

This notification is being sent to you pursuant to the Texas Government Code, Section 551.047. An Emergency Supplemental Agenda Item is being placed on the agenda for the Regular Meeting of the Highland Village City Council scheduled for Tuesday, March 28, 2017 at 7:30 P.M.



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Charlotte J. Wilcox, Mayor



## EMERGENCY SUPPLEMENTAL AGENDA

Pursuant to Texas Government Code §551.045, the following matters are hereby added to the agenda of the regular meeting of the City Council of the City of Highland Village, Texas, to be held Tuesday, March 28, 2017, at 7:30 p.m. in the Highland Village City Council Chambers, 1000 Highland Village Road, Highland Village, Texas.

- S1. Consider declaring an emergency pursuant to Section 6.17.B. of the City Charter and authorizing the City Manager to negotiate and sign contracts and take such other action on behalf of the City that is reasonable and necessary to obtain the repair and/or replacement of the City's real and personal property damaged during the hail storm on March 26, 2017.

**Statement of Nature of Emergency:** The unexpectedly severe thunder and hail storm that struck the City of Highland Village during the evening of March 26, 2017, resulted in significant and widespread damage to, or destruction of, City-owned vehicles and buildings. The failure to quickly repair damaged buildings could result in further damage to City property through exposure to the elements and additional rains predicted to fall later in the week. The failure to quickly authorize the repair and/or replacement of City vehicles could impede the ability to timely provide City services that are vital to the protection and preservation of the health and safety of the residents of the City. Action on the supplemental item set forth above will allow such repairs and/or replacement to move forward in accordance with state law and the provisions of the Home Rule Charter of the City of Highland Village.

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*, AT 5:00 P.M ON THE 27<sup>th</sup> DAY OF MARCH, 2017 NOT LATER THAN TWO (2) HOURS PRIOR TO SAID MEETING BEING CONVENED.

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 \_\_\_\_\_, 2017 at  
\_\_\_\_\_ am / pm by \_\_\_\_\_.



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

**REGULAR MEETING  
OF THE CITY COUNCIL  
CITY OF HIGHLAND VILLAGE, TEXAS  
TUESDAY, MARCH 28, 2017, at 6:00 P.M.  
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

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

**EARLY WORK SESSION  
Training Room**

1. Receive Presentation of Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2015-2016
2. Receive a Presentation from Simple Recycling regarding a Curbside Clothing and Home Goods Recycling Program
3. Discuss Rate Options for Utility Fund
4. Discuss Appointment to Fill a Vacancy on the Highland Village Board of Ethics
5. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of March 28, 2017

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

**CLOSED SESSION  
Training Room**

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 Councilmember Barbara Fleming

9. **Pledge of Allegiance to the U.S. and Texas Flags to be led by Councilmember Barbara Fleming**
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**
  - **Lewisville ISD 2017 Bond Election:**
    - Superintendent of Lewisville ISD – Dr. Kevin Rogers**
    - Vote Yes Lewisville ISD PAC – David Mive and Chuck Elsey**

## **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 Meeting held on March 2, 2017**
14. **Consider Resolution 2017-2676 Canceling the May 6, 2017 General Election for City Officers and Declaring Unopposed Candidates Elected to Office**
15. **Consider Resolution 2017-2677 Authorizing the City Manager to Execute a Turf and Landscape Maintenance Services Agreement with Terracare Associates**
16. **Receive Comprehensive Annual Financial Report (CAFR) for Fiscal Year 2015-2016**
17. **Receive Budget Report for Period Ending January 31, 2017**

## **ACTION AGENDA**

18. **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)**

19. Conduct a Public Hearing and Consider Ordinance 2017-1220 Granting a Conditional Use Permit (CUP) for an Accessory Dwelling Unit located at Highland Shores Phase II-C, Lot 15, Block BO, commonly known as 505 Lanier Way (1<sup>st</sup> of two reads)
20. Consider Resolution 2017-2678 Appointing a Member to Fill a Vacancy on the Highland Village Board of Ethics

**LATE WORK SESSION**

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

21. Status Reports on Current Projects and Discussion on Future Agenda Items (A Councilmember may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)
  - 35Express Project Update
22. 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 24<sup>th</sup> DAY OF MARCH, 2017 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 \_\_\_\_\_, 2017 at  
\_\_\_\_\_ am / pm by \_\_\_\_\_.

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

**AGENDA# 1**

**MEETING DATE: 03/28/17**

**SUBJECT: Receive Presentation of Comprehensive Annual Financial Report (CAFR) for FY 2016**

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

**BACKGROUND:**

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

The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2016.

The report will be on file in the City Secretary's Office as a public record (Section 6.11, City Charter), and will be distributed to Council at the meeting. It has been submitted to GFOA for consideration of an Excellence in Financial Reporting Award. An electronic version will also be placed on the City web site.

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

**AGENDA# 2**

**MEETING DATE: 03/28/17**

**SUBJECT: Receive a Presentation from Simple Recycling regarding a  
Curbside Clothing and Home Goods Recycling Program**

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

**COMMENTS**

Representatives from Simple Recycling will provide a presentation regarding their Clothing and Home Goods Recycling Program.

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

<b>AGENDA#</b> 3	<b>MEETING DATE:</b> 03/28/17
<b>SUBJECT:</b>	Discuss Rate Options for Utility Fund
<b>PREPARED BY:</b>	Angela Miller, City Secretary

**COMMENTS**

City staff will be present to review rate options for the Utility Fund.



## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 4**                      **MEETING DATE: 03/28/17**

**SUBJECT:            Discuss Appointment to Fill a Vacancy on the Highland Village Board of Ethics**

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

### **BACKGROUND:**

City ordinance states that Council shall make annual appointments to the City's Boards and Commissions no later than the second regularly scheduled Council meeting in September. Citizens interested in volunteering their time to serve on one of the City's boards or commissions may submit an application to the City Secretary's Office for consideration by Council.

The annual appointments are for terms of two years, unless an individual is appointed to fill a vacancy. A "term year" shall be from October 1<sup>st</sup> until September 30<sup>th</sup> of the following year. The terms shall expire on the 30<sup>th</sup> day of September of the second year.

In the case of a vacancy, the Council shall appoint a replacement to fill an unexpired term. In most cases, Council may consider appointing alternate members of said board to fill a vacancy prior to appointing new applicants. However, there are no alternate positions on the Ethics Board.

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

On October 11, 2016, Stephanie Askew was appointed by Council to a position on the Ethics Board for a term expiring on September 30, 2018. Ms. Askew has since been appointed to serve as Alternate Municipal Court Judge for the City. Due to her recent appointment, Ms. Askew resigned from her position on the Ethics Board.; therefore a vacancy now exists on the Ethics Board. The term for this position will expire on September 30, 2018.

### **OPTIONS & RESULTS:**

City staff had one application on file from a resident interested in serving on the Ethics Board. Earlier this month, City staff solicited additional applications from anyone interested in serving. As of Friday, March 24, the following have submitted applications and requested to serve on the Ethics Board:

- Diana Kalinowska
- Michael Birdwell (currently serves as an Alternate on the Public Art Advisory Board)
- Kevin McMahan
- Brian Tackett

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

Council has received a copy of the applications under separate cover.

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

N/A

**RECOMMENDATION:**

No action required. This item is for informational purposes only.

If Council chooses, there is an item on the Action Agenda tonight for Council to take formal action to fill the vacancy on the Board of Ethics.

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

**AGENDA# 9**                      **MEETING DATE: 03/28/17**

**SUBJECT:            Pledge of Allegiance**

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

**COMMENTS**

A Councilmember will lead the Pledge of Allegiance to the U.S. and Texas Flags.

**The Pledge to the Texas Flag is as follows:**

**“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”**

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

**AGENDA# 12**

**MEETING DATE: 03/28/17**

**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.

- ❖ Lewisville ISD 2017 Bond Election:
  - Superintendent of Lewisville ISD – Dr. Kevin Rogers
  - Vote Yes Lewisville ISD PAC – David Mive and Chuck Elsey

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

**AGENDA# 13**

**MEETING DATE 03/28/17**

**SUBJECT: Consider Approval of Minutes of the Regular Meeting held on  
March 2, 2017**

**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 March 2, 2017 City Council meeting minutes.

**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
THURSDAY, MARCH 2, 2017**

The City Council of the City of Highland Village, Texas met in Early Work Session on the 2<sup>nd</sup> day of March, 2017, prior to the Regular Council Meeting.

**Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 6:04 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox Mike Lombardo Barbara Fleming John McGee Fred Busche William Meek	Mayor Councilmember Councilmember Councilmember Councilmember Deputy Mayor Pro Tem
Absent:	Michelle Schwolert	Mayor Pro Tem
Staff Members:	Michael Leavitt Kevin B. Laughlin Ken Heerman Angela Miller Scott Kriston Autumn Aman Linda Cornelius Doug Reim Brad Goudie Laurie Mullens Andrew Boyd Karen Bradley	City Manager City Attorney Assistant City Manager City Secretary Public Works Director Community Dev Coordinator Parks & Recreation Director Police Chief Fire Chief Public Affairs Manager Media Specialist Administrative Assistant

**EARLY WORK SESSION**

**1. Discuss Development Agreement relating to a Request for a Variance from the Payment of Parkland Dedication Fees and Installation of a Water Line Extension associated with the Ladera Highland Village Development**

City Manager Michael Leavitt stated there are two (2) components to this item: a water line extension project and parkland dedication fees.

Water Line Extension Project - Mr. Leavitt reported as part of the Ladera project, the developer is completing the final north to south water line loop, connecting the Castlewood Subdivision and the Chapel Hill Subdivision along with providing the subdivision a second source for potable water. He stated it was determined that in order to provide for an enhanced public water distribution system to the remainder of the City's system in this area, it is necessary for a waterline to be laid through a bore under the Kansas City and Southern Rail right-of-way adjacent to the Development. The developer will pay for the water line project and has asked for assistance from the City with some of the permit and inspection fees of approximately \$57,000.

Mr. Leavitt further reported from the 2018 Utility Fund, staff has identified the construction of a water line project along our west corporate limits that would complete our final north to south water line loop and connect the Castlewood subdivision and the Chapel Hill subdivision. With the developer covering the cost of this project, this will allow City staff to redirect funds to other areas of maintenance & operations within the fund. Mr. Leavitt stated staff recommends the City participate in the cost of said extension and bore, subject to execution of a development agreement with the developer. This will provide a completed loop system for an area of Highland Village and will help in water quality and fire protection for two major existing subdivisions in the City. Mr. Leavitt stated the City Attorney has provided a modified Resolution that includes these costs. For clarification, Councilmember McGee asked the amount of cost savings to the City. Mr. Leavitt reported approximately 420,000.

Parkland Dedication Fees - Mr. Leavitt reported Ordinance No. 2016-1201 that establishes the Ladera Development requires the construction of elements that are very similar to our current neighborhood park designation. The Ladera Development is constructing the following elements: an amenity center with meeting rooms, community pool, gazebos, pavilions, and sports court consisting of pickle ball and bocce ball. The Development is also providing designated open space of 40% or greater of the gross land area of the property, which is being used for landscaping and trails around the entire perimeter of the property.

In addition, Ladera has also worked with the Chapel Hill Estates Subdivision HOA Board in acquiring additional ROW for the Chinn Chapel Road reconstruction; a designated right turn lane was required with the reconstruction of Chinn Chapel Road at the main entrance for the Development from Chinn Chapel Road. In exchange, Ladera is constructing over 1,760 feet of trail around the HOA common area in addition to a 60 foot walk bridge over the south end of their pond to provide access to the common area entirely around the HOA pond.

The Park Fees, consisting of a Neighborhood Park component, a Linear Park component, and a Community Park component, shall be imposed on all residential development in the City at the time of final plat approval. The Park Fees determined for Ladera Highland Village (Service Area II) approved fee schedule is as follows:

Community Park, Service Area II	\$ 684.00 per dwelling unit
Linear Park, Service Area II	\$ 287.00 per dwelling unit
Neighborhood Park, Service Area II	\$1,097.00 per dwelling unit
Community Park	\$ 684.00 per dwelling unit x 100 = \$68,400
Linear Park	\$ 287.00 per dwelling unit x 100 = \$28,700
Neighborhood Park	\$ 1,097.00 per dwelling unit x 100 = \$109,700
Total park fees amount	\$ 206,800.00
Total per dwelling unit	\$ 2,068.00

Mr. Leavitt stated at their meeting held on February 16, 2017, the Parks and Recreation Advisory Board (Board) received a request from the developer of the Ladera Development to waive the requirement to dedicate property for the development of a public park and/or the payment of moneys in lieu of such dedication as required by Section 4.2 of the City Subdivision Regulations. Having considered such request in light of the overall impact the development will have on the City's existing public parks and trails system, and the amenities & improvements relating to recreation and open space that are required of the developer by the PD 2016-1201 regulations, the Board is

recommending the City Council grant a variance to the requirements of Section 4.2 of the City Subdivision Regulations by waiving the payment of Park Fees relating to the development of Linear and Neighborhood Parks. The Board voted 3-1 in granting the waiver of Linear Park and Neighborhood Park Fees.

Councilmember McGee asked if these areas are all open to the public. City Manager Leavitt reported these areas are open to the residents that live in the Ladera Development. He further reported this is similar to what has been done in the past in other subdivisions in Highland Village. He reported in their motion, the Board added the Community Park Fees to be paid at the time of each residential unit permit. Mr. Leavitt stated he had spoken with the developer and the developer agreed to pay the full amount up front at the time of the first issuance of the first residential building unit permit.

To clarify, Councilmember McGee stated the Community Park Fees were put in place for the development and maintenance of parks for use by all members of Highland Village. Mr. Leavitt further clarified that is the case only for the area of the City at Unity Park. Councilmember McGee voiced concern that the developer is asking for abatement for improvements that are solely for the use of residents in the Ladera Development. Councilmember Lombardo reminded everyone of the public works project that is also an element of this project. Mr. Leavitt stated it is a good point of reference, but recommended not grouping both the Water Line Extension Project and the Parkland Dedication Fees together.

Mr. Leavitt stated, Agenda Item #14 on tonight's Regular Agenda is for Council consideration of proposed Resolution 2017-2675 authorizing the City Manager to negotiate and execute a Development Agreement relating to a request for variance from payment of Parkland Dedication Fees and Installation of a Water Line Extension associated with the Ladera Highland Village Development.

**2. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of March 2, 2017**

Relating to Agenda Items #12 & #13, Councilmember Lombardo asked if action is needed on both the preliminary and final plats. City Attorney Kevin Laughlin stated it is required per the City's subdivision ordinance.

Early Work Session ended at 6:26 p.m.

**CLOSED SESSION**

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

Council did not meet in Closed Session.

**OPEN SESSION**

**4. Call to Order**

Mayor Wilcox called the meeting to order at 6:30 p.m.



## Roll Call

Present:	Charlotte J. Wilcox Mike Lombardo Barbara Fleming John McGee Fred Busche William Meek	Mayor Councilmember Councilmember Councilmember Councilmember Deputy Mayor Pro Tem
Absent:	Michelle Schwolert	Mayor Pro Tem
Staff Members:	Michael Leavitt Kevin B. Laughlin Ken Heerman Angela Miller Brad Goudie Doug Reim Scott Kriston Autumn Aman Linda Cornelius Laurie Mullens Andrew Boyd	City Manager City Attorney Assistant City Manager City Secretary Fire Chief Police Chief Public Works Director Community Dev Coordinator Parks and Recreation Director Public Affairs Manager Media Specialist

### 5. Prayer to be led by Councilmember Michael Lombardo

Councilmember Michael Lombardo gave the invocation.

### 6. Pledge of Allegiance to the U.S. and Texas Flags to be led by Councilmember Michael Lombardo

Councilmember Michael Lombardo led the Pledge to the U.S. and Texas Flags.

### 7. Visitor Comments

The following people spoke:

Debbie Malany (213 Edgewood Drive) – Ms. Malany stated she has been a resident of Highland Village since 1992 and enjoys living here. She stated she is opposed to the proposed development of a 5-story hotel that might happen on Highland Village Road and does not think it's a good fit for that location because of its proximity to homes located nearby.

Deborah French (3445 Hermalinda, Denton, TX) – Ms. French stated she had been representing the seven (7) property owners on Edgewood in reference to the activity that was going on in their neighborhood and ultimately their choice to put their homes on the market. Ms. French provided the following update:

She reported, on February 14, 2017 on behalf of the fourteen (14) Edgewood property owners (2 at each address), she addressed City Council requesting information on a proposed 5-story hotel that could be developed on Highland Village Road. Ms. French stated the homeowners collectively wanted to discuss their concerns and how the proposed development would affect the community, their quality of life and their property values. They also stated they would like to actively work with the City and the Council on the type of development that might go in that area. She stated this was not the

homeowners' first request for information and dialogue. She reported this request started last August with a realtor approaching several homeowners on Edgewood about an investor interested in purchasing their homes. Ms. French reported when two properties, located directly east and at the end of Edgewood, were put up for sale the homeowners realized there was potential for a possible development and wanted more information. Ms. French stated she attended a meeting along with one of the Edgewood families and Mr. Leavitt. At the meeting, Mr. Leavitt confirmed there had been interest in future development of the land, but it was never pursued. After the meeting, she stated the homeowners still felt it was important to have a conversation with the City Council, Planning & Zoning Commission, and City staff to allow the homeowners the opportunity for their input on the type of development that would be beneficial to everyone. Ms. French stated she felt it was important to work together so she reached out to the City and real estate agents of the investors to schedule a meeting. She reported the realtors of the investors declined a meeting, but she informed Mr. Leavitt the homeowners still wanted to meet about their concerns. Over a five (5) month period, Ms. French stated she had approximately five (5) conversations with Mr. Leavitt regarding a meeting with the City Council. She reported she received a call from the investors' realtor agreeing to meet with her, but not with any of the Edgewood homeowners. The meeting was held on February 13, 2017 and included the investors, their realtor, the investors' consulting firm and two (2) members of City staff. Ms. French reported a concept plan and overlay was provided to all attendees. She reported she voiced the homeowner's concerns about the negative impact the development would have on their properties.

After the February 13, 2017 meeting, Ms. French stated she shared this information with the Edgewood homeowners and they felt there was a greater urgency to meet with the City Council, Planning & Zoning Commission, and City staff. She reported the homeowners just wanted to receive factual information and to be heard. She stated the homeowners have decided they are no longer in need of her services and will now represent themselves in all manners regarding their properties and what is to be developed. Ms. French stated she is in total agreement with this decision and asked that the City work with the homeowners.

Jean Bassinger (210 Edgewood) – Ms. Bassinger stated she and her husband started questioning what was going on in their community back in August when they saw that several homeowners on the block reported they had been contacted by a realtor interested in buying their properties. She reported they met with Mr. Leavitt regarding the activity in Edgewood. Ms. Bassinger voiced her appreciation to the City staff and Council for everything they have done at Doubletree Ranch Park.

Ms. Bassinger stated she does not understand what is happening and that once a developer appeared with a proposal of a 5-story hotel, the residents on Edgewood have had the door closed on them. She stated she looked to a realtor to help navigate them. Ms. Bassinger stated she is in favor of a quality development on the east end of Highland Village, and just wants Council and City staff to see that the same is developed there as in other areas of the City. She said she expected compensation for their property at fair market prices and not to have to take a financial hit due to this proposed development.

Mayor Wilcox stated she has not received any proposal for a 5-story hotel and that no proposal has been submitted to Council. She reported the area will not be "spot developed" as long as she is Mayor. City Manager Leavitt reported the City does not own the property and therefore has no input until a formal application is presented. He stated that is the first step in the process and that a developer may have several revisions on concept plans before even being presented to the City. Mr. Leavitt reported the TOD overlay was done in 2007 and since that time there have been other

developers that have looked at the area. He further reported there is nothing formal to meet about because to date an application has not been submitted.

Ms. Bassinger reported she has received very frightening information from a representative of the property located behind hers regarding a proposed development and that the homeowners feel very vulnerable. Mr. Leavitt reported if development is going to happen in any quadrant of the City, it will have to be a cohesive, full development. In his seventeen years, he reported they have not allowed any “piece mill” development in Highland Village. He further stated before a concept plan comes before the Planning & Zoning Commission and City Council for consideration, it will have to be a cohesive, total development that is fully funded and vetted. Mr. Leavitt stated it may be years before something comes forward that the City would even consider.

Mayor Wilcox stated she cares about the residents of Highland Village and if anything takes place on Edgewood it will have to be right for the residents and for that part of town. She further reported one piece of property in Edgewood can’t be developed by itself; it would have to be the entire development. City Attorney Kevin Laughlin stated there are many legal steps that have to take place in order for any rezoning to occur and none of that has occurred. He further reported the City has not received any official application, which is required to even begin that process. Mayor Wilcox thanked everyone for coming and asked them to contact her if they have any other questions or concerns.

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

- **Presentation of the State of the City Video**

In this year’s video, Mayor Wilcox picks up where she left of last year. After showing Highland Village to a potential resident in the 2016 video, the resident now learns more about the services received for the tax dollars paid.

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

- **Recognition of Stage Right Ministry, Footlight Dance Studio and Christian Youth Theater**

Mayor Wilcox thanked all of the students that participated in this year’s State of the City Video. Students from the Stage Right Ministry at Trietsch Memorial United Methodist Church provided vocals and participated along with students from Footlight Dance Studio and Christian Youth Theater.

- **Recognition of the Heart Safe Community Designation**

Highland Village is recognized as a Heart Safe Community by the North Central Texas Trauma Regional Advisory Council. Fire Chief Brad Goudie showcased signage to be installed in Highland Village that will help to bring attention to the partnership with the community to promote healthy lifestyles and a safer community.

Mayor Wilcox stated she recently attended a meeting of the Highland Village Women's Club and reported they donated \$650 to be used for items needed at the new Dog Park.

Councilmember McGee provided an update on the recent trip to Austin for Denton County Days. The purpose of the event is for government and business leaders to meet with legislators to familiarize them with the important issues facing Denton County. Meetings were held with Senator Jane Nelson, Representative Tan Parker and Representative Ron Simmons. City Council and City staff shared the City's Legislative Program with each. The program focuses on local control and opposing any legislation that would diminish Highland Village's ability to effectively manage its resources and serve its citizens. Of particular interest is a proposed revenue cap bill for city and county entities, excluding school districts. City Council members and City staff voiced a state-wide regulation is not suited to address the diverse makeup of cities in Texas; one size does not fit all.

### **CONSENT AGENDA**

#### **10. Consider Approval of Minutes of the Regular Meeting held on February 14, 2017**

***Motion by Councilmember Fleming, seconded by Deputy Mayor Pro Tem Meek, to approve Consent Agenda Item #10. Motion carried 6-0.***

### **ACTION AGENDA**

#### **11. 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**

Council did not meet in Closed Session; no action was taken.

#### **12. Consider a Preliminary Plat for 26.153± acres in the J. Edmondson Survey, Abstract No. 398 and the G.W. Jackson Survey, Abstract No. 1599, to be known as Ladera Highland Village as submitted by G&A Consultants, on behalf of The Integrity Group**

#### **PRELIMINARY PLAT APPROVED (6 – 0)**

Public Works Director Scott Kriston reported an application for review and consideration of the Preliminary Plat, Tree Plan, and Landscape Plan was submitted for the Ladera Development in Highland Village. He stated the approximately 26.153 acre tract, located on the East side of Chinn Chapel Road, south of the railroad tracks and directly north of Chapel Hill Estates II, was purchased by The Integrity Group for development of a Detached Residential Condominium Development consisting of 100 dwelling units. This development will be an age restricted, maintenance free, gated residential community integrated with amenities such as walking trails, community pool, gazebos and pavilions, sports court, parks, and open space.

Mr. Kriston stated on July 26, 2016, the City Council approved Ordinance No. 2016-1201, changing the zoning of the property from SF-40 to a Planned Development in order to allow the property to be developed as described above and setting forth the standards on how the property shall be developed. He reported City staff and the City's Engineer have reviewed the application relating to drainage, utilities, the tree mitigation

plan, and landscape plan. Based on review of the application, Mr. Kriston stated City staff is of the opinion the preliminary plat complies with the City's existing regulations.

He further reported that City staff presented the Preliminary Plat to the Parks and Recreation Advisory Board on February 16, 2017, which recommended on a vote of 4-0 the application be approved as presented. City staff then presented the Preliminary Plat to the Planning and Zoning Commission on February 21, 2017, which recommended on a vote of 5-0 that the application be approved as presented. Representatives for the project were present to answer any questions from City Council.

Mr. Kriston also reported this development will be mostly clear cut, with 15 feet of dirt removed from the entire west side, with the exception of Zone A which is located in a FEMA flood zone. The engineer has submitted the Conditional Letter of Map Revision (CLOMAR) to FEMA for review and approval. Mayor Wilcox asked why the applicant chose to use Bald Cypress trees. Mr. Kriston reported it is one of the City's approved trees for use. Developer John Delin stated with some of the water areas, the tree was a good fit and that none will be used close to any of the houses.

***Motion by Councilmember Busche, seconded by Councilmember McGee, to approve the Preliminary Plat for 26.153± acres in the J. Edmondson Survey, Abstract No. 398 and the G.W. Jackson Survey, Abstract No. 1599, to be known as Ladera Highland Village as submitted by G&A Consultants, on behalf of The Integrity Group. Motion carried 6-0.***

13. **Consider a Final Plat for 26.153± acres in the J. Edmondson Survey, Abstract No. 398 and the G.W. Jackson Survey, Abstract No. 1599, to be known as Ladera Highland Village as submitted by G&A Consultants, on behalf of The Integrity Group**

**FINAL PLAT APPROVED (6 – 0)**

Mr. Kristin reported an application for review and consideration of the Final Plat, Tree Plan, and Landscape Plan was submitted for the Ladera Development in Highland Village. He stated the approximately 26.153 acre tract, located on the East side of Chinn Chapel Road, south of the railroad tracks and directly north of Chapel Hill Estates II, was purchased by The Integrity Group for development of a Detached Residential Condominium Development consisting of 100 dwelling units. This development will be an age restricted, maintenance free, gated residential community integrated with amenities such as walking trails, community pool, gazebos and pavilions, sports court, parks, and open space.

Mr. Kriston stated on July 26, 2016, the City Council approved Ordinance No. 2016-1201, changing the zoning of the property from SF-40 to a Planned Development in order to allow the property to be developed as described above and setting forth the standards on how the property shall be developed. He reported City staff and the City's Engineer have reviewed the application relating to drainage, utilities, the tree mitigation plan, and landscape plan. Based on review of the application, Mr. Kriston stated City staff is of the opinion the final plat complies with the City's existing regulations.

He further reported that City staff presented the Final Plat to the Parks and Recreation Advisory Board on February 16, 2017, which recommended on a vote of 4-0 the application be approved as presented. City staff then presented the Final Plat to the Planning and Zoning Commission on February 21, 2017, which recommended on a vote of 5-0 that the application be approved as presented. Representatives for the project were present to answer any questions from City Council.

Mayor Wilcox asked when the CLOMAR review by FEMA would be completed. Mr. Kriston stated it has been under review for approximately two (2) weeks and could take months.

***Motion by Councilmember Fleming, seconded by Councilmember Lombardo, to approve the Final Plat for 26.153± acres in the J. Edmondson Survey, Abstract No. 398 and the G.W. Jackson Survey, Abstract No. 1599, to be known as Ladera Highland Village as submitted by G&A Consultants, on behalf of The Integrity Group. Motion carried 6-0.***

14. **Consider Resolution 2017-2675 Authorizing the City Manager to Negotiate and Execute a Development Agreement relating to a Request for a Variance from the Payment of Parkland Dedication Fees and Installation of a Water Line Extension associated with the Ladera Highland Village Development**  
**APPROVED (6 – 0)**

Mr. Leavitt stated Resolution 2017-2675 relates to two (2) different topics: the Parkland Dedication Fees and a Water Line Extension Project. He reported the developer has requested the abatement of fees relating to Linear Park Fees and Neighborhood Park Fees, which are required per City ordinance. The developer has agreed to pay the Community Park Fees.

Mr. Leavitt stated at their February 16, 2017 meeting, the Parks and Recreation Advisory Board (Board) received a request from the developer of the Ladera Development to waive the requirement to dedicate property for the development of a public park and/or the payment of moneys in lieu of such dedication as required by Section 4.2 of the City Subdivision Regulations. Having considered such request in light of the overall impact the development will have on the City's existing public parks and trails system, and the amenities & improvements relating to recreation and open space that is required of the developer by the PD 2016-1201 regulations. The Board is recommending the City Council grant a variance to the requirements of Section 4.2 of the City Subdivision Regulations by waiving the payment of Park Fees relating to the development of Linear and Neighborhood Parks. The Board voted 3-1 in granting the waiver of Linear and Neighborhood Park Fees.

Mayor Wilcox asked for City staff's recommendation. Mr. Leavitt reported this area was never identified in the City's Linear Park Master Plan and that the tract of land that will be used is difficult to develop. He stated the enhancements being proposed for this tract will provide connectivity to the trail system. In relation to the neighborhood park, the Parks and Recreation Advisory Board felt it met the requirements. Mr. Leavitt reported similar abatements have been done in the past. Mayor Wilcox stated she would prefer the developer pay the fees now rather than later, as is being proposed.

For clarification on the resolution, City Attorney Kevin Laughlin stated there has been a revision to Section 1(C) that reads as follows: "The City will participate in the cost, not to exceed \$55,000, relating to boring under the KCS Rail right-of-way for the purpose of allowing the connection of the public water distribution system constructed in association with the Development, through said bore to the City's existing public water distribution system on the easterly side of the rail right-of-way, such participation to be limited to costs relating to actual construction of the pipeline bore and all related permit and inspection fees payable to third parties".

***Motion by Councilmember Busche, seconded by Deputy Mayor Pro Tem Meek, to approve Resolution 2017-2675 authorizing the City Manager to negotiate and execute a Development Agreement relating to a request for a variance from the***

***payment of Parkland Dedication Fees and Installation of a Water Line Extension associated with the Ladera Highland Village Development. Motion passed 6-0.***

**15. Discuss and Consider Cancellation of the March 14, 2017 City Council Meeting  
MEETING CANCELLED (6 – 0)**

Mr. Leavitt stated the regular City Council meeting scheduled for March 14, 2017 conflicts with the spring break holiday for Lewisville ISD students, which is March 13 – 17, 2017.

***Motion by Councilmember McGee, seconded by Deputy Mayor Pro Tem Meek, to cancel the March 14, 2017 City Council Meeting. Motion passed 6-0.***

**LATE WORK SESSION**

**16. 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.)**

- **35Express Project Update**

Mr. Leavitt provided the following update:

- ❖ The Precinct 3 Transportation Meeting was held this past Monday in Highland Village. The meeting is an opportunity for Commissioner Bobbie Mitchell to bring everyone together from her precinct to provide updates on transportation projects.
- ❖ Starting the first of May, all main lanes going south from 2181 should be completed. At that time, they will start the final asphalt overlay project.
- ❖ A u-turn lane at Oak Drive will be open the first part of May.

**17. Adjournment**

Mayor Wilcox adjourned the meeting at 8:02 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

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

**AGENDA# 14**

**MEETING DATE: 03/28/17**

**SUBJECT: Consider Resolution 2017-2676 Canceling the May 6, 2017 General Election for City Officers and Declaring Unopposed Candidates Elected to Office**

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

**BACKGROUND:**

On February 14, 2017, the City Council ordered a general election to be held on May 6, 2017, for the purpose of electing Councilmembers to Places 3, 5, and 7. The filing deadlines for placement on the ballot and declaration of write-in candidacy have passed. The City Secretary received one application for Place 3, two applications for Place 5, and one application for Place 7. One of the applicants for Place 5 withdrew his candidacy from the election, resulting in one application for each place.

Pursuant to Chapter 2 of the Texas Election Code, the City Secretary shall prepare written notification that each candidate is unopposed for the election. Upon receipt of notification, the Council is authorized to adopt an order declaring each unopposed candidate elected to office and cancel the General Election. The following candidates are unopposed, and upon approval of a resolution to cancel the elections, will be declared elected to the specified offices.

Michael Lombardo, Place 3  
Fred Busche, Place 5  
Dan Jaworski, Place 7

The candidates will begin their official duties on May 9, 2017.

**IDENTIFIED NEED/S:**

To receive certification of unopposed candidates from the City Secretary and cancel the May 6, 2017 General Election in accordance with the Texas Election Code.

**OPTIONS & RESULTS:**

N/A

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

The filing deadlines for placement on the ballot and declaration of write-in candidacy have passed and the City Secretary has received one application for each place. The City Secretary's Certification of Unopposed Candidates is included with this briefing.

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

The City will realize a cost savings as a result of canceling the General Election.



## **RECOMMENDATION:**

To approve Resolution 2017-2676.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2017-2676**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, CANCELING THE MAY 6, 2017, GENERAL ELECTION FOR CITY OFFICERS; ORDERING THAT EACH UNOPPOSED CANDIDATE BE DECLARED ELECTED TO OFFICE; ORDERING THE POSTING OF THIS RESOLUTION AT EACH POLLING PLACE ON ELECTION DAY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, on February 14, 2017, the City Council ordered a general election to be held on May 6, 2017, for the purpose of electing City Council members to Places 3, 5, and 7 on the City Council; and

**WHEREAS**, the filing deadlines for placement on the ballots and declaration of write-in candidacy have passed; and

**WHEREAS**, the City Council has received the City Secretary's written certification that each candidate is unopposed for the election; and

**WHEREAS**, in these circumstances, Texas Election Code §2.053 authorizes a governing body to adopt an order declaring each unopposed candidate elected to office and cancel the general election.

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

**SECTION 1.** Having received the certification from the City Secretary that the following candidates are unopposed in the May 6, 2017, general election, the following people are hereby declared elected to the specified offices and shall be issued a certificate of election after Election Day in accordance with the Texas Election Code.

Michael Lombardo, Place 3  
Fred Busche, Place 5  
Dan Jaworski, Place 7

**SECTION 2.** The City Secretary shall post a copy of this resolution at the designated polling place on May 6, 2017, as required by the Texas Election Code.

**SECTION 3.** This resolution shall be effective immediately upon passage.

**PASSED AND APPROVED** this the 28<sup>th</sup> day of March, 2017.

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**  
(kbl:3/13/17:84491)

**CERTIFICATION OF UNOPPOSED CANDIDATES**  
***CERTIFICACIÓN DE CANDIDATOS ÚNICOS***

To: Presiding Officer of Governing Body  
*Al: Presidente de la entidad gobernante*

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 6, 2017.

*Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 6 de Mayo de 2017.*

List of offices and names of candidates:  
*Lista de cargos y nombres de los candidatos:*


Candidate(s) / *Candidato(s)*

Michael Lombardo  
Fred Busche  
Dan Jaworski

Offices(s) / *Cargo(s)*

Place 3 / *Lugar 3*  
Place 5 / *Lugar 5*  
Place 7 / *Lugar 7*



  
Signature / *Firma*

Angela Miller  
Printed Name / *Nombre en letra de molde*

City Secretary / *(Secretaría de La Cuidad)*  
Title / *(Puesto)*

March 24, 2017  
Date of Signing / *(Fecha de firma)*

# CITY OF HIGHLAND VILLAGE

## CITY COUNCIL BRIEFING

**AGENDA# 15**

**MEETING DATE: 03/28/17**

**SUBJECT: Consider Resolution 2017-2677 Authorizing the City Manager to Execute a Turf and Landscape Maintenance Services Agreement with Terracare Associates in an Amount Not to Exceed \$99,476.06**

**PREPARED BY: Linda Cornelius, Director of Parks and Recreation**

### BACKGROUND:

In the late ninety's, the City began bidding out some mowing services to maintain areas such as medians due to the lack of Park Staff to maintain these areas. Later, additional services were added to the contract including maintenance of landscaping at the Fire Station, Brazos Blvd, trail amenity stations, and additional trail areas.

In some cases, it is more cost effective to bid out services to be provided to areas that require less detailed maintenance such as median mowing/maintenance as opposed to hiring additional staff members. In other instances, permanent staff is required when more significant attention to detail is needed, such as sprinkler repairs, construction, playground inspections and maintenance, special event set up, etc.

Records indicate that Terracare Associates (previously VMC Landscapes) has provided contract services for right of way maintenance for the City since 2000.

The current contract with Terracare Associates ends March 31, 2017. With that, the City advertised for and received bids for turf and landscape maintenance services on certain City trails and other rights-of-way.

The bid package included mowing, edging, blowing all turf areas, and bed maintenance which includes hand weeding.

### IDENTIFIED NEED/S:

Award a new bid for turf and landscape services for turf and landscape maintenance on certain City trails and other rights-of-way beginning April 1, 2017.

### PROGRESS TO DATE: (if appropriate)

Bids were received on March 6, 2017. Three bids were received.

Terracare Associates	\$99,476.06
Qualicare Landscapes	\$120,510.00

D&D Commercial Landscape Management      \$147,870.00

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

City Council approved the funds for contract mowing in the FY 16-17 budget.

The contract mowing services will not exceed \$99,476.06. Of this amount \$23,359.55 is funded out of the Parks General Fund budget and \$76,116.51 out of the 4B funds for trail maintained areas.

The total bid amount of \$99,476.06 is \$5,666 less than what is currently being charged for same the same service areas.

**RECOMMENDATION:**

Approve Resolution 2017-2677 authorizing the City Manager to execute a turf and landscape maintenance services agreement with Terracare Associates in an amount not to exceed \$99,476.06

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2017- 2677**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A TURF AND LANDSCAPE MAINTENANCE SERVICES AGREEMENT WITH TCA TERRACARE ASSOCIATES, L.P. FOR AN AMOUNT NOT TO EXCEED \$99,476.06; AUTHORIZING FUTURE RENEWALS OF SAID CONTRACT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City Administration advertised for and received bids for turf and landscape maintenance services on certain City trails and other rights-of-way; and

**WHEREAS**, City Administration has determined that TCA Terracare Associates, L.P. submitted the lowest qualified bid and recommends the bid be awarded to TCA Terracare Associates, L.P.; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to award the above-described bid as recommended;

**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 sign on behalf of the City a Turf and Landscape Maintenance Services Agreement with TCA Terracare, L.P. for an amount not to exceed \$99,476.06.

**SECTION 2.** The City Manager is authorized to renew the contract described in Section 1, above, for two (2) additional terms of one (1) year each if the City Manager determines such renewal is in the best interest of the City and provided funds have been budgeted for the costs related to such contract renewal for the fiscal year in which such renewal is approved.

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

**PASSED AND APPROVED this the 28th Day of March, 2017.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl 3/21/17:84687)

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

<b>AGENDA#</b> 16	<b>MEETING DATE:</b> 03/28/17
<b>SUBJECT:</b> Receive Annual Financial Report for FY 2016	
<b>PREPARED BY:</b> Ken Heerman	

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

**OPTIONS & RESULTS:**

The City received an unqualified opinion from the auditors (Pattillo, Brown, & Hill L.L.P.) in this report – indicating that the financial statements present fairly, the financial position of the City of Highland Village, as of September 30, 2016.

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

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

N/A

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

N/A

**RECOMMENDATION:**

Council to receive the City Financial Report for FY 2016. Upon receipt, a copy of the audit will be filed with the City Secretary as a public record (Section 6.11 of City Charter).



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

**AGENDA# 17**

**MEETING DATE: 03/28/17**

**SUBJECT: Receive Budget Reports for Period Ending January 31, 2017**

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

**BACKGROUND:**

In accordance with the City Charter, Section 6.12, paragraph D, a budget report is submitted monthly for Council Review.

The budget report submitted for January represents the fourth report in the Fiscal Year.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

N/A

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

N/A

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

N/A

**RECOMMENDATION:**

Council to receive the budget reports for the period ending January 31, 2017.

# General Fund Summary

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 9,763,828	\$ 9,763,828	\$ 8,454,144	\$ (1,309,684)	87%
Sales Tax	2,700,218	2,700,218	429,545	(2,270,673)	16%
Franchise Fees	1,714,328	1,714,328	242,963	(1,471,365)	14%
Licensing & Permits	450,833	450,833	98,660	(352,173)	22%
Park/Recreation Fees	221,070	221,070	62,439	(158,631)	28%
Public Safety Fees	39,000	39,000	12,197	(26,803)	31%
Rents	126,401	126,401	52,894	(73,507)	42%
Municipal Court	112,200	112,200	21,778	(90,422)	19%
Public Safety Charges for Svc	466,921	466,921	227,627	(239,294)	49%
Interest Income	32,000	32,000	12,997	(19,003)	41%
Miscellaneous	129,850	129,850	51,763	(78,087)	40%
<b>Total Revenues</b>	<b>\$ 15,756,649</b>	<b>\$ 15,756,649</b>	<b>\$ 9,667,008</b>	<b>\$ (6,089,641)</b>	<b>61%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 16,290,649</b>	<b>\$ 16,290,649</b>	<b>\$ 9,667,008</b>	<b>\$ (6,623,641)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 646,560	\$ 646,560	\$ 141,518	\$ 505,042	22%
Finance (includes Mun. Court)	1,483,887	1,483,887	572,752	911,135	39%
Human Resources	552,948	552,948	138,279	414,669	25%
City Secretary Office	304,402	304,402	85,875	218,527	28%
Information Services	1,109,963	1,109,963	219,344	890,619	20%
Police	4,676,887	4,676,887	1,413,684	3,263,202	30%
Fire	2,846,905	2,846,905	1,274,640	1,572,265	45%
Community Services	425,512	425,512	124,089	301,423	29%
Streets/Drainage	1,374,669	1,374,669	626,625	748,045	46%
Maintenance	898,459	898,459	176,604	721,855	20%
Parks	1,571,130	1,571,130	430,056	1,141,075	27%
Recreation	448,527	448,527	92,148	356,379	21%
<b>Total Expenditures</b>	<b>\$ 16,339,850</b>	<b>\$ 16,339,850</b>	<b>\$ 5,295,613</b>	<b>\$ 11,044,237</b>	<b>32%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 484,000	\$ 484,000	\$ 493,108	\$ (9,108)	102%

Other Uses					
Transfers Out	\$ 266,000	\$ 266,000	\$ -	266,000	0%
<b>Total Expenditures</b>	<b>\$ 16,605,850</b>	<b>\$ 16,605,850</b>	<b>\$ 5,295,613</b>	<b>\$ 11,310,237</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,024,986	4,024,986	4,024,986
+ Net Increase (Decrease)	(315,201)	(315,201)	4,371,395
Ending Fund Balance	\$ 3,709,785	\$ 3,709,785	\$ 8,396,381

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,450,977	\$ 2,450,977	\$ 794,342
Restricted	11,500	11,500	11,500
Unassigned	1,247,308	1,247,308	7,590,539
<b>Total Fund Balance</b>	<b>\$ 3,709,785</b>	<b>\$ 3,709,785</b>	<b>\$ 8,396,381</b>

# General Fund Expenditure Summary

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,486,094	\$ 11,486,094	\$ 3,383,169	\$ 8,102,926	29%
Services / Supplies	4,369,755	4,369,755	1,419,336	2,950,419	32%
Capital	484,000	484,000	493,108	(9,108)	102%
	<u>\$ 16,339,850</u>	<u>\$ 16,339,850</u>	<u>\$ 5,295,613</u>	<u>\$ 11,044,237</u>	<u>32%</u>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 8,416,498	\$ 8,416,498	\$ 2,399,105	\$ 6,017,393	29%
<i>Employee Benefits</i>	3,069,597	3,069,597	984,064	2,085,533	32%
<i>Total Personnel</i>	<u>\$ 11,486,094</u>	<u>\$ 11,486,094</u>	<u>\$ 3,383,169</u>	<u>\$ 8,102,926</u>	<u>29%</u>

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,313,594	\$ 1,313,594	\$ 474,343	\$ 839,251	36%
<i>Employee Development</i>	313,817	313,817	70,605	243,212	22%
<i>Office Supplies / Equipment</i>	1,064,876	1,064,876	268,898	795,977	25%
<i>Utilities</i>	328,432	328,432	90,068	238,364	27%
<i>Other</i>	1,349,037	1,349,037	515,422	833,615	38%
<i>Total Services / Supplies</i>	<u>\$ 4,369,755</u>	<u>\$ 4,369,755</u>	<u>\$ 1,419,336</u>	<u>\$ 2,950,419</u>	<u>32%</u>

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 484,000	\$ 484,000	\$ 493,108	\$ (9,108)	102%
<i>Total Capital</i>	<u>\$ 484,000</u>	<u>\$ 484,000</u>	<u>\$ 493,108</u>	<u>\$ (9,108)</u>	<u>102%</u>

<i>Total General Fund Expenditure Summary</i>	\$ 16,339,850	\$ 16,339,850	\$ 5,295,613	\$ 11,044,237	32%
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# General Fund Revenue

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 9,763,828	\$ 9,763,828	\$ 8,454,144	\$ (1,309,684)	87%
Sales Tax	2,700,218	2,700,218	429,545	(2,270,673)	16%
Franchise Fees	1,714,328	1,714,328	242,963	(1,471,365)	14%
Licensing & Permits	450,833	450,833	98,660	(352,173)	22%
Park/Recreation Fees	221,070	221,070	62,439	(158,631)	28%
Public Safety Fees	39,000	39,000	12,197	(26,803)	31%
Rents	126,401	126,401	52,894	(73,507)	42%
Municipal Court	112,200	112,200	21,778	(90,422)	19%
Public Safety Charges for Svc	466,921	466,921	227,627	(239,294)	49%
Interest Income	32,000	32,000	12,997	(19,003)	41%
Miscellaneous	129,850	129,850	51,763	(78,087)	40%
<b>Total Revenues</b>	<b>\$ 15,756,649</b>	<b>\$ 15,756,649</b>	<b>\$ 9,667,008</b>	<b>\$ (6,089,641)</b>	<b>61%</b>

# City Manager Office

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 382,973	\$ 382,973	\$ 108,064	\$ 274,909	28%
Services / Supplies	263,587	263,587	33,454	230,133	13%
Capital	-	-	-	-	0%
	\$ 646,560	\$ 646,560	\$ 141,518	\$ 505,042	22%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 312,211	\$ 312,211	\$ 85,616	\$ 226,596	27%
<i>Employee Benefits</i>	70,761	70,761	22,448	48,313	32%
<b>Total Personnel</b>	\$ 382,973	\$ 382,973	\$ 108,064	\$ 274,908	28%

<b>Services / Supplies</b>					
<i>Professional Services (City-wide legal - \$120,500)</i>	\$ 135,750	\$ 135,750	\$ 29,018	\$ 106,732	21%
<i>Employee Development</i>	12,875	12,875	2,830	10,045	22%
<i>Supplies / Equipment</i>	4,710	4,710	1,606	3,104	34%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,252	110,252	-	110,252	0%
<b>Total Services / Supplies</b>	\$ 263,587	\$ 263,587	\$ 33,454	\$ 230,133	13%

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

<b>Total City Manager</b>	\$ 646,560	\$ 646,560	\$ 141,518	\$ 505,041	22%
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# Finance Department FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 928,120	\$ 928,120	\$ 284,656	\$ 643,464	31%
Services / Supplies	555,767	555,767	288,097	267,670	52%
Capital	-	-	-	-	0%
	\$ 1,483,887	\$ 1,483,887	\$ 572,752	\$ 911,135	39%

## - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 682,779	\$ 682,779	\$ 204,672	\$ 478,107	30%
<b>Employee Benefits</b>	245,341	245,341	79,984	165,357	33%
<b>Total Personnel</b>	\$ 928,120	\$ 928,120	\$ 284,656	\$ 643,464	31%

### Services / Supplies

<b>Professional Services</b> (City-wide liability insurance - \$107,201 / DCAD - \$74,670)	\$ 502,763	\$ 502,763	\$ 271,751	\$ 231,012	54%
<b>Employee Development</b>	19,938	19,938	1,603	18,335	8%
<b>Supplies / Equipment</b>	10,176	10,176	1,550	8,626	15%
<b>Utilities</b>	-	-	1,675	(1,675)	0%
<b>Other (Special Events)</b>	22,890	22,890	11,518	11,372	50%
<b>Total Services / Supplies</b>	\$ 555,767	\$ 555,767	\$ 288,097	\$ 267,670	52%

### Capital

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

<b>Total Finance Department</b>	\$ 1,483,887	\$ 1,483,887	\$ 572,752	\$ 911,135	39%
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# Human Resources

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 450,958	\$ 450,958	\$ 122,340	\$ 328,618	27%
Services / Supplies	101,990	101,990	15,938	86,052	16%
Capital	-	-	-	-	0%
	\$ 552,948	\$ 552,948	\$ 138,279	\$ 414,669	25%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 362,545	\$ 362,545	\$ 93,331	\$ 269,215	26%
<i>Employee Benefits</i>	88,413	88,413	29,010	59,403	33%
<b>Total Personnel</b>	\$ 450,958	\$ 450,958	\$ 122,340	\$ 328,617	27%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 26,350	\$ 26,350	\$ 4,137	\$ 22,213	16%
<i>Employee Development</i>	67,590	67,590	11,552	56,038	17%
<i>Supplies / Equipment</i>	2,050	2,050	98	1,952	5%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	6,000	6,000	151	5,849	3%
<b>Total Services / Supplies</b>	\$ 101,990	\$ 101,990	\$ 15,938	\$ 86,052	16%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 552,948	\$ 552,948	\$ 138,279	\$ 414,668	25%

# City Secretary Office

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 180,137	\$ 180,137	\$ 54,515	\$ 125,623	30%
Services / Supplies	124,265	124,265	31,361	92,904	25%
Capital	-	-	-	-	-
	\$ 304,402	\$ 304,402	\$ 85,875	\$ 218,527	28%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 143,137	\$ 143,137	\$ 42,583	\$ 100,554	30%
<i>Employee Benefits</i>	37,001	37,001	11,931	25,069	32%
<b>Total Personnel</b>	\$ 180,137	\$ 180,137	\$ 54,515	\$ 125,622	30%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 26,650	\$ 26,650	\$ 4,721	\$ 21,929	18%
<i>Employee Development</i> <i>(City Council related \$31,280)</i>	42,560	42,560	9,406	33,154	22%
<i>Supplies / Equipment</i>	16,355	16,355	3,233	13,122	20%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	38,700	38,700	14,000	24,700	36%
<b>Total Services / Supplies</b>	\$ 124,265	\$ 124,265	\$ 31,361	\$ 92,904	25%

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

<b>Total City Secretary Office</b>	\$ 304,402	\$ 304,402	\$ 85,875	\$ 218,526	28%
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# Information Services

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 565,776	\$ 565,776	\$ 141,009	\$ 424,767	25%
Services / Supplies	319,187	319,187	78,334	240,853	25%
Capital	225,000	225,000	-	225,000	0%
	<u>\$ 1,109,963</u>	<u>\$ 1,109,963</u>	<u>\$ 219,344</u>	<u>\$ 890,619</u>	<u>20%</u>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 418,823	\$ 418,823	\$ 107,001	\$ 311,822	26%
<i>Employee Benefits</i>	146,954	146,954	34,008	112,945	23%
<b>Total Personnel</b>	<u>\$ 565,776</u>	<u>\$ 565,776</u>	<u>\$ 141,009</u>	<u>\$ 424,767</u>	<u>25%</u>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 155,020	\$ 155,020	\$ 60,617	\$ 94,403	39%
<i>Employee Development</i>	24,425	24,425	10,461	13,964	43%
<i>Supplies / Equipment</i>	2,560	2,560	412	2,148	16%
<i>Utilities</i>	15,032	15,032	3,808	11,224	25%
<i>Other (Data Processing)</i>	122,150	122,150	3,036	119,114	2%
<b>Total Services / Supplies</b>	<u>\$ 319,187</u>	<u>\$ 319,187</u>	<u>\$ 78,334</u>	<u>\$ 240,853</u>	<u>25%</u>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	225,000	225,000	-	225,000	0%
<b>Total Capital</b>	<u>\$ 225,000</u>	<u>\$ 225,000</u>	<u>\$ -</u>	<u>\$ 225,000</u>	<u>0%</u>
<b>Total City Secretary Office</b>	<u>\$ 1,109,963</u>	<u>\$ 1,109,963</u>	<u>\$ 219,344</u>	<u>\$ 890,619</u>	<u>20%</u>

# Police Department

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,198,439	<b>\$ 4,198,439</b>	<b>\$ 1,194,119</b>	\$ 3,004,320	28%
Services / Supplies	378,448	<b>378,448</b>	<b>114,432</b>	264,016	30%
Capital	<u>100,000</u>	<u><b>100,000</b></u>	<u><b>105,134</b></u>	<u>(5,134)</u>	<u>105%</u>
	<b>\$ 4,676,887</b>	<b>\$ 4,676,887</b>	<b>\$ 1,413,684</b>	<b>\$ 3,263,202</b>	<b>30%</b>

### - - - Detail - - -

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

<b>Salaries / Wages</b>	\$ 3,091,914	<b>\$ 3,091,914</b>	<b>\$ 860,796</b>	\$ 2,231,119	28%
<b>Employee Benefits</b>	<u>1,106,525</u>	<u><b>1,106,525</b></u>	<u><b>333,323</b></u>	<u>773,202</u>	<u>30%</u>
<b>Total Personnel</b>	<b>\$ 4,198,439</b>	<b>\$ 4,198,439</b>	<b>\$ 1,194,119</b>	<b>\$ 3,004,320</b>	<b>28%</b>

#### Services / Supplies

<b>Professional Services</b>	\$ 133,147	<b>\$ 133,147</b>	<b>\$ 57,150</b>	\$ 75,997	43%
<b>Employee Development</b>	44,924	<b>44,924</b>	<b>9,756</b>	35,168	22%
<b>Supplies / Equipment</b>	135,249	<b>135,249</b>	<b>32,198</b>	103,051	24%
<b>Utilities</b>	-	-	-	-	0%
<b>Other (Animal Care - \$49,420)</b>	<u>65,128</u>	<u><b>65,128</b></u>	<u><b>15,327</b></u>	<u>\$ 49,801</u>	<u>24%</u>
<b>Total Services / Supplies</b>	<b>\$ 378,448</b>	<b>\$ 378,448</b>	<b>\$ 114,432</b>	<b>\$ 264,016</b>	<b>30%</b>

#### Capital

<b>Equipment / Vehicles</b>	100,000	<b>100,000</b>	<b>105,134</b>	(5,134)	105%
<b>Total Capital</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 105,134</b>	<b>\$ (5,134)</b>	<b>105%</b>

<b>Total Police Department</b>	<b>\$ 4,676,887</b>	<b>\$ 4,676,887</b>	<b>\$ 1,413,684</b>	<b>\$ 3,263,202</b>	<b>30%</b>
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# Fire Department FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

## --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,207,017	\$ 2,207,017	\$ 684,064	\$ 1,522,953	31%
Services / Supplies	581,888	581,888	277,172	304,716	48%
Capital	58,000	58,000	313,404	(255,404)	540%
	\$ 2,846,905	\$ 2,846,905	\$ 1,274,640	\$ 1,572,265	45%

## --- Detail ---

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

<b>Salaries / Wages</b>	\$ 1,597,162	\$ 1,597,162	\$ 468,673	\$ 1,128,488	29%
<b>Employee Benefits</b>	609,856	609,856	215,391	394,465	35%
<b>Total Personnel</b>	\$ 2,207,017	\$ 2,207,017	\$ 684,064	\$ 1,522,953	31%

### Services / Supplies

<b>Professional Services</b>	\$ 61,676	\$ 61,676	\$ 13,179	\$ 48,497	21%
<b>Employee Development</b> (Training - \$42,000)	57,520	57,520	17,614	39,906	31%
<b>Supplies / Equipment</b>	187,692	187,692	110,751	76,941	59%
<b>Utilities</b>	1,800	1,800	518	1,282	29%
<b>Other</b>	273,200	273,200	135,111	138,089	49%
<b>Total Services / Supplies</b>	\$ 581,888	\$ 581,888	\$ 277,172	\$ 304,716	48%

### Capital

<b>Equipment / Vehicles</b>	58,000	58,000	313,404	(255,404)	540%
<b>Total Capital</b>	\$ 58,000	\$ 58,000	\$ 313,404	\$ (255,404)	540%

<b>Total Fire Department</b>	\$ 2,846,905	\$ 2,846,905	\$ 1,274,640	\$ 1,572,265	45%
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New ambulance received  
that was budgeted in FY  
2016 (\$250,780)

# Community Services

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 402,319	\$ 402,319	\$ 122,589	\$ 279,730	30%
Services / Supplies	23,193	23,193	1,500	21,693	6%
Capital	-	-	-	-	0%
	\$ 425,512	\$ 425,512	\$ 124,089	\$ 301,423	29%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 290,160	\$ 290,160	\$ 85,941	\$ 204,220	30%
<i>Employee Benefits</i>	112,158	112,158	36,648	75,510	33%
<i>Total Personnel</i>	\$ 402,319	\$ 402,319	\$ 122,589	\$ 279,730	30%

#### Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 22	9,178	0%
<i>Employee Development</i>	4,765	4,765	827	3,938	17%
<i>Supplies / Equipment</i>	7,228	7,228	651	6,577	9%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	2,000	2,000	-	2,000	0%
<i>Total Services / Supplies</i>	\$ 23,193	\$ 23,193	\$ 1,500	\$ 21,693	6%

#### Capital

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

<i>Total Building Operations</i>	\$ 425,512	\$ 425,512	\$ 124,089	\$ 301,423	29%
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# Streets Division

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 671,743	\$ 671,743	\$ 212,570	\$ 459,174	32%
Services / Supplies	672,926	672,926	339,484	333,442	50%
Capital	<u>30,000</u>	<u>30,000</u>	<u>74,571</u>	<u>(44,571)</u>	<u>249%</u>
	\$ 1,374,669	\$ 1,374,669	\$ 626,625	\$ 748,045	46%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 452,166	\$ 452,166	\$ 139,194	\$ 312,973	31%
<i>Employee Benefits</i>	<u>219,577</u>	<u>219,577</u>	<u>73,376</u>	<u>146,201</u>	<u>33%</u>
<i>Total Personnel</i>	\$ 671,743	\$ 671,743	\$ 212,570	\$ 459,174	32%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 64,676	\$ 64,676	\$ 1,000	\$ 63,676	2%
<i>Employee Development</i>	10,150	10,150	1,501	8,649	15%
<i>Supplies / Equipment</i>	47,550	47,550	13,240	34,310	28%
<i>Utilities</i>	90,000	90,000	27,882	62,118	31%
<i>Other (Street Maintenance)</i>	<u>460,550</u>	<u>460,550</u>	<u>295,862</u>	<u>164,688</u>	<u>64%</u>
<i>Total Services / Supplies</i>	\$ 672,926	\$ 672,926	\$ 339,484	\$ 333,442	50%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	30,000	30,000	74,571	(44,571)	249%
<i>Total Capital</i>	\$ 30,000	\$ 30,000	\$ 74,571	\$ (44,571)	249%
<i>Total Streets</i>	\$ 1,374,669	\$ 1,374,669	\$ 626,625	\$ 748,045	46%

# Maintenance Division

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 305,832	\$ 305,832	\$ 84,885	\$ 220,947	28%
Services / Supplies	592,627	592,627	91,719	500,908	15%
Capital	-	-	-	-	0%
	\$ 898,459	\$ 898,459	\$ 176,604	\$ 721,855	20%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 217,185	\$ 217,185	\$ 58,353	\$ 158,832	27%
<i>Employee Benefits</i>	88,648	88,648	26,532	62,116	30%
<b>Total Personnel</b>	\$ 305,832	\$ 305,832	\$ 84,885	\$ 220,947	28%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 64,480	\$ 64,480	\$ 9,972	\$ 54,508	15%
<i>Employee Development</i>	5,535	5,535	867	4,668	16%
<i>Supplies / Equipment (Fuel &amp; Oils - \$135,777, Repair Parts / Contract Repairs - \$188,000)</i>	437,512	437,512	58,566	378,946	13%
<i>Utilities</i>	85,000	85,000	22,314	62,686	26%
<i>Other</i>	100	100	-	100	0%
<b>Total Services / Supplies</b>	\$ 592,627	\$ 592,627	\$ 91,719	\$ 500,908	15%

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

<b>Total Maintenance</b>	\$ 898,459	\$ 898,459	\$ 176,604	\$ 721,855	20%
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# Parks Division FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,001,680	<b>\$ 1,001,680</b>	<b>\$ 322,458</b>	\$ 679,222	32%
Services / Supplies	498,450	<b>498,450</b>	<b>107,597</b>	390,853	22%
Capital	<u>71,000</u>	<u><b>71,000</b></u>	<u>-</u>	<u>71,000</u>	<u>0%</u>
	<b>\$ 1,571,130</b>	<b>\$ 1,571,130</b>	<b>\$ 430,056</b>	<b>\$ 1,141,075</b>	<b>27%</b>

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 708,555	<b>\$ 708,555</b>	<b>\$ 217,945</b>	\$ 490,610	31%
<i>Employee Benefits</i>	<u>293,125</u>	<u><b>293,125</b></u>	<u><b>104,513</b></u>	<u>188,612</u>	<u>36%</u>
<b>Total Personnel</b>	<b>\$ 1,001,680</b>	<b>\$ 1,001,680</b>	<b>\$ 322,458</b>	<b>\$ 679,222</b>	<b>32%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 133,882	<b>\$ 133,882</b>	<b>\$ 22,776</b>	\$ 111,106	17%
<i>Employee Development</i>	14,980	<b>14,980</b>	<b>3,988</b>	10,992	27%
<i>Supplies / Equipment</i>	212,288	<b>212,288</b>	<b>46,483</b>	165,805	22%
<i>Utilities</i>	136,600	<b>136,600</b>	<b>33,871</b>	102,729	25%
<i>Other</i>	<u>700</u>	<u><b>700</b></u>	<u><b>480</b></u>	<u>220</u>	<u>69%</u>
<b>Total Services / Supplies</b>	<b>\$ 498,450</b>	<b>\$ 498,450</b>	<b>\$ 107,597</b>	<b>\$ 390,853</b>	<b>22%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	71,000	<b>71,000</b>	-	71,000	0%
<b>Total Capital</b>	<b>71,000</b>	<b>71,000</b>	-	<b>71,000</b>	<b>0%</b>
<b>Total Parks</b>	<b>\$ 1,571,130</b>	<b>\$ 1,571,130</b>	<b>\$ 430,056</b>	<b>\$ 1,141,075</b>	<b>27%</b>

# Recreation Division FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 191,099	\$ 191,099	\$ 51,899	\$ 139,200	27%
Services / Supplies	257,428	257,428	40,248	217,180	16%
Capital	-	-	-	-	0%
	\$ 448,527	\$ 448,527	\$ 92,148	\$ 356,379	21%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 139,861	\$ 139,861	\$ 35,001	\$ 104,860	25%
<i>Employee Benefits</i>	51,238	51,238	16,898	34,340	33%
<b>Total Personnel</b>	\$ 191,099	\$ 191,099	\$ 51,899	\$ 139,200	27%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	8,555	8,555	200	8,355	2%
<i>Supplies / Equipment</i>	1,506	1,506	111	1,395	7%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	247,367	247,367	39,937	207,430	16%
<b>Total Services / Supplies</b>	\$ 257,428	\$ 257,428	\$ 40,248	\$ 217,180	16%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 448,527	\$ 448,527	\$ 92,148	\$ 356,379	21%



# Equipment Replacement / Capital Schedule

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

*Percent of Budget Year Transpired*

**33.3%**

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	225,000	<b>225,000</b>	-	-	0%
Police Dept Capital Outlay	100,000	<b>100,000</b>	<b>105,134</b>	(5,134)	105%
Fire Dept Capital Outlay	58,000	<b>58,000</b>	<b>313,404</b>	(255,404)	540%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	30,000	<b>30,000</b>	<b>74,571</b>	(44,571)	249%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	71,000	<b>71,000</b>	-	71,000	0%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 484,000</b>	<b>\$ 484,000</b>	<b>\$ 493,108</b>	<b>\$ (9,108)</b>	<b>102%</b>

# Utility Fund Revenues

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

<b>Percent of Budget Year Transpired</b>	<b>33.3%</b>
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<b>Fees</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>Electronic Payment</i>	\$ (100,000)	\$ (100,000)	\$ (28,460)	\$ (71,540)	28%
<i>Charges / Penalties</i>	81,950	81,950	24,619	57,331	30%
<i>Total Fees</i>	\$ (18,050)	\$ (18,050)	\$ (3,841)	\$ (14,209)	21%

### Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 1,100	\$ 8,900	11%
<i>Total Licenses &amp; Permits</i>	\$ 10,000	\$ 10,000	\$ 1,100	\$ 8,900	11%

### Charges for Services

<i>Water Sales</i>	\$ 4,859,679	\$ 4,859,679	\$ 1,052,738	\$ 3,806,941	22%
<i>Sewer Sales</i>	3,585,708	3,585,708	1,057,416	2,528,292	29%
<i>Inspection Fees</i>	3,300	3,300	800	2,500	24%
<i>Total Charges for Service</i>	\$ 8,448,687	\$ 8,448,687	\$ 2,110,954	\$ 6,337,733	25%

### Interest

<i>Interest (Operations)</i>	\$ 7,000	\$ 7,000	\$ 6,166	\$ 834	88%
<i>Interest (Capital Projects)</i>	10,000	10,000	1,639	8,361	16%
<i>Total Interest</i>	\$ 17,000	\$ 17,000	\$ 7,805	\$ 9,195	46%

### Impact Fees

<i>Impact Fees</i>	\$ 192,000	\$ 192,000	\$ 46,391	\$ 145,609	24%
<i>Total Impact Fees</i>	\$ 192,000	\$ 192,000	\$ 46,391	\$ 145,609	24%

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 464	\$ 4,536	9%
<i>Total Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 464	\$ 4,536	9%

<i>Total Utility Fund Revenues</i>	\$ 8,654,637	\$ 8,654,637	\$ 2,162,874	\$ 6,491,763	25%
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# Utility Division

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

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

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,529,725	\$ 1,529,725	\$ 499,537	\$ 1,030,189	33%
Services / Supplies	5,569,211	5,569,211	1,668,748	3,900,464	30%
Capital	95,000	95,000	175,699	(80,699)	185%
<b>Total Utility Division</b>	<b>\$ 7,193,936</b>	<b>\$ 7,193,936</b>	<b>\$ 2,343,984</b>	<b>\$ 4,849,953</b>	<b>33%</b>

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

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 1,077,784	\$ 1,077,784	\$ 330,877	\$ 746,907	31%
<i>Employee Benefits</i>	451,941	451,941	168,659	283,282	37%
<b>Total Personnel</b>	<b>\$ 1,529,725</b>	<b>\$ 1,529,725</b>	<b>\$ 499,537</b>	<b>\$ 1,030,189</b>	<b>33%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 255,447	\$ 255,447	\$ 106,120	\$ 149,327	42%
<i>Employee Development</i>	58,379	58,379	32,200	26,179	55%
<i>Supplies / Equipment</i>	83,159	83,159	13,793	69,367	17%
<i>Utilities</i>	404,380	404,380	93,308	311,072	23%
<i>Other (Well Lot Maintenance)</i>	497,027	497,027	24,666	472,361	5%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,298,392</b>	<b>\$ 1,298,392</b>	<b>\$ 270,087</b>	<b>\$ 1,028,305</b>	<b>21%</b>
<b>Wholesale Water / Wastewater</b>					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 4,955	\$ 4,955	\$ 4,954	\$ 1	100%
<i>UTRWD - Water Volume Cost</i>	916,014	916,014	308,474	607,540	34%
<i>UTRWD - Water Demand Charges</i>	1,234,500	1,234,500	411,500	823,000	33%
<i>UTRWD - Sewer Effluent Volume Rate</i>	495,680	495,680	134,311	361,369	27%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,329,595	1,329,595	443,198	886,397	33%
<i>UTRWD - HV Sewer Line to UTRWD</i>	290,075	290,075	96,223	193,852	33%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,270,819</b>	<b>\$ 4,270,819</b>	<b>\$ 1,398,661</b>	<b>\$ 2,872,158</b>	<b>33%</b>
<b>Total Services / Supplies</b>	<b>\$ 5,569,211</b>	<b>\$ 5,569,211</b>	<b>\$ 1,668,748</b>	<b>\$ 3,900,464</b>	<b>30%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	95,000	95,000	175,699	(80,699)	185%
<b>Total Capital</b>	<b>\$ 95,000</b>	<b>\$ 95,000</b>	<b>\$ 175,699</b>	<b>\$ (80,699)</b>	<b>185%</b>
<b>Total Utility Division - Operations</b>	<b>\$ 7,193,936</b>	<b>\$ 7,193,936</b>	<b>\$ 2,343,984</b>	<b>\$ 4,849,953</b>	<b>33%</b>

# Utility Fund Working Capital FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	\$ 4,859,679	\$ 4,859,679	\$ 1,052,738	\$ 3,806,941	22%
Sewer Sales	3,585,708	3,585,708	1,057,416	2,528,292	29%
Other Fees / Charges	100,250	100,250	26,983	73,267	27%
Electronic Payment Credit	(100,000)	(100,000)	(28,460)	(71,540)	28%
Interest	7,000	7,000	6,166	834	88%
<b>Total Revenues</b>	<b>\$ 8,452,637</b>	<b>\$ 8,452,637</b>	<b>\$ 2,114,844</b>	<b>\$ 6,337,793</b>	<b>25%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	\$331,316	\$331,316	\$ 109,674	\$ 221,642	33%
Operations	2,496,801	2,496,801	659,950	1,836,852	26%
UTRWD	4,270,819	4,270,819	1,398,661	2,872,158	33%
Debt Service	1,285,650	1,285,650	750	1,284,900	0%
Capital Projects	-	-	-	-	0%
Equipment Replace / Capital	95,000	95,000	175,699	(80,699)	185%
<b>Total Expenditures</b>	<b>\$ 8,479,586</b>	<b>\$ 8,479,586</b>	<b>\$ 2,344,734</b>	<b>\$ 6,134,853</b>	<b>28%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
Transfers In (Applied Impact Fees)	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	100%
Operating Transfers Out / Utility Capital Projects	-	-	-	-	0%
Operating Transfers Out / General Fund	(470,000)	(470,000)	-	(470,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ (320,000)</b>	<b>\$ (320,000)</b>	<b>\$ 150,000</b>	<b>\$ (470,000)</b>	<b>-47%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	(346,949)	(346,949)	(79,890)
Beginning Working Capital			
Operations	1,729,103	1,729,103	1,729,103
Available Impact Fees	889,804	889,804	889,804
<b>Total Available Working Capital</b>	<b>\$ 2,618,907</b>	<b>\$ 2,618,907</b>	<b>\$ 2,618,907</b>
Ending Working Capital			
Operations	1,382,154	1,382,154	1,649,213
Designated Capital Project	-	-	-
Available Impact Fees	931,804	931,804	786,195
<b>Total Available Working Capital</b>	<b>\$ 2,313,958</b>	<b>\$ 2,313,958</b>	<b>\$ 2,435,408</b>

<u>Impact Fees</u>			
Beginning Balance	889,804	889,804	889,804
+ Collections	192,000	192,000	46,391
- Applied to offset Debt Service	(150,000)	(150,000)	(150,000)
Ending Balance	931,804	931,804	786,195

\*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 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 351,300	\$ 351,300	\$ 129,195	\$ 222,106	37%
<i>Annual Park Passes</i>	20,000	20,000	2,965	17,035	15%
<i>Concession Sales</i>	-	-		-	0%
<i>Interest</i>	1,300	1,300	265	1,035	20%
<i>I-35 Mitigation</i>	50,000	50,000	-	50,000	0%
<b>Total Revenues</b>	<b>\$ 422,600</b>	<b>\$ 422,600</b>	<b>\$ 132,424</b>	<b>\$ 290,176</b>	<b>31%</b>

I-35 Mitigation Revenue is recognized as it is used and / or to replace lost revenue.  
Initial total - \$641,834 (Est balance as of 9/30/2016 \$219,280)

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 199,564	\$ 199,564	\$ 56,522	\$ 143,042	28%
<i>Services / Supplies</i>	147,171	147,171	34,451	112,719	23%
<i>Capital</i>	71,500	71,500	34,125	37,375	48%
<b>Total Expenditures</b>	<b>\$ 418,234</b>	<b>\$ 418,234</b>	<b>\$ 125,098</b>	<b>\$ 293,136</b>	<b>30%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 84,919	\$ 84,919	\$ 84,919
<i>+ Net Increase (Decrease)</i>	4,366	4,366	7,326
<b>Ending Fund Balance</b>	<b>\$ 89,285</b>	<b>\$ 89,285</b>	<b>\$ 92,245</b>

# Debt Service Fund

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,761,728	\$ 1,761,728	\$ 1,520,810	\$ 240,918	86%
<i>Interest Income</i>	1,400	1,400	551	849	39%
<i>Total Revenues</i>	\$ 1,763,128	\$ 1,763,128	\$ 1,521,361	\$ 241,767	86%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,015,000	\$ 2,015,000	\$ -	\$ 2,015,000	0%
<i>Interest Payments</i>	625,801	625,801	-	625,801	0%
<i>Paying Agent Fees</i>	4,000	4,000	1,750	2,250	44%
<i>Total Expenditures</i>	\$ 2,644,801	\$ 2,644,801	\$ 1,750	\$ 2,643,051	0%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	890,071	890,071	-	-	0%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<i>Total Financing Sources</i>	\$ 890,071	\$ 890,071	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 137,811	\$ 137,811	\$ 137,811
<i>+ Net Increase (Decrease)</i>	8,398	8,398	1,519,611
<i>Ending Fund Balance</i>	\$ 146,209	\$ 146,209	\$ 1,657,422

# Capital Projects Fund

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	-	-	666	(666)	0%
<b>Total Revenues</b>	\$ -	\$ -	\$ 666	\$ (666)	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2015 Tax Note</b> (CAD, Radio System, Screening Walls, Drainage)	\$ -	\$ -	\$ 128,542	\$ (128,542)	0%
<b>2012 Certificate</b> (Parks/Streets/Drainage)	-	-	33,713	(33,713)	0%
<b>Total Expenditures</b>	\$ -	\$ -	\$ 162,256	\$ (162,256)	100%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ -	\$ -	\$ -
<b>+Net Increase (Decrease)</b>	-	-	(161,589)
<b>Ending Fund Balance</b>	\$ -	\$ -	\$ (161,589)

# Drainage Utilities

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Drainage Fee Receipts</i>	480,000	480,000	141,827	338,173	30%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	276	(201)	368%
<b>Total Revenues</b>	<b>\$ 480,075</b>	<b>\$ 480,075</b>	<b>\$ 142,102</b>	<b>\$ 337,973</b>	<b>30%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 331,943	\$ 331,943	\$ 114,273	\$ 217,670	34%
<i>Services / Supplies</i>	166,355	166,355	14,729	151,626	9%
<i>Capital</i>	250,000	250,000	426,510	(176,510)	171%
<b>Total Expenditures</b>	<b>\$ 748,298</b>	<b>\$ 748,298</b>	<b>\$ 555,512</b>	<b>\$ 192,786</b>	<b>74%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund (\$250,000 transfer from GF related to purchase of Gradall)</i>	\$ 266,000	\$ 266,000	\$ -	\$ 266,000	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 164,197	\$ 164,197	\$ 164,197
<i>+ Net Increase (Decrease)</i>	(18,223)	(18,223)	(413,409)
<b>Ending Fund Balance</b>	<b>\$ 145,974</b>	<b>\$ 145,974</b>	<b>\$ (249,212)</b>



# Park Development Fee Fund

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ -	\$ -	\$ 226	\$ (226)	0%
<i>Community Park Fees</i>	684	684	684	-	100%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	\$ 684	\$ 684	\$ 910	\$ (226)	133%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ -	\$ -	\$ 75,298	\$ (75,298)	0%
<i>Capital Outlay (Unity Park)</i>	-	-	-	-	0%
<i>Capital Outlay (Village Park)</i>	-	-	-	-	0%
<i>Capital Outlay - (St James development, Area I)</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ -	\$ -	\$ 75,298	\$ (75,298)	0%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Operating Transfers In</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Operating Transfers Out (Funding for projects at Unity Park with FY2012 bond)</i>	-	-	-	-	0%
<b>Total Other Sources (Uses)</b>	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ -	\$ -	\$ -
<i>+ Net Increase (Decrease)</i>	684	684	(74,388)
<b>Ending Fund Balance</b>	\$ 684	\$ 684	\$ (74,388)

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 684	(74,388)
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ 684	\$ (74,388)

# Public Safety Special Revenue Fund

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 56,764	\$ (31,164)	222%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	4,008	(408)	111%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 4,008	\$ (408)	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	\$ 17,905	\$ 17,905	\$ 17,905
+ Net Increase (Decrease)	-	-	52,757
Ending Fund Balance	\$ 17,905	\$ 17,905	\$ 70,662

# Municipal Court Technology Fee Fund

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
Revenues	\$ 5,000	\$ 5,000	\$ 855	4,145	17%

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
Services / Supplies	\$ 5,500	\$ 5,500	\$ 4,785	\$ 715	87%
<b>Total Expenditures</b>	\$ 5,500	\$ 5,500	\$ 4,785	\$ 715	87%

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

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
Beginning Fund Balance	\$ 36,256	\$ 36,256	\$ 36,256
+ Net Increase (Decrease)	(500)	(500)	(3,930)
Ending Fund Balance	\$ 35,756	\$ 35,756	\$ 32,326

# Municipal Court Building Security Fund

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<b>Revenues (Court Fines)</b>	\$ 3,600	\$ 3,600	\$ 641	\$ 2,959	18%

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
<b>Personnel (Bailiff)</b>	\$ -	\$ -	\$ 290	\$ (290)	0%
<b>Services / Supplies</b>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ -	\$ -	\$ 290	\$ (290)	0%

<b>Beginning &amp; Ending Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<b>Beginning Fund Balance</b>	\$ 29,016	\$ 29,016	\$ 29,016
<b>+ Net Increase (Decrease)</b>	3,600	3,600	351
<b>Ending Fund Balance</b>	\$ 32,616	\$ 32,616	\$ 29,367

Highland Village Community Development Corporation  
Working Capital Analysis (FY 2016)

	<i>Actual 2014-2015</i>	<i>Actual (Unaudited) 2015-2016</i>	<i>Budget 2016-2017</i>	<i>YTD 2016-2017</i>
<b>Beginning Fund Balance</b>	<b>\$ 717,764</b>	<b>\$ 755,390</b>	<b>\$ 401,792</b>	<b>\$ 303,392</b>
<b>Revenues</b>				
4B Sales Tax	1,197,263	1,231,754	1,317,305	204,100
Park Fees (Rental)		1,063	19,240	2,761
Linear Park Fees	11,934	287	500	-
Miscellaneous Income	-	-	-	-
Interest Income	6,112	2,601	2,000	470
<b>Total</b>	<b>\$ 1,215,309</b>	<b>\$ 1,235,705</b>	<b>\$ 1,339,045</b>	<b>\$ 207,331</b>
<b>Expenditures</b>				
Personnel	113,602	165,208	180,617	61,007
Services / Supplies	148,197	253,796	153,690	35,289
Reimburse GF (Support Functions)	28,000	28,000	-	-
Reimburse GF (Debt Service)	887,884	889,309	918,071	-
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,177,683</b>	<b>\$ 1,336,313</b>	<b>\$ 1,252,378</b>	<b>\$ 96,296</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ -	\$ 300,000	\$ -	\$ -
Equipment	-	51,390	42,680	-
Net Increase / (Decrease)	37,626	(451,998)	43,987	111,035
<b>Working Capital Balance</b>	<b>\$ 755,390</b>	<b>\$ 303,392</b>	<b>\$ 445,779</b>	<b>\$ 414,427</b>

## Capital Projects

	<i>Actual 2014-2015</i>	<i>Actual 2014-2015</i>
<b>Beginning Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Funding</b>		
Debt Issuance	-	-
Bond Discount	-	-
Debt Issuance Cost	-	-
Funding from Operations	-	300,000
Capital Projects (HV RR Crossing)	-	-
Denton County	-	-
I-35 Mitigation	-	-
Interest Earnings	-	-
<b>Total Available Project Funding</b>	<b>\$ -</b>	<b>\$ 300,000</b>

[illegible]

Expenditures		
<b>Castlewood Trail</b>		
Engineering - \$131,200	-	-
Project Cost - \$1.312M (Estimated)	400,236	-
<b>Copperas Trail</b>		
Engineering - \$112,380	-	-
Project Cost - \$1.5M (Estimated)	-	-
<b>HV Rd Trail</b> (Phase IIa - CH to Svc Cntr)		
Engineering - \$25,000	-	-
Project Cost - \$250,982 (Estimated)	-	-
<b>HV Rd Trail</b> (Phase IIb - Lions Club Park to Doubletree Ranch Park)		
Engineering (Mostly included in Copperas Trail Eng.) - \$25,714 (Remain)	-	-
Project Cost - \$250,000 (Estimated)	-	-
<b>FM 2499 Sidewalk</b>		
Engineering - \$12,500	-	-
Project Cost - \$117,678 (Estimated)	-	-
<b>Pedestrian Crosswalk Enhancement</b>		
Engineering	-	-
Project Cost - \$26,000/Crossing	-	-
<b>Marauder Park Lake Access</b>		
Engineering - \$31,000 (Estimated)	-	-
Project Cost - \$58,178 (Estimated)	-	-
<b>HV Rd RR Crossing</b>		
Engineering - \$7,200 (Estimated)	-	-
Project Cost - \$48,000 (Estimated)	-	-
<b>Lakeside Community Park</b> (707 HV Rd Trailhead)		
Engineering - \$40,000	-	-
Project Cost - \$420,000	630,385	-
<b>Misc. Small, Fill-In/Connector Sections</b>		
Project Cost - \$20,000 (Per Year)	9,375	1,875
<b>Doubletree Ranch Park</b>		
Engineering - \$779,300	-	1,868,787
Project Cost - \$8,500,000 (Estimated)	5,889,393	

[illegible]

Total Capital Projects	\$ 6,929,389	\$ 1,870,662
Remaining Project Funding	\$ 1,593,694	\$ 23,032

\$	20,000	\$	480,215
\$	3,032	\$	(457,183)

# PEG Fee Fund

## FY 2016/2017 Budget

**YEAR TO DATE JANUARY**

**Percent of Budget Year Transpired**

**33.3%**

<b>Revenues</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Received</b>
<i>PEG Fee Receipts</i>	\$ 65,000	\$ 65,000	\$ -	\$ 65,000	0%
<i>Total Revenues</i>	\$ 65,000	\$ 65,000	\$ -	\$ 65,000	0%

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	21,700	21,700	583	21,117	3%
<i>Capital</i>	12,000	12,000	15,191	(3,191)	127%
<i>Total Expenditures</i>	\$ 33,700	\$ 33,700	\$ 15,774	\$ 17,926	47%

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

<b>Fund Balance</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>
<i>Beginning fund balance</i>	\$ 2,601	\$ 2,601	\$ 2,601
<i>+Net Increase (Decrease)</i>	31,300	31,300	(15,774)
<i>Ending Fund Balance</i>	\$ 33,901	\$ 33,901	\$ (13,173)

## **CITY OF HIGHLAND VILLAGE**

### **CITY COUNCIL**

**AGENDA# 19**

**MEETING DATE: 03/28/17**

**SUBJECT: Conduct Public Hearing and Consider Ordinance 2017-1220 Granting a Conditional Use Permit (C.U.P.) for an Accessory Dwelling Unit to be located at 505 Lanier Way, described as Lot 15, Block BO, Highland Shores Phase II-C located in an SF-15 Zoning District**

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

### **BACKGROUND:**

An application was received for a Conditional Use Permit to allow an Accessory Dwelling Unit to be located on a residential lot that is located in an SF-15 Zoning District.

The property owner is proposing an approximately 1,375 square foot 2-story building which will consist of a garage on the first floor with living space above. The requested accessory dwelling unit will be occupied by a family member.

The proposed structure will be constructed with 80% masonry exterior similar to the brick of the existing main residence.

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

Section 34.2 of the Comprehensive Zoning Ordinance allows development of property located in an SF-15 Zoning District with an Accessory Dwelling Units following approval of an ordinance granting a conditional use permit.

### **OPTIONS & RESULTS:**

The option is to recommend approval or denial of the application as submitted or to approve the application subject to modifications.

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

Public Hearings are required for Conditional Use Permits. All notification requirements have been satisfied. As of the date of this briefing, March 21, 2017, staff has received no calls or written comments as a result of the public hearing notices.

City Staff presented the request for Conditional Use Permit and draft Ordinance to the Planning and Zoning Commission on February 21, 2017. The Commission recommended sending the ordinance forward for approval as presented. Vote (4-0).

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

A draft ordinance containing proposed regulations has been prepared and included with the agenda.

### **RECOMMENDATION:**



Review the applicant's request; receive the recommendation by Planning and Zoning prior to approval of the 1<sup>st</sup> read of the Ordinance.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2017-1220**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, GRANTING A CONDITIONAL USE PERMIT (C.U.P.) FOR AN ACCESSORY DWELLING ON LOT 15, BLOCK BO, HIGHLAND SHORES PHASE II-C, MORE COMMONLY KNOWN AS 505 LANIER WAY, LOCATED IN PLANNED DEVELOPMENT NO. 3 (PD 3); APPROVING A SITE PLAN AND BUILDING ELEVATIONS; PROVIDING FOR TERMINATION ON ABANDONMENT OR DISCONTINUANCE OF THE CONDITIONAL USE; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR NO VESTED INTEREST; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Planning and Zoning Commission and the governing body of the City of Highland Village, Texas, in compliance with the laws of the State of Texas and the Ordinances of the City of Highland Village, Texas, have given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all the property owners generally and to all persons interested and situated in the affected area, and in the vicinity thereof, and in the exercise of its legislative discretion, and upon a finding that the proposed conditional use is consistent with the standards for approval set forth in Sections 12.3 and 34.2. of the Comprehensive Zoning Ordinance of the City of Highland Village, Texas, the City Council has concluded that the Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as previously amended, should be further amended as follows:

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

**SECTION 1.** The Comprehensive Zoning Ordinance of the City of Highland Village, Texas, as amended, shall be further amended by granting a Conditional Use Permit (C.U.P.) for an accessory dwelling on Lot 15, Block BO, Highland Shores Phase II-C, City of Highland Village, Denton County, Texas, commonly known as 505 Lanier Way, Highland Village, Texas ("the Property"), and presently located in Planned Development No. 3 (PD 3), the location of the Property being depicted in Exhibit "A," attached hereto and incorporated herein by reference.

**SECTION 2.** The development and use of the Property as an Accessory Dwelling as authorized by Section 1, above, shall be in accordance with the use and development regulations of the Comprehensive Zoning Ordinance, as amended, including, but not limited to, the use and development regulations set forth in Section 34.2. of the Comprehensive Zoning Ordinance, as amended, the Site Plan attached hereto as Exhibit "A," and the Building Elevations attached hereto as Exhibit "B," and incorporated herein by reference. The masonry materials used for construction of the exterior facades of the Accessory Dwelling shall be as close in appearance as reasonably possible to the masonry materials used for construction of the main dwelling located on the Property.

**SECTION 3.** If the use of the Property for the purpose of operating an Accessory Dwelling is discontinued or abandoned for a period of six (6) months, such use shall not be resumed and this Ordinance and the Conditional Use Permit granted herein shall be deemed to have

terminated. For purposes of this Section 3, whether or not the required use has been discontinued or abandoned shall be determined in the same manner as the abandonment or discontinuance of a non-conforming use as set forth in Section 7 of the Comprehensive Zoning Ordinance, as amended.

**SECTION 4.** All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling.

**SECTION 5.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

**SECTION 6.** An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

**SECTION 7.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

**SECTION 8.** No person or entity shall acquire any vested interest in this Ordinance or any specific regulations contained herein. This Ordinance and any regulations may be amended or repealed by the City Council of the City of Highland Village, Texas, in the manner provided by law. .

**SECTION 9.** This ordinance shall take effect immediately from and after its passage on Second Reading and publication of the caption in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

**FIRST READ ON THE 28<sup>TH</sup> DAY OF MARCH, 2017, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.**

**APPROVED:**

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

**ATTEST:**

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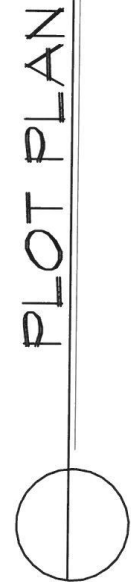
**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**  
(kbl:3/21/17:84684)

LOT 15, BLOCK B0  
505 LANIER WAY  
HIGHLAND SHORES, PHASE II-C  
HIGHLAND VILLAGE,  
DENTON COUNTY, TX

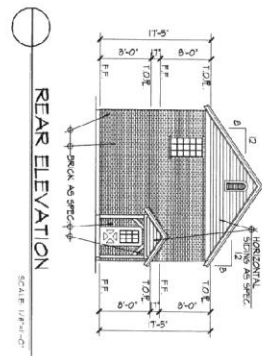
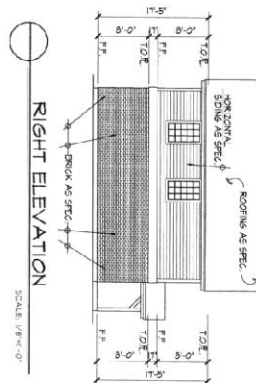
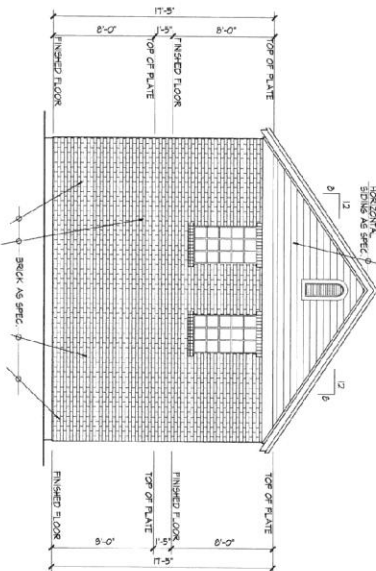
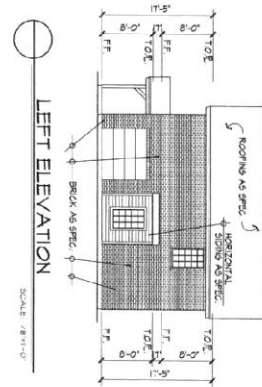


SCALE: 1:20

## SCALE: 1/4"=0'



BRICK	1419 SQ. FT.	60.0%
SIDING	395 SQ. FT.	20.0%
TOTAL	1760 SQ. FT.	100.0%



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

<b>AGENDA#</b>	<b>20</b>	<b>MEETING DATE</b>	<b>03/28/17</b>
<b>SUBJECT:</b>	<b>Consider Resolution 2017-2678 Appointing a Member to Fill a Vacancy on the Highland Village Board of Ethics</b>		
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>		

**BACKGROUND:**

City ordinance states that the Council shall make annual appointments to the City's boards and commissions no later than the second regularly scheduled Council meeting in September. Citizens interested in volunteering their time to serve on one of the City's boards or commissions may submit an application to the City Secretary's Office for consideration by Council.

The annual appointments are for terms of two years, unless an individual is appointed to fill a vacancy. A "term year" shall be from October 1<sup>st</sup> until September 30<sup>th</sup> of the following year. The terms shall expire on the 30<sup>th</sup> day of September of the second year.

In the case of a vacancy, the Council shall appoint a replacement to fill an unexpired term. In most cases, Council may consider appointing alternate members of said board to fulfill the vacancy prior to appointing new applicants. However, there are no alternate positions on the Board of Ethics.

**IDENTIFIED NEED/S:**

On October 11, 2016, Stephanie Askew was appointed by Council to a position on the Board of Ethics for a term expiring on September 30, 2018. Ms. Askew has since been appointed to serve as Alternate Municipal Court Judge for the City. Due to her recent appointment, Ms. Askew resigned from her position on the Board of Ethics; therefore a vacancy now exists on the board. The term for this position will expire on September 30, 2018.

**OPTIONS & RESULTS:**

The Council may take this time to consider and make an appointment to fill the vacancy on the Board of Ethics, with a term expiring on September 30, 2018.

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

Council has reviewed applications that were submitted from residents interested in serving on the Board of Ethics.

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

N/A

**RECOMMENDATION:**

To approve Resolution 2017-2678 appointing one (1) member to fill a vacancy on the Board of Ethics for the term ending September 30, 2018.



**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2017-2678**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS APPOINTING A MEMBER TO THE BOARD OF ETHICS TO FILL A VACANCY FOR THE UNEXPIRED TERM, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Highland Village desires to make an appointment to the Board of Ethics to fill a vacancy for the unexpired term.

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

**SECTION 1.** The following person is hereby appointed to the indicated position on the Board of Ethics with a term ending as indicated below:

<b>Name</b>	<b>Place</b>	<b>Expiration</b>
_____	N/A	September 30, 2018

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

**PASSED AND APPROVED** this the 28<sup>th</sup> day of March, 2017.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:3/23/17:84753)

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

<b>AGENDA#</b> 21	<b>MEETING DATE:</b> 03/28/17
<b>SUBJECT:</b>	<b>Status Reports on Current Projects and Discussion on Future Agenda Items</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**COMMENTS**

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

- 35Express Update



## **UPCOMING EVENTS**

**Expected Absences:** Councilmember McGee (March 28, 2017)

**March 28, 2017**                      **Regular City Council Mtg. 7:30 pm**

April 6, 2017                      Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**April 11, 2017**                      **Regular City Council Mtg. 7:30 pm**

April 17, 2017                      Park Board Mtg. 6:00 pm (if needed)

April 18, 2017                      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

April 20, 2017                      Public Art Advisory Board Mtg. 7:00 pm (if needed)

**April 25, 2017**                      **Regular City Council Mtg. 7:30 pm**

May 4, 2017                      Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**May 9, 2017**                      **Regular City Council Mtg. 7:30 pm**

May 15, 2017                      Park Board Mtg. 6:00 pm (if needed)

May 16, 2017                      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

May 18, 2017                      Public Art Advisory Board Mtg. 7:00 pm (if needed)

**May 23, 2017**                      **Regular City Council Mtg. 7:30 pm**

**May 29, 2017**                      **Memorial Day Holiday (City Offices Closed)**

June 1, 2017                      Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**June 13, 2017**                      **Regular City Council Mtg. 7:30 pm**

June 15, 2017                      Public Art Advisory Board Mtg. 7:00 pm (if needed)

June 19,, 2017                      Park Board Mtg. 6:00 pm (if needed)

June 20, 2017                      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

**June 27, 2017**                      **Regular City Council Mtg. 7:30 pm**

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

By: Karen Bradley, Administrative Assistant - City Secretary Office