 107,616	\$ 26,783	\$ 80,833	25%
<i>Employee Development</i>	15,445	15,445	7,129	8,316	46%
<i>Supplies / Equipment</i>	229,938	229,938	92,773	137,165	40%
<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	\$ 174,651	\$ 312,348	36%
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	\$ 721,763	\$ 1,052,322	41%

Recreation Division

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 210,017	\$ 210,017	\$ 78,963	\$ 131,053	38%
Services / Supplies	243,078	243,078	81,751	161,327	34%
Capital	-	-	-	-	0%
	\$ 453,095	\$ 453,095	\$ 160,715	\$ 292,380	35%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 154,554	\$ 154,554	\$ 60,501	\$ 94,053	39%
<i>Employee Benefits</i>	55,463	55,463	18,462	37,000	33%
Total Personnel	\$ 210,017	\$ 210,017	\$ 78,963	\$ 131,053	38%
Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ (237)	\$ 237	0%
<i>Employee Development</i>	8,555	8,555	2,559	5,996	30%
<i>Supplies / Equipment</i>	2,106	2,106	359	1,747	17%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	232,417	232,417	79,070	153,347	34%
Total Services / Supplies	\$ 243,078	\$ 243,078	\$ 81,751	\$ 161,327	34%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Recreation	\$ 453,095	\$ 453,095	\$ 160,715	\$ 292,380	35%

Equipment Replacement / Capital Schedule

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

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	64,161	96,939	40%
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	\$ 288,329	\$ 286,380	50%

Utility Fund Revenues

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired	50.0%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (100,000)	\$ (100,000)	\$ (79,890)	\$ (20,110)	80%
<i>Charges / Penalties</i>	82,250	82,250	42,602	39,648	52%
Total Fees	\$ (17,750)	\$ (17,750)	\$ (37,288)	\$ 19,538	210%

Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 7,200	\$ 2,800	72%
Total Licenses & Permits	\$ 10,000	\$ 10,000	\$ 7,200	\$ 2,800	72%

Charges for Services

<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 1,986,252	\$ 3,583,723	36%
<i>Sewer Sales</i>	4,397,099	4,397,099	1,978,231	2,418,868	45%
<i>Inspection Fees</i>	3,000	3,000	460	2,540	15%
Total Charges for Service	\$ 9,970,074	\$ 9,970,074	\$ 3,964,943	\$ 6,005,131	40%

Interest

<i>Interest (Operations)</i>	\$ 18,500	\$ 18,500	\$ 15,049	\$ 3,451	81%
<i>Interest (Capital Projects)</i>	20,000	20,000	10,407	9,593	52%
Total Interest	\$ 38,500	\$ 38,500	\$ 25,456	\$ 13,044	66%

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	\$ 3,987,052	\$ 6,283,772	39%
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Utility Division

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

--- Summary - Operations ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,643,929	\$ 1,643,929	\$ 838,387	\$ 805,542	51%
Services / Supplies	5,904,815	5,904,815	2,597,046	3,307,769	44%
Capital	285,000	285,000	201,169	83,831	71%
Total Utility Division	\$ 7,833,744	\$ 7,833,744	\$ 3,636,602	\$ 4,197,142	46%

--- Detail - Operations ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	\$ 1,116,887	\$ 1,116,887	\$ 562,762	\$ 554,125	50%
Employee Benefits	527,042	527,042	275,625	251,417	52%
Total Personnel	\$ 1,643,929	\$ 1,643,929	\$ 838,387	\$ 805,542	51%
Services / Supplies					
Professional Services	\$ 208,579	\$ 208,579	\$ 143,120	\$ 65,459	69%
Employee Development	58,216	58,216	28,037	30,179	48%
Supplies / Equipment	71,859	71,859	24,232	47,628	34%
Utilities	404,380	404,380	116,670	287,710	29%
Other (Well Lot Maintenance)	773,650	773,650	219,826	553,824	28%
Sub-Total - Operations Services / Supplies	\$ 1,516,685	\$ 1,516,685	\$ 531,885	\$ 984,800	35%
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	381,507	607,503	39%
UTRWD - Water Demand Charges	1,284,600	1,284,600	642,300	642,300	50%
UTRWD - Sewer Effluent Volume Rate	548,725	548,725	256,528	292,197	47%
UTRWD - Capital Charge Joint Facilities	1,334,510	1,334,510	667,255	667,255	50%
UTRWD - HV Sewer Line to UTRWD	226,330	226,330	112,617	113,713	50%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,388,130	\$ 4,388,130	\$ 2,065,161	\$ 2,322,969	47%
Total Services / Supplies	\$ 5,904,815	\$ 5,904,815	\$ 2,597,046	\$ 3,307,769	44%
Capital					
Equipment / Vehicles	285,000	285,000	201,169	83,831	71%
Total Capital	\$ 285,000	\$ 285,000	\$ 201,169	\$ 83,831	71%
Total Utility Division - Operations	\$ 7,833,744	\$ 7,833,744	\$ 3,636,602	\$ 4,197,142	46%

Utility Fund Working Capital FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 1,986,252	\$ 3,583,723	36%
<i>Sewer Sales</i>	4,397,099	4,397,099	1,978,231	2,418,868	45%
<i>Other Fees / Charges</i>	100,250	100,250	50,709	49,541	51%
<i>Electronic Payment Credit</i>	(100,000)	(100,000)	(79,890)	(20,110)	80%
<i>Interest</i>	18,500	18,500	15,049	3,451	81%
Total Revenues	\$ 9,985,824	\$ 9,985,824	\$ 3,950,352	\$ 6,035,472	40%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$346,132	\$346,132	\$ 182,996	\$ 163,137	53%
<i>Operations</i>	2,814,481	2,814,481	1,187,276	1,627,205	42%
<i>UTRWD</i>	4,388,130	4,388,130	2,065,161	2,322,969	47%
<i>Debt Service</i>	1,076,878	1,076,878	978,097	98,781	91%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	285,000	285,000	201,169	83,831	71%
Total Expenditures	\$ 8,910,622	\$ 8,910,622	\$ 4,614,699	\$ 4,295,923	52%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	455,202	455,202	(514,347)
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	1,066,066
Designated Capital Project	-	-	-
Available Impact Fees	968,398	968,398	729,691
Total Available Working Capital	\$ 3,004,013	\$ 3,004,013	\$ 1,795,757

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

*The working Capital Analysis is prepared to provide a picture of the "cash position" of this enterprise fund. Income restricted for specific use and non-operating expenses are excluded. Impact fees are excluded from revenues, however included for working capital balances - as they are available to address contingency expenditures.

Corps Leased Parks Fund

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 355,650	\$ 355,650	\$ 183,744	\$ 171,907	52%
<i>Annual Park Passes</i>	25,000	25,000	10,026	14,974	40%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	800	800	127	673	16%
<i>I-35 Mitigation</i>	50,000	50,000	-	50,000	0%
Total Revenues	\$ 431,450	\$ 431,450	\$ 193,897	\$ 237,553	45%

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	\$ 86,638	\$ 117,558	42%
<i>Services / Supplies</i>	129,171	129,171	75,738	53,433	59%
<i>Capital</i>	280,300	280,300	138,600	141,700	49%
Total Expenditures	\$ 613,667	\$ 613,667	\$ 300,976	\$ 312,691	49%

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)	(107,079)
Ending Fund Balance	\$ 29,935	\$ 318,190	\$ 393,328

Audited FY17

Debt Service Fund

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,525,882	\$ 1,525,882	\$ 1,500,352	\$ 25,530	98%
<i>Interest Income</i>	1,400	1,400	2,819	(1,419)	201%
<i>Total Revenues</i>	\$ 1,527,282	\$ 1,527,282	\$ 1,503,171	\$ 24,111	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	119,292
<i>Ending Fund Balance</i>	\$ 157,341	\$ 168,579	\$ 280,472

Audited FY17

Capital Projects Fund

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	25,000	25,000	12,723	12,277	51%
Total Revenues	\$ 25,000	\$ 25,000	\$ 12,723	\$ 12,277	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2018 Bond Issue (Parks / Streets)	6,982,931	6,982,931	31,478	6,951,453	0%
2018 Bond Issue (Streets)		2,800,000	17,993	2,782,007	1%
2018 Bond Issue (Parks)		4,182,931	13,486	4,169,445	0%
Total Expenditures	\$ 6,982,931	\$ 6,982,931	\$ 31,478	\$ 6,951,453	0%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ -	\$ 45,662	\$ 45,662
+Net Increase (Decrease)	25,000	25,000	6,988,925
Ending Fund Balance	\$ 25,000	\$ 70,662	\$ 7,034,587

Audited FY17

Drainage Utilities

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Drainage Fee Receipts</i>	490,000	490,000	227,551	262,449	46%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	1,481	(1,406)	1975%
Total Revenues	\$ 490,075	\$ 490,075	\$ 229,032	\$ 261,043	47%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 359,292	\$ 359,292	\$ 183,176	\$ 176,116	51%
<i>Services / Supplies</i>	154,470	154,470	39,041	115,429	25%
<i>Capital</i>	24,700	24,700	24,695	5	100%
Total Expenditures	\$ 538,462	\$ 538,462	\$ 246,912	\$ 291,550	46%

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)	(17,880)
Ending Fund Balance	\$ 209,238	\$ 249,941	\$ 280,447

Audited FY17

Public Safety Special Revenue Fund

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

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

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	9,710	(6,110)	270%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 9,710	\$ (6,110)	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)	-	-	18,763
Ending Fund Balance	\$ 26,892	\$ 23,610	\$ 42,373

Audited FY17

Municipal Court Technology Fee Fund

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 1,728	1,772	49%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 5,500	\$ 5,500	\$ 5,213	\$ 287	95%
Total Expenditures	\$ 5,500	\$ 5,500	\$ 5,213	\$ 287	95%

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)	(3,485)
Ending Fund Balance	\$ 32,449	\$ 32,172	\$ 30,687

Audited FY17

Municipal Court Building Security Fund

FY 2017/2018 Budget

YEAR TO DATE MARCH

Percent of Budget Year Transpired

50.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 1,296	\$ 1,404	48%

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	1,296
Ending Fund Balance	\$ 34,074	\$ 32,819	\$ 31,415

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	444,259
Park Fees (Rental)	1,263	43,992	57,670	27,131
Linear Park Fees	287	287	574	-
Miscellaneous Income	-	-		-
Interest Income	2,601	600	800	436
Total	\$ 1,235,905	\$ 1,300,977	\$ 1,350,840	\$ 471,827
Expenditures				
Personnel	164,137	200,939	258,465	116,317
Services / Supplies	261,960	181,928	184,676	74,330
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	\$ 944,573
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)	(472,746)
Working Capital Balance	\$ 373,514	\$ 235,485	\$ 204,499	\$ (237,261)

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 MARCH

Percent of Budget Year Transpired

50.0%

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	2,994	7	100%
<i>Capital</i>	-	-	-	-	0%
<i>Total Expenditures</i>	\$ 3,000	\$ 3,000	\$ 2,994	\$ 7	100%

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	10,258
<i>Ending Fund Balance</i>	\$ 117,592	\$ 114,266	\$ 75,524

Audited FY17

CITY OF HIGHLAND VILLAGE

CITY COUNCIL BRIEFING

AGENDA# 20

MEETING DATE: 05/14/18

SUBJECT: Conduct a Public Hearing and Consider Ordinance 2018-1245 Re-adopting “Youth Standards of Care” of the Code of Ordinances of the City of Highland Village, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department

PREPARED BY: Phillip Lozano, Director of Parks and Recreation

BACKGROUND:

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

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

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

IDENTIFIED NEED/S:

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

OPTIONS & RESULTS:

To conduct a public hearing on the proposed Highland Village Youth Program Standards of Care. Council approval of the proposed Highland Village Youth Program Standards of Care.

RECOMMENDATION:

Conduct a public hearing and approve the first read of Ordinance 2018-1245.

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2018-1245

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

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

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

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

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

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

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

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

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

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

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

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

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

ARTICLE 14.04 PARKS AND RECREATION

Division 7. Youth Services Standards of Care

Sec. 14.04.221 Purpose

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

Sec. 14.04.222 General administration; definitions

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

Department. The parks and recreation department of the city.

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

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

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

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

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

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

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

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

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

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

(b) Organization.

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

(c) Inspection/monitoring/enforcement.

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

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

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

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

Sec. 14.04.223 Staff responsibilities and training

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

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

(b) Site director responsibilities.

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

(c) Program staff.

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

(d) Program staff responsibilities.

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

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

Sec. 14.04.224 Operations

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

(c) Programming.

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

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

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

(e) Transportation.

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

Sec. 14.04.225 Facility standards

(a) Safety.

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

(b) Fire.

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

(c) Health.

(1) Illness or injury to participant.

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

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

(4) Sanitation.

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

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

OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 21

MEETING DATE: 05/14/18

SUBJECT: Consider Resolution 2018-2747 Authorizing an Agreement with DataVox relating to Replacement of the City's Security Camera System

PREPARED BY: Sunny Lindsey, Director of Information Services

BACKGROUND:

During the FY 2016-2017 budget process, the City Council approved an IS initiative and provided direction relating to replacement of the City's entire security camera inventory as well as adding cameras in various City parks. The vendor with whom the City originally contracted pursuant to the authority of Resolution 2017-2708 was unable to comply with the contract as the result of the loss of one of its prime subcontractors. Prior to any work commencing, the City Manager terminated the agreement. Subsequently, the Information Systems team solicited proposal from four (4) more companies and has selected the lowest most responsible proposal with the most functionality and services.

IDENTIFIED NEED/S:

To award bid to new bidder for previously identified enhancements to the City security camera system in accordance to best value for the City.

PROGRESS TO DATE: (if appropriate)

Staff solicited proposals for professional services for installation and implementation of the new camera system, receiving a total of 9 proposals, since the beginning of the project. Of the proposals solicited and obtained after the events described above under "Background", staff selected the lowest most responsible proposal submitted by DataVox in the amount of \$95,412.42. Staff feels confident the City will receive a quality product from DataVox. A noted variable in this project relates to camera service at Unity Park and Copperas Branch Park. Kids Castle and Copperas Branch Park will be designed and bid during the construction of those parks. The City will provide WI-FI at Unity Park to allow for the camera feeds to be sent back to City Hall through a contract previously authorized by the City Council.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

As the related appropriation for this purchase was identified in FY 2017 and lapsed at the end of the fiscal year, a budget amendment would be suggested to re-appropriate funding from fund balance in this year's budget (FY2017/2018). Our practice regarding amendments to the budget have been to assemble one large budget amendment at mid-year in tandem with the budget process. In the interim, there is sufficient funding available for this project in the City

Manager Contingency.

RECOMMENDATION:

To approve Resolution 2018-2747 authorizing an agreement with DataVox relating to replacement of the City's security camera system.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2018-2747

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING AN AGREEMENT WITH DATAVOX RELATING TO THE REPLACEMENT OF THE CITY'S SECURITY CAMERA SYSTEM; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Resolution No. 2017-2708, the City Council authorized the City Manager to negotiate and sign an agreement with a vendor for professional services relating to the replacement of the City's security camera system; and

WHEREAS, prior to commencement of any work, the selected vendor advised City Administration that it was unable to fulfill the services as proposed and the contract was terminated; and

WHEREAS, City Administration has obtained new proposals for goods and services related to the replacement of the City's security camera system and determined that DataVox has presented the lowest, most responsible proposal that best complies with the City's specifications and recommends authorizing negotiation and execution of an agreement with DataVox; and

WHEREAS, the City Council of the City of Highland Village finds it to be in the public interest to authorize the purchases described herein;

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 negotiate and execute a contract for professional services for security camera replacement in the amount \$96,412.42 with DataVox, and is further authorized to enter such change orders as he deems reasonable and necessary to complete the work and carry out the intent of this resolution subject to compliance with state law, city policies and, in the case of an increase in contract price, the availability of current funds.

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 OCTOBER, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:5/3/18:98998)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 22

MEETING DATE: 05/14/18

SUBJECT: Consider Resolution 2018-2748 Canvassing the Returns and Declaring the Results of the General Election held on May 5, 2018 for the Purpose of Electing Council Members to Places 1 (Mayor), 2, 4, and 6

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

On January 23, 2018, the City Council passed and approved Resolution 2018-2731 calling a general election to be held on May 5, 2018 for the purpose of electing Council members to Places 1 (Mayor), 2, 4 and 6. The City Secretary's Office is responsible for conducting municipal elections as prescribed by the Texas Election Code. In accordance with the City Charter and Texas Election Code, notice of the election was posted and published and the election was legally held in accordance with the laws of the Texas Election Code.

The results of the election, including the early voting results, have been certified and returned. Pursuant to state law and in order to be declared elected, a candidate must receive the majority of the number of votes cast for the office for which a person is a candidate.

IDENTIFIED NEED/S:

Per the Texas Election Code, the City Council is required to canvass the election results not earlier than 8 days or later than 11 days after Election Day.

PROGRESS TO DATE: (if appropriate)

The General Election was conducted on May 5, 2018 and the results of the election, as canvassed and tabulated in Resolution 2018-1748, reflect the expressed desires of the resident, qualified voters of the City.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution No. 2018-2748 canvassing the returns and declaring the results of the May 5, 2018 General Election.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2018-2748

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS CANVASSING THE RETURNS AND DECLARING THE RESULTS OF THE MAY 5, 2018 GENERAL ELECTION FOR THE PURPOSE OF ELECTING COUNCIL MEMBERS FOR PLACES 1, 2, 4 AND 6; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on January 23, 2018, the City Council of the City of Highland Village, Texas passed and approved Resolution 2018-2731, which called a general election for the purpose of electing Councilmembers to Places 1, 2, 4 and 6 to be held on May 5, 2018; and

WHEREAS, the City Council has found and declared the above elections were duly called and notice duly posted and the elections were legally held in accordance with the laws of the Texas Election Code; and

WHEREAS, the results of the elections, including the early voting results, have been certified and returned by the proper judges and clerks thereof; and

WHEREAS, pursuant to state law and in order to be declared elected, a candidate must receive the majority of the number of votes of the entire City cast for the office for which such person is a candidate; and

WHEREAS, the returns of the elections were duly and legally made and showed that each candidate received the following votes:

Council, Place 1 (Mayor)	Total Number of Early Votes Received	Total Number of Election Day Votes Received	Total Number of Votes Received	Percentage of Votes Received
Charlotte J. Wilcox			906	88.74%
Eric Aplis			115	11.26%
Council, Place 2	Total Number of Early Votes Received	Total Number of Votes Received Election Day	Total Number of Votes Received	Percentage of Votes Received
Dave Shilling			167	17.67%
Jon Kixmiller			428	45.29%
Jim Archibald			178	18.84%

M. David True			103	10.90%
Jason Edwards			69	7.30%
Council, Place 4	Total Number of Early Votes Received	Total Number of Votes Received Election Day	Total Number of Votes Received	Percentage of Votes Received
Barbara Fleming			806	100%
Council, Place 6	Total Number of Early Votes Received	Total Number of Votes Received Election Day	Total Number of Votes Received	Percentage of Votes Received
Robert A. Fiester			601	66.48%
Edward Paul Balboni			303	33.52%

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

SECTION 1. The results of the election, as canvassed and tabulated in the preamble of this resolution, reflect the expressed desires of the resident, qualified electors of the City.

SECTION 2. The duly elected members of the City Council of the City, elected May 5, 2018, for Places 1, 4, and 6 and the corresponding terms of office, are as follows:

<u>Name</u>	<u>Council - Place</u>	<u>Term</u>
Charlotte J. Wilcox	Place 1	Two (2) Years
Barbara Fleming	Place 4	Two (2) Years
Robert A. Fiester	Place 6	Two (2) Years

SECTION 3. No individual having received the majority of the votes cast in the election for the office of Councilmember – Place No. 2 as required by City Charter and State Law, pursuant to Section 9 of Resolution No. 2018-2731, there is hereby called a runoff election to be held on June 16, 2018, for said office between the candidates having received the most votes and second most votes cast in said election, said candidates being, respectively, Jon Kixmiller and Jim Archibald.

SECTION 3. That this Resolution shall take effect immediately upon passage.

PASSED AND APPROVED this the 14th day of May, 2018.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:5/7/18:99084)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 23

MEETING DATE: 05/14/18

**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

May 14, 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 (Cancelled)
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