



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

**REGULAR MEETING  
OF THE HIGHLAND VILLAGE CITY COUNCIL  
TUESDAY, JULY 10, 2018, at 6:00 P.M.  
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

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

**EARLY WORK SESSION**

1. Discuss the General Fund Budget and City-Wide Supplemental Requests for Fiscal Year 2018-2019
2. Discuss Towing and Wrecker Services in Highland Village
3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of July 10, 2018

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

**CLOSED SESSION  
Training Room**

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

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

5. Call to Order
6. Prayer to be led by Mayor Pro Tem Fred Busche
7. Pledge of Allegiance to the U.S. and Texas flags to be led by Mayor Pro Tem Fred Busche: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*

8. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
9. **City Manager/Staff Reports**
  - **Mission Statement and City Values Video**
10. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415** the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety
  - **Swearing in of Firefighter Michael Ford and Firefighter Ryan Snider**

### **CONSENT AGENDA**

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

11. **Consider Approval of Minutes of the Special City Council Meeting held on June 23, 2018 and the Regular City Council Meeting held on June 26, 2018**
12. **Consider Ordinance 2018-1248 Approving a Change in Zoning from "O" Office Zoning District to a Planned Development District "PD" for Office Uses, including the Adoption of Development and Sign Regulations, relating to the Development and Use of Lots 1A, 1B, and 2, Block A, Wilkerson Addition, located at 2250, 2260, and 2280 Highland Village Road (2<sup>nd</sup> and final read)**
13. **Consider Resolution 2018-2756 Authorizing the City Manager to Execute a Task Order with BW2 Engineers, Inc. for Infiltration/Inflow Analysis Testing of the Wastewater Collection System in the City's North Central Area**
14. **Consider Resolution 2018-2758 Reconfirming the Mission Statement and Approving and Adopting Core Values for the City of Highland Village**
15. **Consider Resolution 2018-2760 Awarding a Bid and Authorizing the City Manager to Execute a Contract with North Rock Construction, LLC, for Construction of the Brazos Park Parking Lot Addition Project**
16. **Receive Budget Reports for Period Ending May 31, 2018**

### **ACTION AGENDA**

17. **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)**

18. Consider Resolution 2018-2759 Authorizing the City Manager to Extend the Term of the City's Agreement with SAZ Infrastructure for Concrete Panel Repairs through the City's Cooperative Purchasing Agreement with the City of Lewisville and Authorizing a Task Order for Concrete Pavement Repairs

**LATE WORK SESSION**

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

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

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 6<sup>TH</sup> DAY OF JULY, 2018 NOT LATER THAN 4:00 P.M.



**Angela Miller, City Secretary**

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

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

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

<b>AGENDA#</b>	<b>1</b>	<b>MEETING DATE:</b>	<b>07/10/2018</b>
<b>SUBJECT:</b>	<b>Discuss the General Fund Budget and City-Wide Supplemental Requests for Fiscal Year 2018-2019</b>		
<b>PREPARED BY:</b>	<b>Ken Heerman, Assistant City Manager</b>		

**COMMENTS**

City staff will provide information relating to the General Fund Budget and City-Wide Supplemental Requests for Fiscal Year 2018-2019.



CITY MANAGER  
1000 Highland Village Road  
Highland Village, TX 75077  
972-899-5131 F 972-317-0237  
www.highlandvillage.org

July 10, 2018

Honorable Mayor Charlotte Wilcox and  
Members of City Council  
City of Highland Village

Dear Mayor and Members of City Council:

It is my pleasure to submit the “Draft” City of Highland Village Fiscal Year 2018 – 2019 Budget message and Program of Services to the City Council and citizens of Highland Village. This year’s budget message is a living document up to the final approval of the FY 2018-19 budget. As we present and construct the budget I will modify my budget message to reflect the changes that do occur through the process. The annual budget guides the City’s plan for providing the services, facilities, and infrastructure that has made Highland Village one of the “Best Places to Live”.

This year we focused on a new direction with the Council Goal. Historically our City Mission Statement and Values is to focus and direct the organization itself. It communicates primarily to the people who make up the organization, our employees, Council and even our residents a shared understanding of the organization’s intended direction. Recognizing the power of both our Mission Statement and Values, they provided us an excellent frame work in stating our City Objectives to maintain a drive and focus to our city core Values. A major component in achieving success is the refinement of our Mission Statement, our core City Values and our City Objectives in clear direction, not only for this next fiscal year but also to help guide us in our five year forecast. It is our goal for both Council and staff, to maintain our organization and the community in a positive direction and effectively provide necessary services for Highland Village residents. I have also attached “Exhibit A”, which is the Departmental Objects that reflect each of the corresponding core Values.

In accordance with the Texas Local Government Code and the Charter of the City of Highland Village, the proposed Annual Budget for the Fiscal Year beginning October 1, 2018, and ending September 30, 2019, is constructed for your review and comment and filed with the City Secretary. It presents, in summary form, the revenues and expenditures for each of the City’s Departments, as well as the five-year Capital Improvement Program (CIP).

To communicate and facilitate the City’s Budget and Program of Services, this transmittal letter is divided into the following sections:

- I. Overview**
- II. Mission, Values, City Objectives, and Departmental Tasks**
- III. General Fund Budget Highlights**
- IV. Financial Assessment**
- V. Conclusion**

## **I. OVERVIEW**

While there is limited population growth, our valuation growth has been very positive and steady within the City of Highland Village. Our assessed valuations for 2018 from Denton Central Appraisal District (DCAD) is still an unknown for this budget year. However, with our estimates

for the upcoming budget year, we feel very positive in the ability to maintain our municipal tax rate. Our ultimate determination of our tax rate, total revenues and expenditures will not be until we receive our certified tax roll on July 25<sup>th</sup>. Highlighted in this document are the Mission Statement, Core Values, City Objectives and Departmental Objectives for the City, in providing the direction for growth, operational excellence, a financially sound government, enhanced quality of life, as well as a safe and secure community.

Mayor Wilcox captures the essence of our role in preparing the budget each year:

*“As Mayor of Highland Village, working with City Council and staff, as each decision comes before us I always frame my questions with ‘how will our residents benefit from this?’ It is our goal to be responsible with your money, transparent in how your money is spent, and conscientious of ensuring you, the taxpayer, receive the best service and amenities your money can buy.”*

## **II. Mission, Values, City Objectives, and Departmental Objectives**

The following assumptions are priorities in our Budget Development Considerations for Fiscal Year 2018 – 2019, which are as follows:

- **Tax Rate Management:** For the Fiscal Year 2018 – 2019 Budget, our certified tax roll will be provided on July 25, 2018. The tax rate is currently allocated between Maintenance & Operations and Debt Service. We will continue to ensure that all Enterprise Funds, such as the Utility Fund, are covering indirect costs, as well as direct services. The tax rate of \$0.56802 was the approved tax rate for Fiscal Year 2018 which was a tax decrease from our previous year.
- **Assessed Valuation:** Denton Central Appraisal District is projecting growth in our assessed values the final certified tax role will be submitted on July 25.
- **Fund Balances:** A key measure of evaluation for the Fiscal Year 2018 – 2019 General Fund Budget is maintaining sufficient fund balance levels. is. Financial policies require a minimum 20% fund balance with a targeted range of 20 - 25%. Our first draft five year forecast shows an estimated Fund Balance of approximately 32% for the preliminary five-year outlook.
- **Five-Year Forecast:** A focus on the five-year General Fund forecast and CIP shall provide guidance for development initiatives in future years.
- **Budget Process:** Departmental budgets are prepared using the thorough review of a budget software program, which facilitates justification for base budget items and supplemental requests.
- **Salary and Benefits:** Our proposed competitive pay, benefits, and career development structure to attract and retain qualified personnel for Fiscal Year 2018 – 2019.

**Mission Statement:**

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

**INTEGRITY**

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

**SERVICE**

We will provide excellent service to the public in the most responsive, efficient, and effective manner.

- We will recognize and understand the needs of our residential and business community and deliver in a manner that meets or exceeds expectations.

**TEAMWORK**

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

- We will provide a work environment that is respectful of all employees, empowering each with ability to solve problems, and provide support for employees to grow and attain a personal / work life balance.
- We will support and facilitate volunteer activities and social services that provide service to the city and the community.

**RESPONSIVE**

We will be a responsive City organization, dedicated to maintaining a well-trained and competent workforce to enhance the quality of life in our City.

- We will foster a work force comprised of professional, highly qualified, and customer friendly employees to provide timely and accurate response to the needs of the community.

**COMMUNICATION**

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

- We will work to instill a sense of community with our external and internal customers through multiple two-way communication avenues.

## **ACCOUNTABLE**

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

- We will achieve the highest ethical standards in providing all goods and services, using financial and departmental recognized “best practices.”

## **ENTERPRISING**

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

- We will innovate by generating creative solutions to problems that will result in improved performance, better outcomes, and higher productivity in our programs and services.

## **III. GENERAL FUND BUDGET HIGHLIGHTS**

The General Fund supports all municipal operations with the exception of water, wastewater, and drainage utility operations.

### **Employee Salary and Benefits**

- Our historic and current budget structure for the Personnel Category of the General Fund Budget has consistently ranged from 69% to 70%.
- Employee salaries are structured as a performance/merit pool along with a salary adjustment for employees, to ensure we remain competitive with the market.
- In an ongoing effort to provide quality health care options, we are proposing to maintain coverage with our current health insurance provider, we have estimated at this time an increase of 15%.

### **Community Identity**

- Our first gated community, which will provide 102 single family residential units for residents age 55 or older, is currently under construction with homes being constructed.



- Doubletree Ranch Park is open and fully operational. We are closely monitoring operations and expenditures in accordance to our operations budget for the park.

## **Public Safety**

- School safety is a priority for everyone, we are proposing to enhance our School Resource Officer program this budget year.
- Our Community Policing model focusing on “Prevention through Citizen Awareness and Involvement” continues to be successful for the Police Department.
- The Highland Village Fire Department is a professional organization that delivers unmatched service to citizens, regardless of whether the need is an emergency or a routine event.

## **Infrastructure**

- In our current CIP for both the General Fund and Enterprise Funds, we have identified facilities and infrastructure that will need to be addressed with growth and development of Highland Village.
- We continue to model our existing water and wastewater systems for Capital Planning for future issuance of Utility Bonds.

## **IV. FINANCIAL ASSESSMENT**

The City of Highland Village continues to be strong financially. Through sound fiscal management over the years, the City has positioned itself well to cope with growth, create a positive atmosphere for economic development, and provide greater flexibility on budgetary issues. The City is able to balance revenues and expenditures while maintaining a high level of service.

### **Fund Balance**

One unrestricted measure of a city's financial strength is the level of its Fund Balance. The City's estimated unrestricted Fund Balance in the General Fund is projected to be approximately \$4.5M. This balance represents 26% of Fiscal Year 2018 total General Fund expenditures, exceeding the 20% Fund Balance reserve requirement established by the City's Financial Policies.

### **Bond Ratings**

The City's bond ratings are further evidence of its financial strength. Standard and Poor's, one of the nation's largest bond rating agencies, upgraded us to a AAA rating for General Obligation and affirmed the City's bonds are considered to be of excellent investment quality. For General Obligation bonds, the rating agencies commented that the City has a strong economy, strong tax base growth, very strong budgetary flexibility supported by strong financial practices, very strong management and Financial Policies, stable financial performance, and solid reserve levels.

### **Current-Year Capital Projects**

A \$7M general obligation bond was issued in 2018 to address targeted Parks and Public Works issues as follows: Streets Projects - \$2,800,000. Parks Projects - \$4,105,000. Total Bond Proceeds - \$7,007,681.

## **Parks Projects**

Unity Park - \$2.54M, Unity Park is Highland Village's only community park which includes multiple amenities for resident use. Improvements include:

- Kids Kastle Play Structure - The play area is at the end of its useful life and in need of replacement with new recycled plastic materials that will provide increased safety and less maintenance.
- Ponds - The ponds require dredging to remove the accumulated silt as well as improvements to address drainage considerations. A study was conducted in 2017 which recommended making improvements to accommodate a 50-year flood which will also benefit the surrounding area.
- Softball Field - A section of the park will be redeveloped to add an additional softball field to complement the existing baseball fields.
- Brazos Park Parking Lot - \$353,000, several years ago a parking lot was built at Brazos Park to alleviate parking on adjacent streets. Popularity of the fields has prompted the need to increase the size of the parking area by an additional 50 spaces.
- Victoria Park - \$198,000, the current walking track is badly cracked and uneven, causing a tripping hazard to patrons. The track will be resurfaced and replaced with a six foot concrete path.
- Highland Village Road Sidewalk - \$922,300, construction of the sidewalk on Highland Village Road from the Municipal Complex to Sellmeyer Lane to increase pedestrian safety and connect residents to amenities along Highland Village Road. A large number of residents adjacent to this section have no access to the Inland Trail System to connect to Lions Club Park, Lakeside Community Park, and Doubletree Ranch Park. This presents a potential safety issue as people walk the two-lane Highland Village Road to access these amenities.
- Sunset Point Park - \$162,700, Sunset Point Park is classified as a mini park and serves local residents as a neighborhood park site providing water access to Lewisville Lake. At this time, a reduced-scale project of roadway improvements only is anticipated to provide the turn-around capability for emergency vehicles. Further development of the park will be re-evaluated for consideration at a later date.

## **Streets Projects – (\$2.8M)**

The City of Highland Village conducts a Pavement Condition Inventory Survey to determine the priority of streets that need repairs, overlays, or full replacement. The streets to be addressed with this proposition have reached the end of their life cycle and are in need of full reconstruction. The identified Streets for reconstruction;

Rosedale Street, Ranier Court, Catesby Place, Rockland Drive, Hickory Ridge Drive, Oak Forest Drive, Winding Creek Drive, Dickinson Drive, S. Clearwater Drive, Scenic Drive, Springway Drive, Mockingbird Drive, Post Oak Drive, Pecan, Raintree Drive, Greensprings Street, Duvall, Baird Circle, Donna Circle Savanna Drive.

## **Debt Service Fund**

This fund is utilized to account for the debt obligations of the City.

## Utility Fund

A primary and critical task of any City is the provision of water and wastewater service to its residents. To its credit, Highland Village has secured a stable and reliable source for each of these services through owning and operating five water wells and a subscription with Upper Trinity Regional Water District (UTRWD), which are expected to be sufficient through build-out.

The Utility Fund is an Enterprise Fund that is financed primarily through user charges. Utility rates are maintained to derive sufficient revenues to meet the obligations associated with the provision of water and wastewater services. They are established to pay for delivery and maintenance of water and wastewater to City residents. The structure of the rate is bifocal, with charges associated with wholesale water/wastewater purchases from UTRWD presented as a pass-through charge to residents, and separate rates to address the City's cost of service.

## V. CONCLUSION

In preparing the Fiscal Year 2018 – 2019 Budget, it is our goal to develop a budget that will maintain the desired quality of life, while balancing the needs of the residents. This year's budget document represents a collective effort by City Council and City Staff to meet the challenge. In our development of the budget, there are three essential areas that remain our focus in the fundamental understanding of government's role in providing enhanced core services to our residents: policy coordination and implementation between Council and staff; communications; and measurement and evaluation. City Staff will continue to review and evaluate internal operations for opportunities to reduce costs and improve the provision of funded services.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Leavitt".

Michael Leavitt  
City Manager

## **“Exhibit A”**

### **FY 2018 – 19 Departmental Objectives with corresponding Core Values**

#### **Finance Department**

- **Teamwork** In conjunction with IT, complete data conversion of Utility Billing, Municipal Court, and Cash Collections software to current version.
- **Accountable** Review EMS fee structure and billing model and recommend changes if necessary to facilitate cost recovery with objective of achieving fairness to customers.
- **Accountable** Investigate and consider updates to the Finance Department’s website to contain disclosures that would qualify the City for the Texas Comptroller of Public Accounts Transparency Stars.
- **Integrity** Implement audit of targeted cash collection functions throughout the City.

#### **Marketing & Communications**

- **Communication** Work with Public Works to educate residents on guidelines and services of new solid waste provider, Community Waste Disposal.
- **Communication** Increase use of city website and social media to inform and engage residents.
- **Teamwork** Work with Public Works and Community Development on educational material to encourage resident compliance with home maintenance codes and general upkeep of the community.
- **Enterprising** Raise awareness of the Highland Village Business Association and promote local businesses through social media, video and partnerships.

#### **Human Resources**

- **Teamwork** We are committed to providing an environment that promotes and supports teamwork across departments. Our On the Spot program empowers employees to recognize those who go above and beyond expected duties and provides for rewards for a job well done. The new performance management system will also provide a forum for employees to recognize their peers and express appreciation.
- **Accountable** To provide a fair, comprehensive, and sustainable compensation and benefit package to all employees.
- **Communication** Open communication is paramount to a healthy organizational culture. The Human Resources Department continuously strives to provide open and meaningful communication to those we serve, and we encourage the same throughout all departments.
- **Integrity** The Human Resources staff is committed to providing support services while keeping high ethical and moral standards in mind always.
- **Responsive** We continuously promote ongoing training opportunities to increase the professionalism of employees. An in-house Supervisor Series will be developed to provide all supervisors the knowledge they need to effectively manage their direct reports in accordance with City-wide values and service expectations.
- **Responsive** As a support services department, Human Resources values input at all levels. We rely on employee committees, customer feedback, and we build relationships across all departments and organizational levels to ensure the services we provide are valuable, meaningful and productive.

#### **City Secretary**

- **Teamwork** Continue the migration of paper records in the Public Works and Community Service Departments to a digital content management program and work with IT to create custom workflows to automate the process.
- **Communication** Work with the Marketing and Communications Department to raise awareness of opportunities for residents to serve on City boards, commissions and committees.
- **Integrity** Identify training opportunities for City officials through state and regional resources.

#### Information Services

- **Responsive** Complete upgrade to Windows 10 operating system on all computers, and initiate a three year replacement schedule to upgrade and replace all three Disaster Recovery Servers.
- **Teamwork** Reconfigure and optimize the console set up in dispatch. Replace all remaining Panasonic tough books in the Police Department vehicles.
- **Service** Implement online payment capability for permits.
- **Enterprising** Following the implementation of the citywide camera replacement program, determine need for additional cameras at Kids Castle and Copperas Park.
- **Teamwork** Implement applications for mobile inspections for the Parks Department.
- **Responsive** Replace IT department desktops with workstation class laptops that will allow for improved performance, mobility and virtualized test space.

#### Police Department

- **Accountable** To get as close to 100% staffing (sworn officers) as possible. Recruiting and retention of officers is affecting Law Enforcement across the country. There is much competition with richer and larger cities who can offer better salary, benefits and opportunities for progression. Adjustments in pay and opportunities for new hires to attend a police academy have significantly had a positive impact our staffing levels already.
- **Enterprising** To attain 100% of our selected positions as Emergency Care Attendant (ECA) certified.
- **Service** To maintain a "Top 10" ranking as a Texas Safest City through our existing Community Policing Model.
- **Teamwork** Maintain our community programs that instill the spirit of support and pride throughout the Police Department: The TxFallenPD Tribute Event, Special Olympics Texas; and an Annual Toy Drive for Denton County residents. The three of these events put officers, dispatchers, and command staff in various forums throughout the county and promoting our values. Additionally, these three programs raise more than \$150,000 that remains in our county.
- **Responsive** Provide ample training opportunities and unique or newly created additional duties to challenge and empower our people to continue to grow and be involved in our continuing challenge to Law Enforcement.
- **Teamwork** Continue and enhance our School Resource Officer program funding in order to provide service in all four Highland Village schools with an emphasis on developing relationships by providing a positive impact on the students, parents, faculty and staff.

#### Fire Department

- **Enterprising** Expand training and capabilities of all city staff to respond to Traumatic hemorrhage emergencies with the "Stop the Bleed" program.
- **Responsive** Implement a good fitness program with the assistance of a professional trainer to educate staff on proper workouts for appropriate strength and flexibility conditioning.
- **Service** Implement gas monitors to detect hazardous gasses found in work environment.

### **Community Services**

- **Enterprising** Implement CityWorks, Permitting, License and Land Use, (PLL), which will allow customers to apply for permits online.
- **Accountable** Implement CityWorks PLL for enhanced tracking of all building permits, site plans, concept plans, and Ordinances for potential development within the City of Highland Village.
- **Service** Implement our new solid waste contract with Community Waste Disposal (CWD) in September 2018.

### **Street Department**

- **Teamwork** Inventory and rate all concrete streets in Highland Village using the standard manual survey method developed by the Federal Highway Administration
- **Accountable** Identify, design and construct 2018 asphalt overlay project based on the Condition Pavement Index (CPI) to enhance our street life cycle and repair program.
- **Accountable** Construct phase 1 of the 2018 Street Bond Project.
- **Service** Implement a pavement stripping plan for the Trail System Master Plan existing network.

### **Maintenance Department**

- **Accountable** Continue interior enhancements of the police department and the City Hall rotunda consisting of painting, minor wall repairs and mill work.
- **Enterprising** Continue our energy efficiency program of LED upgrade project which includes installation and retrofitting of LED lighting in City Hall to replace all T-8 fluorescent fixtures.
- **Accountable** Complete the roof replacements as part of the hail storm recovery.

### **Parks and Recreation Department**

- **Teamwork** Facilitate active participation of Parks and Recreation Advisory Board members in the role of park ambassador in and for the community.
- **Responsive** Provide a strategic employee training program focused on improving customer service and individual performance.
- **Accountable** Provide a measurable process to evaluate recreation and event programs for effectiveness in the community.
- **Enterprising** Identify ways opportunities to enhance Doubletree Ranch Park by adding amenities to improve the experience and new events such as "Christmas at the Ranch."

### **Utilities (Water/Wastewater & Drainage)**

- **Accountable** Identify and reduce Inflow and Infiltration of our wastewater collection system by performing I&I smoke testing of approximately 20% of the collections system.
- **Service** Reconstruct the existing sanitary sewer main crossing the KCS RXR in the Canyon Creek subdivision.
- **Service** Replace the existing Asbestos Cement (A/C) water mains in the Canyon Creek Subdivision.
- **Communication** Continue the storm water education campaign for Highland Village residents.
- **Integrity** Uphold our commitment to environmental programs by performing water quality testing of local streams and creeks.

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

**AGENDA# 2**

**MEETING DATE: 07/10/18**

**SUBJECT: Discuss City Towing and Wrecker Service Options**

**PREPARED BY: Doug Reim, Chief of Police**

**COMMENTS**

This discussion is in response to a local wrecker company requesting the \City consider the contracting option with exclusive rights for wrecker service.

Discussion will include current rotation policy for City towing and wrecker service used by the police department and alternative options.

Currently for non-consent police tows and wrecker service, the City uses a weekly rotation wrecker system for local wrecker companies (if eligible per policy). Currently there are (4) eligible wrecker companies. This rotation system has been in place for over twenty years without issue. Participating wrecker companies must comply with Highland Village Police Department General Orders 513.00 Wrecker Services Rotation Policy.

Options include continuing with current rotation system, policy amendment, or single company contracting (with a recommendation for a Request for Proposal--RFP).

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

**AGENDA# 10**

**MEETING DATE: 07/10/18**

**SUBJECT: Mayor and Council Reports on Items of Community Interest**

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

**COMMENTS**

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

- Swearing in of Firefighter Michael Ford and Firefighter Ryan Snider



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

**AGENDA# 11**

**MEETING DATE: 07/10/18**

**SUBJECT: Consider Approval of Minutes of the Special City Council Meeting held on June 23, 2018 and the Regular City Council Meeting held on June 26, 2018**

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

**BACKGROUND:**

Minutes are approved by a majority vote of Council at the Council meetings and listed on the Consent Agenda.

**IDENTIFIED NEED/S:**

Council is encouraged to call the City Secretary's Office prior to the meeting with suggested changes. Upon doing so, staff will make suggested changes and the minutes may be left on the Consent Agenda in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to Council for consideration prior to the vote.

**OPTIONS & RESULTS:**

The City Council should review and consider approval of the minutes. Council's vote and approval of the minutes reflect agreement with the accuracy of the minutes.

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

The City Manager has reviewed the minutes and given approval to include the minutes in this packet.

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

N/A

**RECOMMENDATION:**

To approve the minutes of the June 23, 2018 and June 26, 2018 City Council meetings.

**MINUTES OF THE SPECIAL MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL SERVICE CENTER  
PUBLIC WORKS BUILDING TRAINING ROOM  
LOCATED AT 948A HIGHLAND VILLAGE ROAD  
SATURDAY, JUNE 23, 2018**

**Convene Meeting in Open Session**

**1. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 8:30 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember

Absent:	Fred Busche	Mayor Pro Tem
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Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Brad Goudie	Fire Chief
	Jana Onstead	Human Resources Director
	Sunny Lindsay	Director of Information Services
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications

**2. Presentation by City Attorney regarding Duties and Obligations of Members of the Highland Village City Council relating to laws, ordinances and policies governing such, and other related topics including, but not limited to:**

City Attorney Kevin Laughlin provided an orientation for Councilmembers. Topics included the council-manager form of government; powers of the City Council; review of appointive positions; boards and commissions; Open Meetings Act – including meeting notices, violations, secret deliberations and closed session; citizen appearance and visitor comments; rules of order – including meeting procedures, motions, and voting; Public Information Act; electronic communications; social media; Code of Ethics, standards of conduct and conflicts of interest.

Council took a break at 10:00 a.m. and continued with Agenda Item #3 at 10:10 a.m.

**3. Presentation by City Manager: City Council, City Management Relationships**

City Manager Michael Leavitt provided a short presentation to Council relating to the responsibilities of City staff and City Council. Mr. Leavitt reported Council establishes goals and policies, and City staff uses those goals to develop an action plan. He also stressed the importance of the budget document and sustainability.

Mr. Leavitt stated the mission statement and City core values, which were previously discussed at Council's June 12<sup>th</sup> meeting, would be incorporated into the budget message and budget document. With the proposed Fiscal Year Budget for 2018-2019, he reported the mission statement and core values would be the guiding principal in the development of our City objectives and departmental objectives, which serve as a work plan to direct City staff in meeting the challenges and opportunities of serving Highland Village residents. Mr. Leavitt reported the mission statement and core values will be brought before Council at a future meeting for approval. He encouraged Councilmembers to contact him with comments or any questions.

#### **4. Receive an Update on Economic Development Funds for Current Fiscal Year 2017-2018 Budget**

Assistant City Manager Ken Heerman provided a history of the sales tax collection in Highland Village based on rolling 12-month collections for the last 20+ years. In looking at the collected sales tax slide for FY 2011 to FY 2017, he reported the average percentage of growth was 2.4%. Mr. Leavitt reported staff would be conducting an audit of collected sales tax from the business locations in Highland Village to ensure everything is being correctly collected.

Mr. Leavitt reported an additional \$500,000 is included in the current fiscal year budget for economic development incentive relating to Highland Village Town Center. However, the funds were not used. He presented potential projects that could be funded if Council wished to redirect the use of the unspent funds:

##### **Street Repairs** – includes concrete panel replacement

- Replacement of 22 panels - \$50,000
- Replacement of 46 panels - \$91,500

##### **Doubletree Ranch Park**

- Shade structures for the splash pad (Phase 1 of 3) - \$125,000
- Playground equipment - \$125,000
- Air conditioning for the barn - \$250,900

##### **IT Data Storage**

- Assureon's advanced archive and security – for primary storage and optimization of data - \$96,000

Of the three projects presented, Mr. Leavitt stated he favors the street repairs and installation of some of the shade structures at Doubletree Ranch Park. Potential locations for the shade structures at Doubletree Ranch Park were presented. Councilmember Kixmiller voiced he favors street repairs. He stated he would like to see more information regarding the life of the shade structures being proposed at Doubletree Ranch Park and asked about using temporary/rentals for shade structures or allowing park patrons to bring their own. He also asked about resident/non-resident use of the barn and splash pad.

Councilmember Jaworski suggested using some of the funding to attend the annual International Council of Shopping Centers (ICSC) Convention. Mr. Leavitt reported he has attended the convention and participated in meetings with potential businesses to showcase Highland Village. Councilmember Fiester stated he had attended the conference in Dallas and it is well attended,

with brokers typically making deals. He asked if the funds could just be rolled into the next fiscal year budget. Mr. Leavitt reported the funds could be rolled to next year.

Councilmember Jaworski stated he was concerned because the city is close to build out and some of our commercial property is vacant and/or looking older and asked what could be done to make Highland Village more attractive to business development. He asked how the City could be more proactive at similar conferences and conventions. Mr. Leavitt stated performance measures have been used in the past. He added that retailers look at number of rooftops when looking at a city so they can ensure the area has enough consumers to support their business.

Relating to the proposed projects, Councilmember Jaworski stated he would like to see the funds spent on IT data storage and playground equipment at Doubletree Ranch Park rather than air conditioning for the barn.

Councilmember Fiester stated the shade structures are important for the facility and he worries that temporary/rental shade structures might be unsightly. He also stated he did not want to pass the rental cost on to our residents. In addition to the rental fees, staff time would also need to be considered. He stated he would like to see playground equipment at the park. Relating to proposed street repairs, Councilmember Fiester also asked if the costs presented for the concrete panel replacement is set. Public Works Director Scott Kriston reported it is a set cost for each identified panel, which was based on the street survey that was previously completed.

Deputy Mayor Pro Tem Fleming stated she would like to have more information on the barn rentals at Doubletree Ranch Park. She voiced that we may be excluding some rentals because of the lack of air conditioning. She stated she favors the shade structures and playground equipment projects at Doubletree Ranch Park, along with street repairs.

Councilmember Lombardo stated he favors the shade structures since we also have them at some of our other parks in Highland Village. Mayor Wilcox stated installing air conditioning in the barn at Doubletree Ranch Park might increase the number of rentals and that she favors installing shade structures at the park.

In conclusion, Mr. Leavitt stated there is a consensus of Council to move forward with the street repairs and that staff will provide information to Council in July regarding use of the barn at Doubletree Ranch Park. Staff will receive direction from Council at that time.

## **5. Discuss Potential FM 2499 Utility Expansion**

Mr. Leavitt reported the current water service provider for the area at FM 2499 and Orchid Hill Lane is the Cross Timbers Water Supply District. There is no wastewater provider, only private septic systems. He further reported the Cross Timbers Water Supply District system has been outgrown by new population in the area and therefore there is no firefighting capabilities in this area. Extending the City's water system to this area by using FM 2499 would provide water for domestic use for existing Brooks Court residents and other future developments in this area, along with enhanced firefighting capabilities, and water for park users at Pilot Knoll Park. He added this does not include wastewater service, only water service to the area.

Councilmembers questioned what the return would be for such a project. Mr. Leavitt reported the earliest construction on the project could start would be three (3) years - just for the water line, with a total projected cost of \$6 million, over twenty (20) years. He added that impact fees would be a huge element in recovering the City's capital cost. He added the City would initially only complete 60% of the project. Any area served outside of Highland Village would be required to pay their portion of the capital cost of the water line extension, which is approximately the remaining 40%.

Mr. Leavitt stated this is a planning opportunity and reported at the June 26<sup>th</sup> City Council meeting, a professional services task order for planning and design services only will be presented, which includes investigation of receiving the Certificate of Convenience and Necessity (CCN) from the Public Utility Commission, obtaining the permit to cross Poindexter Branch from the U.S. Army Corps of Engineers, working with TxDOT to obtain the permit to locate a water line in their corridor, obtaining an emergency interconnect agreement & potential water transmission facility agreement with Cross Timbers Water Supply Corporation. Total cost of services for the task order is \$117,900.

Council took a break at 12:30 p.m. and returned at 12:35 p.m.

## **6. Discuss Proposed School Resource Officer for Fiscal Year 2018-2019 Budget**

Mr. Leavitt and Chief of Police Doug Reim provided a brief staffing and funding history of the City's School Resource Officer (SRO), which was first utilized in 1999. From 2004-2008 funding for the SRO was provided through a COPS in Schools grant. In 2007, the City and Lewisville ISD entered into an interlocal agreement enacting a SRO for all four schools located in Highland Village, with both entities sharing the cost 50/50 for salary and benefits. In 2008, another Highland Village officer assisted the SRO at Marcus High School, until one retired. From that time and since, there has only been one (1) SRO for the four schools in Highland Village.

There have not been any new agreements with Lewisville ISD since the one in 2007. From 2008 to present, LISD has provided 50% of the SRO salary and benefits. Based on recent communication with School Superintendent Dr. Rogers, Mr. Leavitt reported he anticipates LISD will propose a new agreement in the near future, which will likely include the following LISD contractual requirements:

- Full-time coverage during school days/hours – beginning just before school starts until shortly after school ends for the day
- Highland Village Police Department will be responsible for staffing the position when the primary SRO is out (due to training, emergency, sick, etc)
- Coverage only at Briarhill Middle School – no coverage at the elementary schools

Chief Reim reported SRO Harney has maintained a presence for many years in Highland Village schools, and is well known by the students. Originally, the SRO was present to deter any criminal activity, but now focuses on building relationships with the students. Chief Reim presented SRO best practices, which recommends 1-SRO for every 1,000 students. The National Association of SRO suggests a minimum of 1-SRO in every school. Other factors to consider include size of the campus, school climate and location, and number of sworn-safety team members on campus. In anticipating the possible LISD contractual requirements, Chief Reim presented a total cost of \$154,150 to add another position so a SRO will still be utilized at the elementary schools. The cost is higher for the first year due to the cost of a patrol vehicle.

Councilmember Kixmiller asked about using an existing officer rather than adding a new position. Mr. Leavitt reported that due to the rotating shifts it creates a ripple effect if you pull an existing officer. Councilmember Lombardo asked why LISD does not have their own officers. Mr. Leavitt stated he asked the same question and was told the current LISD model of relying on cities is what they are going to maintain.

Impact statements showing support for a SRO at their campus was written by the Principals of each of the Highland Village elementary schools and presented. Consensus of the City Council is to continue the practice of having a SRO in the elementary schools and to request more funding from LISD to help offset that cost.

**7. Adjournment**

With no further business, Mayor Wilcox adjourned the meeting at 1:03 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
TUESDAY, JUNE 26, 2018**

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

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Absent:	Fred Busche	Mayor Pro Tem
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Mark Stewart	Assistant Police Chief
	Brad Goudie	Fire Chief
	Heather Miller	Assistant Finance Director
	Priscilla Ibarra	Court Administrator
	Jana Onstead	Human Resources Director
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

**EARLY WORK SESSION**

**1. Receive an Update from the Presiding Judge of the Highland Village Municipal Court of Record**

Judge Sallas provided information on the primary functions of Municipal Court and magistrate/judge, which include service relating to traffic violations, State Class C violations and City ordinance violations. She reported 365 days a year, there is a judge that is on-call for the Police Department. Judge Sallas introduced Court Administrator Priscilla Ibarra who has 18 years of experience with municipal government/court and a strong background with technology. Judge Sallas reported one of their goals is to be mindful of everyone's time and to streamline processes so they are more efficient, specifically offering more online services such as online case review.

Functions of Court Administrator Ms. Ibarra include processing tickets, preparing required state monthly reports and processing appeal and warrant paperwork. Ms. Ibarra reported Municipal Court has gone "paper light" by streamlining a lot of their processes and making them more automated, and by providing more options for customers while still striving to provide the best customer service.

Mayor Wilcox stated Councilmembers could attend and observe Municipal Court proceedings on the 4<sup>th</sup> Thursday of each month.

## **2. Review the Capital Improvement Program (CIP) Budget for Fiscal Year 2018-2019**

Assistant City Manager Ken Heerman explained capital improvement projects are non-operational, “big ticket” items/projects that typically require outside funding sources, such as debt issuance, grant, or lease/purchase arrangements. The City Charter calls for submission to Council of a five-year CIP budget, which provides an opportunity for Council to see a multi-year outlook that helps for planning purposes and to provide the framework for consideration of the current year’s budget and resulting tax rate.

Mr. Heerman stated after years of substantial growth and with approaching substantial build-out, the community is more settled. Capital improvements relating to basic infrastructure are widely supported and improvements related to amenities/improved services, while desired, are viewed in context of affordability. The primary emphasis in the five-year outlook for the past few years has been in controlling on-going operating costs in a context of sustainability within the anticipated revenue base. A focus on staffing has been to maintain existing staffing levels if possible – with emphasis on efficiency and leveraging technology enhancements that will not compromise the high level of service that currently exists, with new positions to be evaluated only if a demonstrated need warrants consideration.

Mr. Heerman reported the following projects were approved by voters in the November 2017 bond election and provided a status update on those current on-going capital projects

### **Street Reconstruction Project - Phase I**

The streets included in this project have reached the end of their life cycle and are in need of full reconstruction. Streets included in this phase include Rosedale, Ranier Court, Catesby Place, Rockland, Hickory Ridge, Oak Forest, Winding Creek, Dickinson, South Clearwater, Scenic, Springway, Mockingbird, Post Oak, Pecan, Raintree, Greensprings, Duvall, Baird Circle, Donna Circle and Savanna.

### **Parks Projects include:**

- Unity Park – softball field/general improvements; pond improvements; replacement of Kids Kastle play structure
- Brazos Park Parking Lot expansion
- Victoria Park Walking Trail Re-Surfacing
- Sunset Point Park – addressing immediate safety concerns, including roadway improvements to allow emergency vehicle access and turn around capabilities; added streetlights and bollards
- Highland Village Sidewalk – sidewalk construction from Municipal Complex to Sellmeyer Lane

### **Future Potential Capital Projects for Consideration**

In reviewing the Debt Management Plan, Mr. Heerman identified FY 2023 as a potential time frame to issue new debt since a new debt issuance would correspond with a reduction in existing debt service. Future projects for consideration included *Phase II of the street reconstruction program*, and *park improvements*. Needed street overlays are addressed each year in the annual budget, while bonds are issued periodically to fund street reconstruction projects, as needed. Streets that have been identified in need of reconstruction within a 5-7 year window total \$2.75 million, based on current costs.



Relating to park improvements, playground equipment and structures in neighborhood parks are regularly evaluated to ensure adherence to safety standards as well as functionality of meeting the needs of residents. Parks with anticipated needs to be addressed include Lower Sellmeyer Park, Lions Club Park, and Turpin Park.

### **Five-Year Outlook**

Mr. Heerman stated the focus of the CIP five-year outlook is to evaluate funding ability with suggested capital improvement programs – in regard to issued debt and associated debt service, as well as related ongoing operations costs. He reminded everyone that maintaining sufficient fund balance levels is a key measure of evaluation, and that the City's financial policies require a minimum 20% fund balance with a targeted range of 20 - 25%.

He reported that preliminary projections, which will be refined during the budget process through the summer months, does provide capacity to consider debt issues within the five-year outlook. Property values have experienced significant increases the past couple of years, with expectation for continued higher than historical average increases over the next few years. However, he cautioned this is to be viewed in conjunction with the stated State legislative effort to limit property tax revenue growth in cities. While the overall increased valuations do afford the City some flexibility, a focus on impending build-out of the City, as well as consideration of the State's legislative action, requires a disciplined approach to manage growth in operations cost and reduction in overall debt-service load. In the ten years prior to FY 2015, debt service represented about 20% of the tax rate. Current debt service now reflects roughly 15% of the tax rate; Mr. Heerman added that as revenues flatten with build-out, a continued focus on managing debt service is critical, in terms of both avoiding spikes, but also reducing to a lower, more manageable level for the future.

Budget discussions would continue at each City Council meeting throughout July and August.

### **3. Discuss Appointment to Fill a Vacancy for an Unexpired Term on the Planning & Zoning Commission and for a Council Representative Position on the Highland Village Community Development Corporation**

Mayor Wilcox reported as a result of the May 5, 2018 General Election, there is one (1) vacancy on the Planning & Zoning Commission (P&Z), Place 5, and one (1) vacancy on the Board of Directors of the Highland Village Community Development Corporation (CDC) for a Council Representative. She stated newly elected Councilmember Robert Fiester had served in Place 5 on P&Z, and that past Councilmember Michelle Schwolert had served on the CDC. She stated Council could consider appointing an alternate member of P&Z to fulfill the vacancy prior to appointing a new applicant. Mayor Wilcox suggested waiting to fill the vacancy on P&Z until annual appointments are made in September.

Councilmember Lombardo stated he would like to serve on the Community Development Corporation. City Secretary Angela Miller stated this item is for discussion purposes only and that, if Council wishes to take formal action, there is an item on the regular agenda to do so.

### **4. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of June 26, 2018**

Relating to Agenda Item #17, City Manager Michael Leavitt reported this is a first amendment to the contract with Community Waste Disposal (CWD). Due to management and logistics, CWD approached City staff and offered collection of large brush and bulky items weekly, instead of twice a month, at no additional cost. The proposed resolution authorizes the contract amendment to provide the additional service.

Relating to Agenda Item #22, Councilmember Lombardo verified the task order is only for preliminary engineering services relating to *possibly* extending water service to the northwest part of the City. Mr. Leavitt reported the engineering task order is for planning and design purposes only.

Early Work Session ended at 6:51 p.m.

### **CLOSED SESSION**

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

- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
- (b) Section 551.074 – Discuss the appointment of a public officer, specifically, discuss people to be considered to fill vacancies on the Planning and Zoning Commission and the Highland Village Community Development Corporation.**

Council did not meet in Closed Session.

### **OPEN SESSION**

**6. Call to Order**

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

#### **Roll Call**

Present:	Charlotte J. Wilcox Jon Kixmiller Michael Lombardo Barbara Fleming Robert A. Fiester Daniel Jaworski	Mayor Councilmember Councilmember Deputy Mayor Pro Tem Councilmember Councilmember
Absent:	Fred Busche	Mayor Pro Tem
Staff Members:	Michael Leavitt Kevin Laughlin Ken Heerman Angela Miller Mark Stewart Jana Onstead Scott Kriston Phil Lozano	City Manager City Attorney Assistant City Manager City Secretary Assistant Police Chief Human Resources Director Public Works Director Parks and Recreation Director

Heather Miller  
Laurie Mullens  
Andrew Boyd

Assistant Finance Director  
Director of Marketing & Communications  
Media Specialist

**7. Prayer to be led by Councilmember Dan Jaworski**

Councilmember Dan Jaworski gave the invocation.

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

Members of Boy Scout Troop 191 led the Pledge of Allegiance to the U.S and Texas flags.

**9. Visitor Comments**

No one wished to speak.

**10. City Manager/Staff Reports**

- **HVTV Update**

Shopping Saturday – This new series highlighted the Painted Tree Marketplace located in Highland Village Town Center, which offers home décor, fashion and unique items; the official grand opening is scheduled for June 30

TXFallenPD Tribute Shirts – All profits from the sale of the shirts goes directly to the Texas Police Chiefs Associations' Fallen Officer Fund, which provides monetary assistance to Texas families of fallen officers within 24 hours following an officer's line of duty death; you can purchase a shirt for \$20 at the Highland Village Police Department located at 1000 Highland Village Road

**11. 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**

Mayor Pro Tem Fleming reported the Highland Village Lions Club is collecting eyeglasses that you may no longer be wearing. There is a recycle container located in the lobby of City Hall for collection. She also sent get-well wishes to County Commissioner Bobbie Mitchell who recently had knee replacement surgery.

Mayor Wilcox thanked Tom Hayden for his service as mayor for the Town of Flower Mound. Mr. Hayden did not run in this year's election; Steve Dixon was elected as the new mayor of Flower Mound.

**Presentation of a Proclamation Honoring Jane Ponder**

Mayor Wilcox presented Mrs. Ponder with a proclamation honoring her for her 30 years of service to the City of Highland Village.

- **Presentation of Highland Village Balloon Festival Poster Contest Winners**

The Highland Village Lion's Club Balloon Festival Poster Contest winners were recognized. Students from each school in Highland Village submitted poster drawings depicting the 31<sup>st</sup> Annual Balloon Festival. There were 647 entries from Highland Village schools. The top three overall winners were:

- ❖ Skylar Brackett from McCauliffe Elementary – 3<sup>rd</sup> Place
- ❖ Taylor Graham from Highland Village Elementary – 2<sup>nd</sup> Place
- ❖ Avery Southwell from Briarhill Middle School – 1<sup>st</sup> Place

## **CONSENT AGENDA**

12. Consider Approval of Minutes of the Regular City Council Meeting held on June 12, 2018
13. Consider Ordinance 2018-1246 Amending Section 12.02.036 of the Code of Ordinances of the City of Highland Village to Extend the Termination Date of the City's Juvenile Curfew Regulations (2<sup>nd</sup> and final read)
14. Consider Ordinance 2018-1247 Amending the Sign Regulations of the Marketplace Planned Development District with Retail (MPD-R), as amended, Applicable to Lot 1, Block A, The Shops at Highland Village, generally located Northwest of the Intersection of FM 2499 and FM 407 (2<sup>nd</sup> and final read)
15. Consider Resolution 2018-2750 Reappointing the Presiding Judge and an Associate Judge to the City of Highland Village Municipal Court of Record and Authorizing Negotiation of Related Contracts
16. Consider Resolution 2018-2751 Authorizing an Agreement for the Purchase and Installation of Shade Structures for Unity Park, Lions Club Park, Turpin Park and Lower Sellmeyer Park with Adventure Playground Systems through the City's Cooperative Purchasing Agreement with the Harris County Department of Education (Choice Partners)
17. Consider Resolution 2018-2754 Authorizing the City Manager to Negotiate and Execute the First Amendment to the Solid Waste, Recycling, and Household Hazardous Waste Collection Contract with Community Waste Disposal L.P. relating to Bulky Waste and Bulky Construction Debris Collection
18. Consider Resolution 2018-2755 Authorizing the Purchase of a 2018 F450 Regular Cab Chassis from Sam Pack's Five Star Ford through the City's Cooperative Purchasing Agreement with Texas Local Government Purchasing Cooperative "SMARTBUY"
19. Receive the Capital Improvement Program (CIP) for Fiscal Year 2018-2019

*Motion by Councilmember Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #12 through #19. Motion carried 6-0.*

## **ACTION AGENDA**

20. 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)**

- (b) Section 551.074 – Discuss the appointment of a public officer, specifically, discuss people to be considered to fill vacancies on the Planning and Zoning Commission and the Highland Village Community Development Corporation.**

**NO ACTION TAKEN**

- 21. Conduct a Public Hearing and Consider Ordinance 2018-1248 Approving a Change in Zoning from “O” Office Zoning District to a Planned Development District “PD” for Office Uses, including the Adoption of Development and Sign Regulations, relating to the Development and Use of Lots 1A, 1B, and 2, Block A, Wilkerson Addition, located at 2250, 2260, and 2280 Highland Village Road (1<sup>st</sup> of two reads)**

**PUBLIC HEARING CONDUCTED**

**APPROVED 1<sup>ST</sup> READ (6 – 0)**

Public Works Director Scott Kriston reported the City received an application to create a Planned Development for the Highland Village Business Park. The applicant, G&A Consultants, on behalf of the property owners, Tre Far Niente Partnership and Haymarket Land Corporation, requested the creation of a Planned Development District specifically for signage. The property is divided into three lots, one of which has no direct street frontage, but all three of which are developed with office buildings. Under the City's existing sign regulations, a sign placed on one of the lots that fronts on Highland Village Road, but contains information regarding a tenant occupying the lot that does not front on Highland Village Road, would be a prohibited off-premises sign. This planned development is designed to provide a master sign plan for the entire development, which will allow signs installed along the Highland Village Road frontage to include tenant information for the rear lot.

Mr. Kriston reported there would be no changes to the current location, size, number of buildings, parking areas, landscape areas, or driveways on the properties. He further reported that a request for a variance to the sign regulations was previously denied by the Zoning Board of Adjustment (ZBA) based on the request failing to satisfy the criteria for granting a variance. At the June 19, 2018, Planning and Zoning Commission (P&Z) meeting, the Commission recommended sending the ordinance forward as presented to the City Council with a vote of (5-0).

Councilmember Jaworski stated the ZBA denied the request, but P&Z recommended moving forward with the request. He asked why there was a difference. City Attorney Kevin Laughlin stated the nature of the request for a variance to the ZBA did not satisfy the criteria for a variance, as it was a self-created change. Councilmember Fiester asked if current City ordinance(s) allow lots to be developed with no access to public right-of-way. Mr. Laughlin reported approximately 2 years ago, partially due to this same development, the subdivision regulations were amended to allow non-residential rear lots with no street frontage to be developed as long as a permanent access easement from the lot to the street was established. Normally developments have to have 2 points of access; an exception was created to allow in this case. Mr. Leavitt reported there are a few properties located in Highland Village that have this same scenario and this allowed for development on those properties where only 1 point of access is available. He added this exception is only allowed for non-residential property.

Mayor Wilcox opened the public hearing and with no one wishing to speak, the public hearing was closed.

***Motion by Councilmember Jaworski, seconded by Councilmember Fiester, to approve the first read of Ordinance 2018-1248. Motion carried 6-0.***

22. **Consider Resolution 2018-2752 Authorizing the City Manager to Execute a Task Order with BW2 Engineers, Inc. for Services relating to the FM 2499 Water Line Extension Project**

**APPROVED (6 – 0)**

Mr. Kriston reported the northwest area of the City is not currently serviced by the City's water system. Until recently, this part of the City was separated from the rest of the City by an upper arm of Lake Lewisville known as Poindexter Branch. Before FM 2499 was completed, providing a connection between this area of the City and the rest of the City, access to the northwestern part of the City had to come from the west. In addition, the water supply for the northwest part of the City presently has to come from the west from a local water supply corporation with infrastructure in that immediate area.

He further reported extending the City's water system to this area by using FM 2499 would provide water for domestic use in the Brooks Court area and other future developments in this part of the City, water for park users at Pilot Knoll Park, and water for irrigation purposes. This will also provide enhanced fire protection to the existing homes in the area, which is not provided by the area's current service provider.

Mr. Kriston stated the proposed task order is for design services for a FM 2499 water line extension service plan and design, which includes investigation of receiving the Certificate of Convenience and Necessity (CCN) from the Public Utility Commission, obtaining the permit to cross Poindexter Branch from the U.S. Army Corps of Engineers, and working with TxDOT to obtain the permit to locate a water line in their corridor. He added this is for water service only and does not include wastewater services.

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2018-2752. Motion carried 6-0.***

23. **Consider Resolution 2018-2753 Appointing a Member to Fill a Vacancy for an Unexpired Term on the Planning & Zoning Commission and for a Council Representative Position on the Highland Village Community Development Corporation**

**APPROVED (6 – 0)**

Mayor Wilcox reported there was an item relating to this that was discussed by Council during Early Work Session. She announced there would not be an appointment made at this time for the vacancy on the Planning & Zoning Commission.

***Motion by Councilmember Kixmiller, seconded by Mayor Wilcox, to approve Resolution 2018-2753 appointing Mike Lombardo to fill the vacancy to an unexpired term as Council Representative on the Community Development Corporation. Motion carried 6-0.***

**LATE WORK SESSION**

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

City Manager Michael Leavitt reported next week is July 4 and reminded everyone to use caution when on Lewisville Lake during the holiday. He also reminded everyone that City offices are closed on July 4.

**25. Adjournment**

Mayor Wilcox adjourned the meeting at 8:07 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

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

**AGENDA# 12**

**MEETING DATE: 07/10/18**

**SUBJECT: Consider Ordinance No. 2018-1248 Approving a Change in Zoning from “O” Office Zoning District to a Planned Development District “PD” for Office Uses, including the Adoption of Development and Sign Regulations, relating to the Development and Use of Lots 1A, 1B, and 2, Block A, Wilkerson Addition, located at 2250, 2260, and 2280 Highland Village Road (2<sup>nd</sup> and final read)**

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

**BACKGROUND:**

The City has received an application to create a Planned Development for the Highland Village Business Park. The applicant, G&A Consultants, on behalf of the property owners, Tre Far Niente Partnership and Haymarket Land Corporation, has requested the creation of a Planned Development District specifically for signage, so that signs may be located on the property within the proposed PD where they are currently not allowed per ordinance. More specifically, the property is divided into three lots, one of which has no direct street frontage, but all three of which are developed with office buildings. Under the City's existing sign regulations, a sign placed on one of the lots that fronts on Highland Village Road, but contains information regarding a tenant occupying the lot that does not front on Highland Village Road, would be a prohibited off-premises sign. This planned development is designed to provide a master sign plan for the entire development, which, among other things, will allow signs installed along the Highland Village Road frontage to include tenant information for the rear lot to the extent provided in the ordinance.

The property is currently zoned “O” Office. There will be no changes to the current location, size, number of buildings, parking areas, landscape areas, and driveways on the properties.

A request for a variance to the sign regulations to allow an off-premises sign for tenants on the rear lot be placed on one of the front lots was previously denied by the Zoning Board of Adjustment based on the request failing to satisfy the criteria for granting a variance.

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

All public hearing notification requirements have been met. At the June 19, 2018, Planning and Zoning Commission meeting, the Commission recommended sending the Ordinance forward as presented to the City Council with a vote of (5-0).

City Council conducted a public hearing and approved the first read of Ordinance 2018-1248 at their meeting held on June 26, 2018. As of the date of preparation of this briefing, July 6, 2018, staff has not received any emails or inquiries on the nature of the request.

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

An Ordinance has been generated. A copy of the draft ordinance prepared by the City Attorney is attached. There is no budget impact to the City.



**RECOMMENDATION:**

Staff recommends the City Council approve the second and final read of Ordinance No. 2018-1248.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2018-1248**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, DENTON COUNTY, TEXAS, AMENDING THE HIGHLAND VILLAGE COMPREHENSIVE ZONING ORDINANCE AND ZONING MAP RELATING TO THE USE AND DEVELOPMENT OF LOTS 1A, 1B, AND 3, BLOCK A, WILKERSON ADDITION, PRESENTLY ZONED "O" OFFICE BY CREATING PLANNED DEVELOPMENT NO 2018-1 FOR OFFICE USE AND ADOPTING DEVELOPMENT REGULATIONS, INCLUDING SIGN REGULATIONS; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING 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, have concluded that the Comprehensive Zoning Ordinance and Zoning Map of the City of Highland Village, Texas, as previously amended, should be further amended.

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

**SECTION 1.** The Comprehensive Zoning Ordinance ("CZO") and the Zoning Map of the City of Highland Village, Denton County, Texas, as previously amended, be further amended relating to the use and development of Lots 1A and 1B, Block A, Wilkerson Addition, an addition to the City of Highland Village, according to the plat thereof recorded as Document No. 2016-2112, Plat Records, Denton County, Texas, and Lot 2, Block A, Wilkerson Addition, an addition to the City of Highland Village, according to the plat thereof recorded in Cabinet P, Page 212, Plat Records, Denton County, Texas (collectively the "Property"), which is presently zoned as "O" Office, by establishing Planned Development No. 2018-1 for Office Uses to be used and developed in accordance with the use and development regulations set forth in Section 2 of this Ordinance.

**SECTION 2.** The Property shall be developed in accordance with the development and use regulations applicable to property located in a "O" Office Zoning District as set forth in the CZO except as amended as follows:

- A. Site Plan Requirement:** No changes in the location, size, number or bulk of buildings, parking areas, landscape areas, and driveways shall as they exist on the effective date of this ordinance until a planned development site plan for the Property has been approved as an amendment to this Ordinance.
- B. Sign Regulations.** Signs installed or constructed on the Property shall be located and designed in accordance with the applicable provisions of the CZO for the "O" Office Zoning District except to the extent modified as follows:

- (1) Sign Location:** Building wall signs and monument signs located on the Property shall be installed substantially in the location and in substantial compliance with the Sign Location Exhibit attached hereto as Exhibit "A" and incorporated herein by reference.
- (2) Monument Signs:**

- (a) All monument signs, including base and surface area, shall be constructed of brick or stone and shall be architecturally compatible with the building it is identifying. The sign face must be encased in brick or stone. Signs shall be externally ground lit signs.
- (b) No advertising or promotional information is permitted on monument signs except tenant identification and leasing information.
- (c) No more than three (3) monument signs, whether existing on the effective date of this Ordinance or installed after said effective date, may be located along and visible from Highland Village Road as shown on the Sign Location Exhibit.
- (d) Monuments signs located along Highland Village Road must be separated by not less than forty (40') feet between signs.
- (e) If the sign labeled as "Existing Monument Sign" located on Lot 2, Block A, Wilkerson Addition is to be relocated, said sign must be removed prior to issuance of a sign and/or building permit for construction and/or installation for the sign labeled "Relocated Sign" (i.e. Sign E) located on Lot 2, Block A, Wilkerson Addition, as shown on the Sign Location Exhibit. The Existing Monument Sign shall be used solely to identify owners and/or tenants of the building located on Lot 2, Block A, Wilkerson Addition.
- (f) In no case shall any monument sign be placed on the Property at a location that obstructs sight visibility in the vicinity of any ingress and egress access point of the Property.
- (g) The monument sign labelled as "Sign F" on the Sign Location Exhibit shall not exceed four feet (4.0') in overall height, measured from natural grade, and shall not exceed thirty-two (32) square feet in surface area on each sign face. Sign F shall be used solely to identify owners and/or tenants of the building located on Lot 1A, Block A, Wilkerson Addition.
- (h) The monument sign labelled "Sign E" on the Sign Location Exhibit (the relocated sign described in paragraph (e), above,) shall not exceed four feet (4.0') in overall height, measured from natural grade, and shall not exceed thirty-two (32) square feet in surface area on each sign face. Sign E shall be used solely to identify owners and/or tenants of the building located on Lot 2, Block A, Wilkerson Addition.
- (i) One (1) monument sign shall be allowed on Lot 1B, Block A, Wilkerson Addition at the location labelled "Sign B" on the Sign Location Exhibit. Sign B shall not exceed four feet (4.0') in height, measured from the natural grade, and shall not exceed thirty-two (32) square feet in surface area on each sign face. Sign B shall be used solely to identify owners and/or tenants of the building located on Lot 1B, Block A, Wilkerson Addition.

**(3) Center Identification Sign.**

- (a) One (1) Center Identification Sign may be located along the street frontage of Lot 2, Block A substantially at the location shown on the Sign Location Exhibit and labelled as "Sign A". Sign A shall not exceed six feet (6.0') in height measured from the natural grade, and shall not exceed sixty (60) square feet in surface area per side.
- (b) Sign A shall be used solely for:
  - (i) identification of owners and tenants for the buildings location on Lots 1A and 1B, Block A, Wilkerson Addition and the street addresses for said owners and tenants;
  - (ii) identification of the name of the office center; and
  - (iii) placement of contact information for the leasing company, broker, and/or agent authorized to lease space within the buildings on the Property, including the name, phone number, email address, and, if the leasing office is located on the Property, the address of the leasing office.

Sign A shall be deemed to not be an off-premises sign as long as the information placed on Sign A conforms to this Section 2.B.(3)(b).

**(4) Interior Tenant Directory Signs.** Two (2) tenant directory monument signs labelled as "Sign C" and "Sign D" may be installed and located on the Property as shown on the Sign Location Exhibit. Sign C and Sign D shall be constructed of brick and stone and architecturally compatible with the building it is identifying. Each tenant directory monument sign shall not exceed two (2') feet in height, measured from natural grade, and shall not exceed three (3') feet in width. Sign C and Sign D may only be used to identify the names of owners and tenants of the building located on the platted lot on which the respective sign is located.

**(5) Wall Signs:** Wall signs for all buildings located on the Property shall be subject to the following:

- (a) Wall signs identifying the business or tenant located within the building to which the wall sign is attached may be located on the building facades at the locations identified on the Sign Location Exhibit.
- (b) No more than two (2) wall signs shall be installed on the facades identified on the Sign Location Exhibit. In no case shall the total sign area of all wall signs located on the façade of a building exceed fifteen (15%) percent of the facade area of the façade on which the signs are located.
- (c) Wall signs may be internally or externally lit in accordance with the applicable provisions of the CZO.

**(6) Tenant Plaques:** Tenant plaques for all buildings located on the Property shall be subject to the following:

- (a) Each tenant shall be allowed a plaque on the exterior of the building adjacent to the main entrance/or entrances of each building as depicted on the attached in Exhibit C, Plaque Sign Exhibit, Sign H.
- (b) All plaques for all building shall have a uniform appearance.
- (c) Materials for said plaques shall be either metal, aluminum, acrylic, bronze or stainless steel.
- (d) The maximum size of each plaque shall not exceed an area of four (4) square feet as shown on the Plaque Sign Exhibit.

**SECTION 3.** To the extent of any irreconcilable conflict with the provisions of this Ordinance and other ordinances of the City of Highland Village governing the use and development of the Property and which are not expressly amended by this Ordinance, the provisions of this Ordinance shall be controlling.

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

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

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

**SECTION 7.** This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Highland Village, and it is accordingly so ordained.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 26<sup>TH</sup> DAY OF JUNE, 2018.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 10<sup>TH</sup> DAY OF JULY, 2018.**

**APPROVED:**

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

**ATTEST:**

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

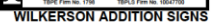
**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:6/20/18:100046)

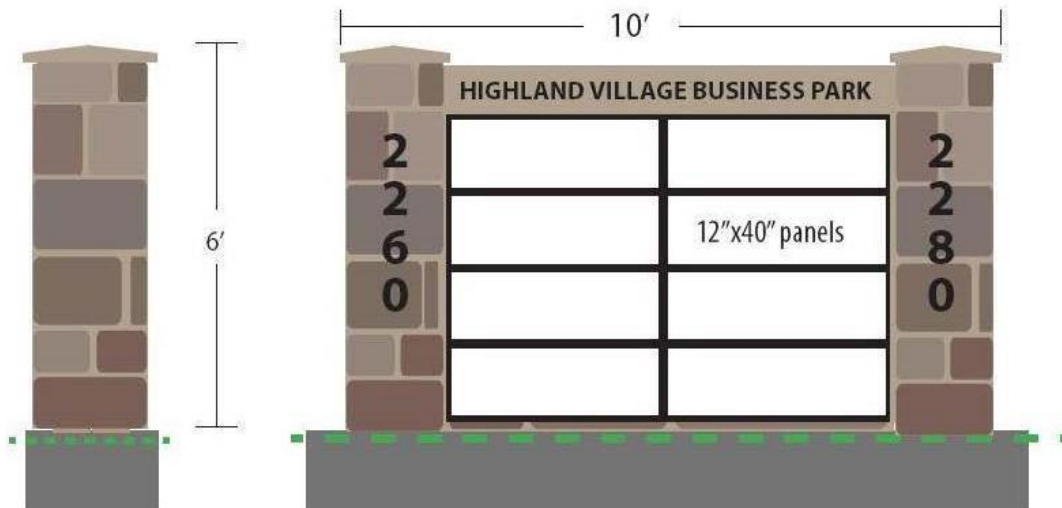
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**ORDINANCE NO. 2018-1248**  
**EXHIBIT "B"**

CENTER IDENTIFICATION SIGN

**SIGN "A"**



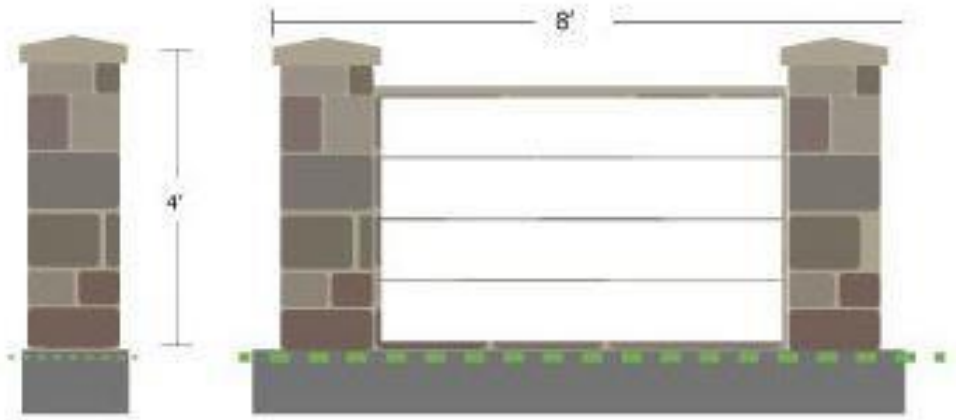


**ORDINANCE NO. 2018-1248**  
**EXHIBIT "B"**

MONUMENT SIGN

**SIGN "B"**

Two sided tenant monument  
Stone (matching building)  
Poured foundation



**ORDINANCE NO. 2018-1248  
EXHIBIT "B"**

**INTERIOR TENANT DIRECTORY SIGN**

**SIGN "C"**



**SIGN "D"**



ORDINANCE NO. 2018-1248  
EXHIBIT "B"

WALL SIGNS

SIGN "G"





ORDINANCE NO. 2018-1248  
EXHIBIT "B"



**ORDINANCE NO. 2018-1248  
EXHIBIT "B"**

PLAQUE SIGNS

**SIGN "H"**



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

**AGENDA# 13**

**MEETING DATE: 07/10/18**

**SUBJECT: Consider Resolution 2018-2756 Authorizing the City Manager to Sign a Task Order with BW2 Engineers, Inc. for Professional Services relating to Conducting an Infiltration/Inflow Analysis of the Wastewater Collection System in the City's North Central Area**

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

**BACKGROUND:**

Wastewater systems tend to deteriorate due to their aging and the corrosive nature of the wastewater they carry. Consequently, wastewater systems require continued maintenance and restoration in order to provide dependable service to the City's customers. As part of a continuous maintenance program, the wastewater system in Highland Village has been evaluated over the years on a phased basis in order to find deficiencies that are allowing infiltration and inflow of storm water to occur in the system. This program has resulted in significant reductions in infiltration and inflow in the system. Because the cost to have the City's wastewater treated is based in part on the volume of wastewater that flows through the City's sanitary sewer system to the treatment plant operated by the Upper Trinity Regional Water District, reducing the amount of storm water that seeps into the City's sanitary sewer system reduces the City's wastewater treatment costs. City staff has determined that a comprehensive study to identify sources for infiltration and inflow in the wastewater system in the north central part of the City needs to be conducted this year as the next phase. This area includes some of the oldest neighborhoods in the City. This part of the City's wastewater collection system has not been analyzed for infiltration and inflow for over 10 years and needs to be analyzed for infiltration and inflow sources that may have developed since the last study.

**IDENTIFIED NEED/S:**

An infiltration/inflow analysis needs to be conducted this year in the north central part of the City where no evaluations have been conducted for over 10 years. This area includes some of the oldest neighborhoods in the City.

**OPTIONS & RESULTS:**

This proposed infiltration/inflow analysis of the City's wastewater system in the north central part of the City (including the field work with associated smoke testing) will insure that the City will continue to provide a dependable wastewater system for its residents, will continue the monitoring and control of infiltration/inflow in the system, and will insure that the system remains in compliance with current TCEQ (state regulatory agency) guidelines.

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

A Task Order has been received from BW2 Engineers, Inc, for the provision of professional services required for this project. Pipeline Analysis, LLC will assist BW2 with the field work.

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

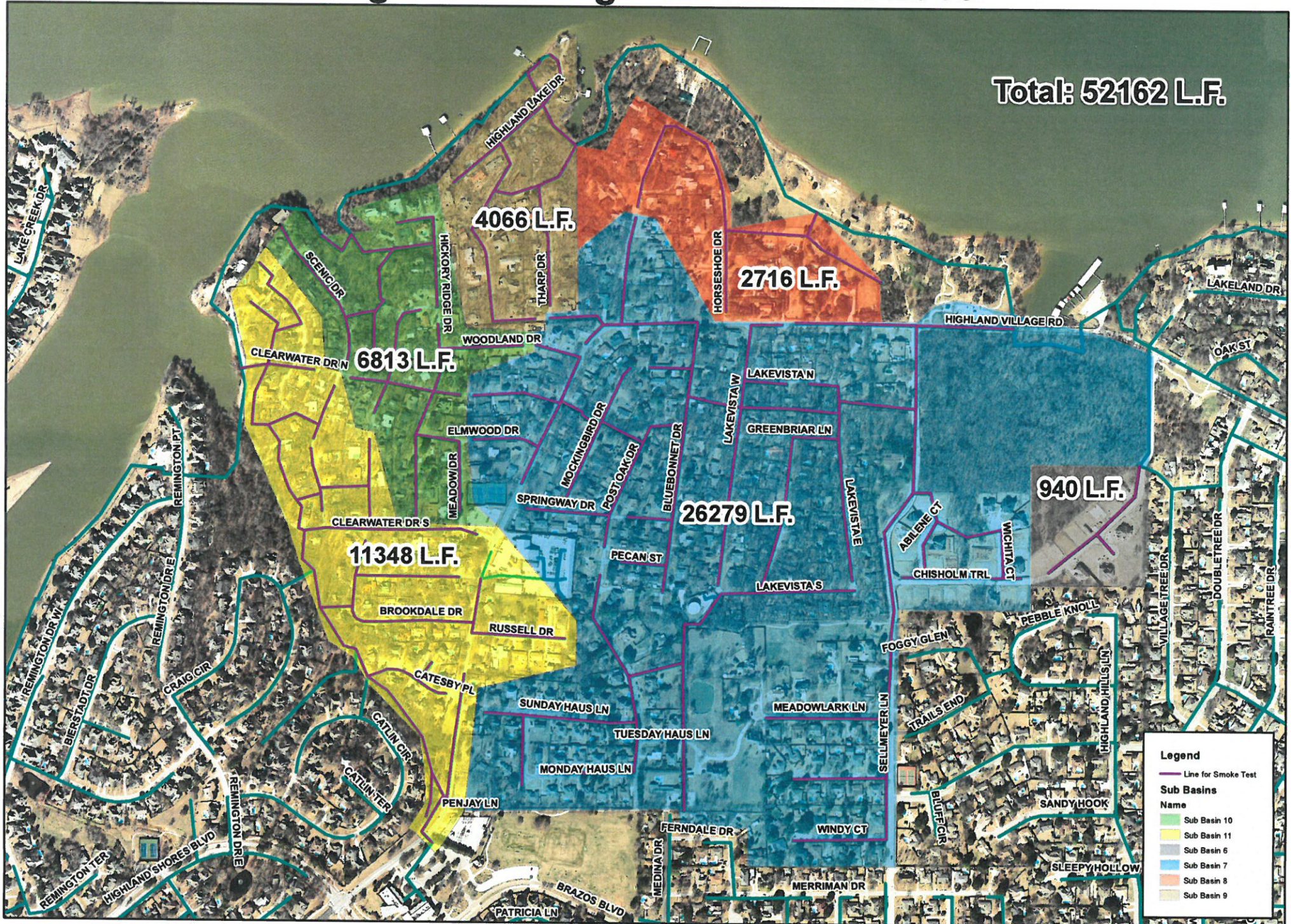
The cost for this project is a not-to-exceed amount of \$57,000. The funds for this project are available from the City's Utility Fund.

**RECOMMENDATION:**

To approve Resolution 2018-2756 as presented.



# Highland Village Smoke Test 2018





**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2756**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO SIGN A TASK ORDER WITH BW2 ENGINEERS, INC. TO PROVIDE PROFESSIONAL SERVICES RELATING TO CONDUCTING AN INFILTRATION/INFLOW ANALYSIS OF THE WASTEWATER COLLECTION SYSTEM IN THE CITY'S NORTH CENTRAL AREA; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, City administration, having obtained a Task Order for conducting an Infiltration/Inflow Analysis of the Wastewater Collection System in the City's North Central area from BW2 Engineers, Inc. in an amount of \$57,000.00, recommends execution of the task order be approved for these professional services; and

**WHEREAS**, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to accept the recommendation of the City administration and approve the above described contract agreement; and

**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 a Task Order with BW2 Engineers, Inc. to provide professional services relating to conducting an Infiltration/Inflow Analysis for the City's Wastewater Collection System in the City's North Central area in the amount of \$57,000.00.

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

**PASSED AND APPROVED THIS 10<sup>th</sup> DAY OF JULY, 2018.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:7/3/18:100740)

## **CITY OF HIGHLAND VILLAGE**

### **COUNCIL BRIEFING**

**AGENDA# 14**

**MEETING DATE: 07/10/18**

**SUBJECT: Consider Approving Resolution 2018-2758 Reconfirming the Mission Statement and Approving and Adopting Core Values for the City of Highland Village**

**PREPARED BY: Michael Leavitt, City Manager**

### **BACKGROUND:**

The Mission Statement and Values is designed to focus and direct the City organization. It communicates primarily to the people who make up the organization, our employees, City Council and even our residents, a shared understanding of the organization's intended direction. Recognizing the power of both our Mission Statement and Values, they provide us an excellent framework in setting our City Objectives to maintain a drive and focus to our City core Values. A major component in achieving success is the inclusion of our Mission Statement and our core City Values.

At our June 12<sup>th</sup> City Council meeting Dr. Scott Willingham facilitated a review of the existing Mission Statement and Values, from that exercise we reconfirmed the Mission State and condensed our core Values down from nine to seven. Council also provided comments for each of the core Values as guidance in the establishment of City Objectives. The Values, with the addition of the City Objectives, will be incorporated into the Budget message and Budget document.

### **OPTIONS & RESULTS:**

In prior years, the City Council developed goals and objectives, which serve as a work plan to direct City staff in meeting the challenges and opportunities of Highland Village. These goals and objectives are used as a guide in providing relevant services and programs for our residents and business community.

With our proposed Fiscal Year Budget 2018–2019 the confirmed Mission Statement and core Values will be the guiding principal in the development of our City Objectives and Departmental Objectives which serve as a work plan to direct City staff in meeting the challenges and opportunities of serving Highland Village residents. Our core Values and City Objectives will be submitted with the City Manager's Budget Message and incorporated into the Budget Document for City staff guidance in the development of the Fiscal Year 2018-19 City Budget.

### **RECOMMENDATION:**

To approve Resolution 2018-2758.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2758**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS RECONFIRMING THE MISSION STATEMENT AND APPROVING AND ADOPTING CORE VALUES FOR THE CITY OF HIGHLAND VILLAGE; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS,** The City Council and City staff have reconfirmed the Mission Statement and updated the core Values to portray the progressive environment of Highland Village; and

**WHEREAS,** City Council has consistently held to specific goals and objectives that guide City staff in providing services and programs while remaining true to the Mission Statement; and

**WHEREAS,** City staff has worked to complete objectives to fulfill the priorities and policy of Council; and

**WHEREAS,** The Mission Statement and Values are representative of Highland Village today and into the future.

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

**SECTION 1.** That the City Council hereby reconfirms the Mission Statement and approves and adopts the Core Values for the City of Highland Village.

**SECTION 2.** That a copy of the Mission Statement and Core Values is attached and incorporated herein as "Exhibit A".

**SECTION 3.** This Resolution shall become effective immediately upon passage.

**PASSED AND APPROVED THIS 10th DAY OF JULY 2018.**

**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**



### **Mission Statement**

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

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#### **INTEGRITY**

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

#### **SERVICE**

We will provide excellent service to the public in the most responsive, efficient, and effective manner.

#### **TEAMWORK**

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

#### **RESPONSIVE**

We will be a responsive City organization, dedicated to maintaining a well-trained and competent workforce to enhance the quality of life in our City.

#### **COMMUNICATION**

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

## **ACCOUNTABLE**

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

## **ENTERPRISING**

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

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

<b>AGENDA#</b>	<b>15</b>	<b>MEETING DATE:</b>	<b>07/10/18</b>
<b>SUBJECT:</b>	<b>Consider Resolution 2018-2760 Awarding a Bid and Authorizing the City Manager to Sign a Contract for Construction of the Brazos Park Parking Lot Addition Project with North Rock Construction, L.L.C. for the Amount of \$357,593.06</b>		
<b>PREPARED BY:</b>	<b>Phil Lozano, Director of Parks and Recreation</b>		

**BACKGROUND:**

City staff has identified that more parking space is needed at Brazos Park to accommodate the increased program participation. The addition to the parking lot at Brazos Park ("the Project") was one of the proposed capital projects included in the bond election approved by voters in November 2017. The parking lot addition will accommodate activities at the park as well as serve as additional parking for activities at City Hall.

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

Advertisement for bids for the Project was released, with bids due and received on Tuesday, July 3, 2018 at 2:00 p.m.

The following bids were received:

<b>Company/Organization</b>	<b>Bid Bond Received</b>	<b>Addenda Acknow.</b>	<b>Base Bid</b>	<b>Lowest Base Bid</b>	<b>Alternate #1 Bid</b>	<b>Total Bid</b>	<b>Lowest Total Bid</b>
Axis Contracting	Y	N/A	\$390,074.15	2	\$46,628.26	\$436,702.41	2
North Rock Construction	Y	N/A	\$357,593.06	1	\$30,547.49	\$388,140.55	1
2 L Construction	Y	N/A	\$417,039.80	4	\$48,476.90	\$465,516.70	4
North Star Construction	Y	N/A	\$398,649.00	3	\$45,217.20	\$443,866.20	3
Ft. Worth Civil Constructors	Y	N/A	\$536,766.95	5	\$53,937.10	\$590,704.05	5

Reference checks performed indicate that North Rock Construction, L.L.C. is a very favorable contractor. City staff has determined that North Rock Construction, L.L.C. is the lowest most responsible bidder with a contract bid amount, with a base bid of \$357,593.06. City staff does not recommend awarding Add Alternate #1 at this time.

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

Funded with proceeds from FY 2017/2018 General Obligation Bonds.

**RECOMMENDATION:**

To approve Resolution 2018-2760 as presented.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2760**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AWARDED THE BID AND AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT FOR CONSTRUCTION OF THE BRAZOS PARK PARKING LOT ADDITION, WITH NORTH ROCK CONSTRUCTION, L.L.C. IN THE AMOUNT OF \$357,593.06; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, having solicited and received bids for construction of the Brazos Park Parking Lot Addition Project ("the Project"), City Administration has determined that North Rock Construction L.L.C. from Denton, Texas, has provided the lowest most responsible bid and recommends awarding the base bid to and entering into a contract with North Rock Construction for the Project in the amount of \$357,593.06; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in public interest to concur in the above recommendation;

**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 contract with North Rock Construction L.L.C. for construction of the Brazos Park Parking Lot Addition Project, inclusive of the base bid only, in the amount of \$357,593.06, and to execute such change orders to said contract as he deems reasonable and necessary to the extent allowed by law and city policy and, in the event of an increase in contract price, subject to the availability of current funds for said purpose.

**SECTION 2.** This Resolution shall be effective immediately upon approval.

**PASSED AND APPROVED this the 10th day of July, 2018.**

**APPROVED:**

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**Charlotte 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:7/5/18:100759)



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

**AGENDA# 16**

**MEETING DATE: 07/10/18**

**SUBJECT: Receive Budget Reports for Period Ending May 31, 2018**

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

**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 May represents the eighth report in the Fiscal Year.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

The maintenance budget line item Supplies / Equipment included approximately \$815,000 in expenditures on roof replacements due to hail damage on city-wide buildings on March 26, 2017. The City has received reimbursement from TML insurance reflected in fiscal year 2016-2017 budget year.

**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 May 31, 2018.

# General Fund Summary

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 10,601,049	\$ (53,439)	99%
Sales Tax	2,675,928	2,675,928	1,336,760	(1,339,168)	50%
Franchise Fees	1,687,405	1,687,405	812,741	(874,664)	48%
Licensing & Permits	498,728	498,728	316,942	(181,786)	64%
Park/Recreation Fees	236,180	236,180	189,630	(46,550)	80%
Public Safety Fees	40,000	40,000	24,689	(15,311)	62%
Rents	128,832	128,832	107,566	(21,266)	83%
Municipal Court	90,066	90,066	72,938	(17,128)	81%
Public Safety Charges for Svc	456,661	456,661	381,659	(75,002)	84%
Interest Income	56,000	56,000	97,304	41,304	174%
Miscellaneous	129,850	129,850	87,634	(42,216)	67%
<b>Total Revenues</b>	<b>\$ 16,654,138</b>	<b>\$ 16,654,138</b>	<b>\$ 14,028,911</b>	<b>\$ (2,625,227)</b>	<b>84%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 17,188,138</b>	<b>\$ 17,188,138</b>	<b>\$ 14,028,911</b>	<b>\$ (3,159,227)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 1,191,357	\$ 1,191,357	\$ 366,038	\$ 825,319	31%
Finance (includes Mun. Court)	1,515,676	1,515,676	1,048,905	466,771	69%
Human Resources	555,270	555,270	249,915	305,355	45%
City Secretary Office	339,955	339,955	215,024	124,932	63%
Information Services	1,048,903	1,048,903	758,477	290,426	72%
Police	4,833,212	4,833,212	3,037,150	1,796,063	63%
Fire	3,123,257	3,123,257	2,137,464	985,793	68%
Community Services	449,477	449,477	329,234	120,243	73%
Streets/Drainage	1,446,257	1,446,257	813,034	633,223	56%
Maintenance	867,516	867,516	1,370,369	(502,854)	158%
Parks	1,774,086	1,774,086	1,020,576	753,510	58%
Recreation	453,095	453,095	255,344	197,751	56%
<b>Total Expenditures</b>	<b>\$ 17,598,059</b>	<b>\$ 17,598,059</b>	<b>\$ 11,601,528</b>	<b>\$ 5,996,531</b>	<b>66%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 574,709	\$ 574,709	\$ 391,922	\$ 182,787	68%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000	\$ -	16,000	0%
<b>Total Expenditures</b>	<b>\$ 17,614,059</b>	<b>\$ 17,614,059</b>	<b>\$ 11,601,528</b>	<b>\$ 6,012,531</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,938,282	7,391,960	7,391,960
+ Net Increase (Decrease)	(425,921)	(425,921)	2,427,383
Ending Fund Balance	\$ 4,512,361	\$ 6,966,039	\$ 9,819,343

Audited FY17

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,639,709	\$ 2,639,709	\$ 1,740,229
Restricted	11,500	11,500	11,500
Unassigned	1,861,152	4,314,830	8,067,614
<b>Total Fund Balance</b>	<b>\$ 4,512,361</b>	<b>\$ 6,966,039</b>	<b>\$ 9,819,343</b>

# General Fund Expenditure Summary

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,985,237	\$ 11,985,237	\$ 7,654,328	\$ 4,330,909	64%
Services / Supplies	5,038,113	5,038,113	3,555,278	1,482,835	71%
Capital	574,709	574,709	391,922	182,787	68%
	\$ 17,598,059	\$ 17,598,059	\$ 11,601,528	\$ 5,996,531	66%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 8,662,992	\$ 8,662,992	\$ 5,514,425	\$ 3,148,567	64%
<i>Employee Benefits</i>	3,322,245	3,322,245	2,139,903	1,182,342	64%
<i>Total Personnel</i>	\$ 11,985,237	\$ 11,985,237	\$ 7,654,328	\$ 4,330,909	64%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,403,078	\$ 1,403,078	\$ 823,679	\$ 579,399	59%
<i>Employee Development</i>	345,135	345,135	172,725	172,410	50%
<i>Office Supplies / Equipment</i>	1,004,935	1,004,935	1,410,911	(405,976)	140%
<i>Utilities</i>	381,832	381,832	185,942	195,890	49%
<i>Other</i>	1,903,133	1,903,133	962,022	941,111	51%
<i>Total Services / Supplies</i>	\$ 5,038,113	\$ 5,038,113	\$ 3,555,278	\$ 1,482,835	71%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 574,709	\$ 574,709	\$ 391,922	\$ 182,787	68%
<i>Total Capital</i>	\$ 574,709	\$ 574,709	\$ 391,922	\$ 182,787	68%

<i>Total General Fund Expenditure Summary</i>	\$ 17,598,059	\$ 17,598,059	\$ 11,601,528	\$ 5,996,531	66%
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# General Fund Revenue

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 10,601,049	\$ (53,439)	99%
Sales Tax	2,675,928	2,675,928	1,336,760	(1,339,168)	50%
Franchise Fees	1,687,405	1,687,405	812,741	(874,664)	48%
Licensing & Permits	498,728	498,728	316,942	(181,786)	64%
Park/Recreation Fees	236,180	236,180	189,630	(46,550)	80%
Public Safety Fees	40,000	40,000	24,689	(15,311)	62%
Rents	128,832	128,832	107,566	(21,266)	83%
Municipal Court	90,066	90,066	72,938	(17,128)	81%
Public Safety Charges for Svc	456,661	456,661	381,659	(75,002)	84%
Interest Income	56,000	56,000	97,304	41,304	174%
Miscellaneous	129,850	129,850	87,634	(42,216)	67%
<b>Total Revenues</b>	<b>\$ 16,654,138</b>	<b>\$ 16,654,138</b>	<b>\$ 14,028,911</b>	<b>\$ (2,625,227)</b>	<b>84%</b>

# City Manager Office

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 397,154	\$ 397,154	\$ 286,123	\$ 111,030	72%
Services / Supplies	794,203	794,203	79,915	714,288	10%
Capital	-	-	-	-	0%
	\$ 1,191,357	\$ 1,191,357	\$ 366,038	\$ 825,319	31%

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

<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 313,689	\$ 313,689	\$ 228,515	\$ 85,174	73%
<i>Employee Benefits</i>	83,465	83,465	57,608	25,857	69%
<b>Total Personnel</b>	\$ 397,154	\$ 397,154	\$ 286,123	\$ 111,030	72%

<b>Services / Supplies</b>					
<i>Professional Services (City-wide legal - \$123,820)</i>	\$ 164,320	\$ 164,320	\$ 65,017	\$ 99,303	40%
<i>Employee Development</i>	15,385	15,385	3,381	12,004	22%
<i>Supplies / Equipment</i>	4,210	4,210	1,848	2,362	44%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency - \$500,000)</i>	610,288	610,288	9,669	600,619	2%
<b>Total Services / Supplies</b>	\$ 794,203	\$ 794,203	\$ 79,915	\$ 714,288	10%

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

<b>Total City Manager</b>	\$ 1,191,357	\$ 1,191,357	\$ 366,038	\$ 825,319	31%
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# Finance Department FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 956,458	\$ 956,458	\$ 636,110	\$ 320,348	67%
Services / Supplies	559,219	559,219	412,795	146,424	74%
Capital	-	-	-	-	0%
	\$ 1,515,676	\$ 1,515,676	\$ 1,048,905	\$ 466,771	69%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 693,553	\$ 693,553	\$ 462,298	\$ 231,255	67%
<i>Employee Benefits</i>	262,905	262,905	173,812	89,093	66%
<b>Total Personnel</b>	\$ 956,458	\$ 956,458	\$ 636,110	\$ 320,348	67%

<b>Services / Supplies</b>					
<i>Professional Services</i> (City-wide liability insurance - \$113,825 / DCAD - \$74,670)	\$ 504,085	\$ 504,085	\$ 376,350	\$ 127,734	75%
<i>Employee Development</i>	19,683	19,683	13,340	6,343	68%
<i>Supplies / Equipment</i>	13,551	13,551	4,210	9,341	31%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	21,900	21,900	18,895	3,005	86%
<b>Total Services / Supplies</b>	\$ 559,219	\$ 559,219	\$ 412,795	\$ 146,424	74%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,515,676	\$ 1,515,676	\$ 1,048,905	\$ 466,771	69%

# Human Resources

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 421,277	\$ 421,277	\$ 192,299	\$ 228,978	46%
Services / Supplies	133,993	133,993	57,616	76,377	43%
Capital	-	-	-	-	0%
	\$ 555,270	\$ 555,270	\$ 249,915	\$ 305,355	45%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 328,107	\$ 328,107	\$ 139,112	\$ 188,995	42%
<i>Employee Benefits</i>	93,170	93,170	53,187	39,983	57%
<b>Total Personnel</b>	\$ 421,277	\$ 421,277	\$ 192,299	\$ 228,978	46%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 47,850	\$ 47,850	\$ 11,539	\$ 36,311	24%
<i>Employee Development</i>	69,843	69,843	40,285	29,558	58%
<i>Supplies / Equipment</i>	1,700	1,700	294	1,406	17%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	14,600	14,600	5,498	9,102	38%
<b>Total Services / Supplies</b>	\$ 133,993	\$ 133,993	\$ 57,616	\$ 76,377	43%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Human Resources</b>	\$ 555,270	\$ 555,270	\$ 249,915	\$ 305,355	45%

# City Secretary Office

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,016	\$ 190,016	\$ 130,645	\$ 59,371	69%
Services / Supplies	149,939	149,939	84,379	65,561	56%
Capital	-	-	-	-	-
	\$ 339,955	\$ 339,955	\$ 215,024	\$ 124,932	63%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 148,938	\$ 148,938	\$ 99,595	\$ 49,343	67%
<i>Employee Benefits</i>	41,078	41,078	31,050	10,028	76%
<b>Total Personnel</b>	\$ 190,016	\$ 190,016	\$ 130,645	\$ 59,371	69%

### Services / Supplies

<i>Professional Services</i>	\$ 35,690	\$ 35,690	\$ 15,512	\$ 20,178	43%
<i>Employee Development</i> <i>(City Council related \$45,724)</i>	59,694	59,694	19,014	40,680	32%
<i>Supplies / Equipment</i>	15,855	15,855	8,852	7,003	56%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	38,700	38,700	41,000	(2,300)	106%
<b>Total Services / Supplies</b>	\$ 149,939	\$ 149,939	\$ 84,379	\$ 65,561	56%

### Capital

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

<b>Total City Secretary Office</b>	\$ 339,955	\$ 339,955	\$ 215,024	\$ 124,932	63%
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# Information Services

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 634,555	\$ 634,555	\$ 416,217	\$ 218,337	66%
Services / Supplies	414,348	414,348	231,704	182,644	56%
Capital	-	-	110,555	(110,555)	0%
	\$ 1,048,903	\$ 1,048,903	\$ 758,477	\$ 290,426	72%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 475,054	\$ 475,054	\$ 313,083	\$ 161,971	66%
<i>Employee Benefits</i>	159,500	159,500	103,134	56,366	65%
<b>Total Personnel</b>	\$ 634,555	\$ 634,555	\$ 416,217	\$ 218,337	66%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 202,711	\$ 202,711	\$ 101,727	\$ 100,984	50%
<i>Employee Development</i>	28,805	28,805	17,789	11,016	62%
<i>Supplies / Equipment</i>	2,800	2,800	868	1,932	31%
<i>Utilities</i>	72,032	72,032	9,891	62,141	14%
<i>Other (Data Processing)</i>	108,000	108,000	101,429	6,571	94%
<b>Total Services / Supplies</b>	\$ 414,348	\$ 414,348	\$ 231,704	\$ 182,644	56%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	110,555	(110,555)	0%
<b>Total Capital</b>	\$ -	\$ -	\$ 110,555	\$ (110,555)	0%
<b>Total City Secretary Office</b>	\$ 1,048,903	\$ 1,048,903	\$ 758,477	\$ 290,426	72%

# Police Department

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,330,030	<b>\$ 4,330,030</b>	<b>\$ 2,677,394</b>	\$ 1,652,637	62%
Services / Supplies	386,182	<b>386,182</b>	<b>253,639</b>	132,543	66%
Capital	<u>117,000</u>	<u><b>117,000</b></u>	<u><b>106,116</b></u>	<u>10,884</u>	<u>91%</u>
	<b>\$ 4,833,212</b>	<b>\$ 4,833,212</b>	<b>\$ 3,037,150</b>	\$ 1,796,063	63%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 3,159,739	<b>\$ 3,159,739</b>	<b>\$ 1,969,991</b>	\$ 1,189,749	62%
<i>Employee Benefits</i>	<u>1,170,291</u>	<u><b>1,170,291</b></u>	<u><b>707,403</b></u>	<u>462,888</u>	<u>60%</u>
<b>Total Personnel</b>	<b>\$ 4,330,030</b>	<b>\$ 4,330,030</b>	<b>\$ 2,677,394</b>	\$ 1,652,637	62%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 138,055	<b>\$ 138,055</b>	<b>\$ 115,136</b>	\$ 22,919	83%
<i>Employee Development</i>	45,104	<b>45,104</b>	<b>21,636</b>	23,468	48%
<i>Supplies / Equipment</i>	137,895	<b>137,895</b>	<b>74,375</b>	63,520	54%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>65,128</u>	<u><b>65,128</b></u>	<u><b>42,492</b></u>	<u>\$ 22,636</u>	<u>65%</u>
<b>Total Services / Supplies</b>	<b>\$ 386,182</b>	<b>\$ 386,182</b>	<b>\$ 253,639</b>	\$ 132,543	66%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	117,000	<b>117,000</b>	<b>106,116</b>	10,884	91%
<b>Total Capital</b>	<b>\$ 117,000</b>	<b>\$ 117,000</b>	<b>\$ 106,116</b>	\$ 10,884	91%
<b>Total Police Department</b>	<b>\$ 4,833,212</b>	<b>\$ 4,833,212</b>	<b>\$ 3,037,150</b>	\$ 1,796,063	63%

# Fire Department FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

## --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,360,077	\$ 2,360,077	\$ 1,564,506	\$ 795,571	66%
Services / Supplies	602,080	602,080	489,623	112,457	81%
Capital	161,100	161,100	83,334	77,766	52%
	\$ 3,123,257	\$ 3,123,257	\$ 2,137,464	\$ 985,793	68%

## --- Detail ---

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

<b>Salaries / Wages</b>	\$ 1,658,491	\$ 1,658,491	\$ 1,105,458	\$ 553,033	67%
<b>Employee Benefits</b>	701,585	701,585	459,048	242,538	65%
<b>Total Personnel</b>	\$ 2,360,077	\$ 2,360,077	\$ 1,564,506	\$ 795,571	66%

### Services / Supplies

<b>Professional Services</b>	\$ 64,500	\$ 64,500	\$ 45,353	\$ 19,147	70%
<b>Employee Development</b> (Training - \$47,705)	63,305	63,305	37,980	25,325	60%
<b>Supplies / Equipment</b>	152,625	152,625	91,554	61,071	60%
<b>Utilities</b>	1,800	1,800	1,088	712	60%
<b>Other</b> (\$264,000 Cap Lease Pmt)	319,850	319,850	313,649	6,201	98%
<b>Total Services / Supplies</b>	\$ 602,080	\$ 602,080	\$ 489,623	\$ 112,457	81%

### Capital

<b>Equipment / Vehicles</b>	161,100	161,100	83,334	77,766	52%
<b>Total Capital</b>	\$ 161,100	\$ 161,100	\$ 83,334	\$ 77,766	52%

<b>Total Fire Department</b>	\$ 3,123,257	\$ 3,123,257	\$ 2,137,464	\$ 985,793	68%
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# Community Services

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 426,819	\$ 426,819	\$ 320,802	\$ 106,017	75%
Services / Supplies	22,658	22,658	8,432	14,226	37%
Capital	-	-	-	-	0%
	\$ 449,477	\$ 449,477	\$ 329,234	\$ 120,243	73%

### - - - Detail - - -

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

<i>Salaries / Wages</i>	\$ 299,040	\$ 299,040	\$ 225,196	\$ 73,844	75%
<i>Employee Benefits</i>	127,779	127,779	95,606	32,173	75%
<i>Total Personnel</i>	\$ 426,819	\$ 426,819	\$ 320,802	\$ 106,017	75%

#### Services / Supplies

<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 2,997	6,204	33%
<i>Employee Development</i>	5,805	5,805	3,051	2,754	53%
<i>Supplies / Equipment</i>	7,653	7,653	2,385	5,268	31%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 22,658	\$ 22,658	\$ 8,432	\$ 14,226	37%

#### Capital

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

<i>Total Building Operations</i>	\$ 449,477	\$ 449,477	\$ 329,234	\$ 120,243	73%
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# Streets Division

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

<i>Percent of Budget Year Transpired</i>	<b>66.7%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 663,380	\$ 663,380	\$ 438,815	\$ 224,565	66%
Services / Supplies	705,877	705,877	374,219	331,658	53%
Capital	77,000	77,000	-	77,000	0%
	\$ 1,446,257	\$ 1,446,257	\$ 813,034	\$ 633,223	56%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 457,290	\$ 457,290	\$ 304,034	\$ 153,256	66%
<i>Employee Benefits</i>	206,090	206,090	134,781	71,309	65%
<b>Total Personnel</b>	\$ 663,380	\$ 663,380	\$ 438,815	\$ 224,565	66%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 67,521	\$ 67,521	\$ 13,665	\$ 53,856	20%
<i>Employee Development</i>	10,256	10,256	2,234	8,022	22%
<i>Supplies / Equipment</i>	47,550	47,550	16,798	30,752	35%
<i>Utilities</i>	90,000	90,000	57,407	32,593	64%
<i>Other (Street Maintenance)</i>	490,550	490,550	284,115	206,435	58%
<b>Total Services / Supplies</b>	\$ 705,877	\$ 705,877	\$ 374,219	\$ 331,658	53%

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

<b>Total Streets</b>	\$ 1,446,257	\$ 1,446,257	\$ 813,034	\$ 633,223	56%
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# Maintenance Division

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 327,979	\$ 327,979	\$ 215,923	\$ 112,056	66%
Services / Supplies	539,537	539,537	1,154,447	(614,910)	214%
Capital	-	-	-	-	0%
	\$ 867,516	\$ 867,516	\$ 1,370,369	\$ (502,854)	158%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 231,054	\$ 231,054	\$ 151,713	\$ 79,341	66%
<i>Employee Benefits</i>	96,925	96,925	64,209	32,715	66%
<b>Total Personnel</b>	\$ 327,979	\$ 327,979	\$ 215,923	\$ 112,056	66%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 61,530	\$ 61,530	\$ 29,358	\$ 32,172	48%
<i>Employee Development</i>	3,255	3,255	929	2,326	29%
<i>Supplies / Equipment (Fuel &amp; Oils - \$132,917, Repair Parts / Contract Repairs - \$253,000, Roof Replacement Hail Damage - \$815,000)</i>	389,652	389,652	1,081,375	(691,723)	278%
<i>Utilities</i>	85,000	85,000	42,786	42,214	50%
<i>Other</i>	100	100	-	\$ 100	0%
<b>Total Services / Supplies</b>	\$ 539,537	\$ 539,537	\$ 1,154,447	\$ (614,910)	214%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Maintenance</b>	\$ 867,516	\$ 867,516	\$ 1,370,369	\$ (502,854)	158%

# Parks Division

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,067,478	<b>\$ 1,067,478</b>	<b>\$ 668,520</b>	\$ 398,958	63%
Services / Supplies	486,999	<b>486,999</b>	<b>260,140</b>	226,859	53%
Capital	<u>219,609</u>	<b><u>219,609</u></b>	<b><u>91,916</u></b>	<u>127,693</u>	<u>42%</u>
	<b>\$ 1,774,086</b>	<b>\$ 1,774,086</b>	<b>\$ 1,020,576</b>	<b>\$ 753,510</b>	<b>58%</b>

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 743,483	<b>\$ 743,483</b>	<b>\$ 432,884</b>	\$ 310,598	58%
<i>Employee Benefits</i>	<u>323,995</u>	<b><u>323,995</u></b>	<b><u>235,635</u></b>	<u>88,360</u>	<u>73%</u>
<b>Total Personnel</b>	<b>\$ 1,067,478</b>	<b>\$ 1,067,478</b>	<b>\$ 668,520</b>	<b>\$ 398,958</b>	<b>63%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 107,616	<b>\$ 107,616</b>	<b>\$ 47,261</b>	\$ 60,355	44%
<i>Employee Development</i>	15,445	<b>15,445</b>	<b>8,854</b>	6,591	57%
<i>Supplies / Equipment</i>	229,938	<b>229,938</b>	<b>128,146</b>	101,792	56%
<i>Utilities</i>	133,000	<b>133,000</b>	<b>74,770</b>	58,230	56%
<i>Other</i>	<u>1,000</u>	<b><u>1,000</u></b>	<b><u>1,110</u></b>	<u>(110)</u>	<u>111%</u>
<b>Total Services / Supplies</b>	<b>\$ 486,999</b>	<b>\$ 486,999</b>	<b>\$ 260,140</b>	<b>\$ 226,859</b>	<b>53%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	219,609	<b>219,609</b>	<b>91,916</b>	127,693	42%
<b>Total Capital</b>	<b>219,609</b>	<b>219,609</b>	<b>91,916</b>	<b>127,693</b>	<b>42%</b>
<b>Total Parks</b>	<b>\$ 1,774,086</b>	<b>\$ 1,774,086</b>	<b>\$ 1,020,576</b>	<b>\$ 753,510</b>	<b>58%</b>

# Recreation Division FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 210,017	\$ 210,017	\$ 106,975	\$ 103,042	51%
Services / Supplies	243,078	243,078	148,369	94,709	61%
Capital	-	-	-	-	0%
	\$ 453,095	\$ 453,095	\$ 255,344	\$ 197,751	56%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 154,554	\$ 154,554	\$ 82,546	\$ 72,008	53%
<i>Employee Benefits</i>	55,463	55,463	24,429	31,034	44%
<b>Total Personnel</b>	\$ 210,017	\$ 210,017	\$ 106,975	\$ 103,042	51%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ -	\$ -	\$ (237)	\$ 237	0%
<i>Employee Development</i>	8,555	8,555	4,233	4,322	49%
<i>Supplies / Equipment</i>	1,506	1,506	207	1,299	14%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	233,017	233,017	144,165	88,852	62%
<b>Total Services / Supplies</b>	\$ 243,078	\$ 243,078	\$ 148,369	\$ 94,709	61%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 453,095	\$ 453,095	\$ 255,344	\$ 197,751	56%



# Equipment Replacement / Capital Schedule

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

<b>Expenditures</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year to Date</b>	<b>Variance</b>	<b>% Used</b>
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	110,555	(110,555)	0%
Police Dept Capital Outlay	117,000	117,000	106,116	10,884	91%
Fire Dept Capital Outlay	161,100	161,100	83,334	77,766	52%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	77,000	77,000	-	77,000	0%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	219,609	219,609	91,916	127,693	42%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 574,709</b>	<b>\$ 574,709</b>	<b>\$ 391,922</b>	<b>\$ 182,787</b>	<b>68%</b>

# Utility Fund Revenues

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

<b>Percent of Budget Year Transpired</b>	<b>66.7%</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)	\$ (109,155)	\$ 9,155	109%
<i>Charges / Penalties</i>	82,250	82,250	58,406	23,844	71%
<b>Total Fees</b>	\$ (17,750)	\$ (17,750)	\$ (50,749)	\$ 32,999	286%

### Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 12,025	\$ (2,025)	120%
<b>Total Licenses &amp; Permits</b>	\$ 10,000	\$ 10,000	\$ 12,025	\$ (2,025)	120%

### Charges for Services

<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 2,800,761	\$ 2,769,214	50%
<i>Sewer Sales</i>	4,397,099	4,397,099	2,720,020	1,677,079	62%
<i>Inspection Fees</i>	3,000	3,000	905	2,095	30%
<b>Total Charges for Service</b>	\$ 9,970,074	\$ 9,970,074	\$ 5,521,686	\$ 4,448,388	55%

### Interest

<i>Interest (Operations)</i>	\$ 18,500	\$ 18,500	\$ 20,588	\$ (2,088)	111%
<i>Interest (Capital Projects)</i>	20,000	20,000	19,496	504	97%
<b>Total Interest</b>	\$ 38,500	\$ 38,500	\$ 40,085	\$ (1,585)	104%

### Impact Fees

<i>Impact Fees</i>	\$ 265,000	\$ 265,000	\$ 34,619	\$ 230,381	13%
<b>Total Impact Fees</b>	\$ 265,000	\$ 265,000	\$ 34,619	\$ 230,381	13%

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 1,215	\$ 3,785	24%
<b>Total Miscellaneous Income</b>	\$ 5,000	\$ 5,000	\$ 1,215	\$ 3,785	24%

<b>Total Utility Fund Revenues</b>	\$ 10,270,824	\$ 10,270,824	\$ 5,558,880	\$ 4,711,944	54%
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# Utility Division

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

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

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,643,929	\$ 1,643,929	\$ 1,087,905	\$ 556,024	66%
Services / Supplies	5,904,815	5,904,815	3,585,012	2,319,803	61%
Capital	285,000	285,000	201,169	83,831	71%
<b>Total Utility Division</b>	<b>\$ 7,833,744</b>	<b>\$ 7,833,744</b>	<b>\$ 4,874,086</b>	<b>\$ 2,959,658</b>	<b>62%</b>

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

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 1,116,887	\$ 1,116,887	\$ 728,952	\$ 387,935	65%
<i>Employee Benefits</i>	527,042	527,042	358,953	168,089	68%
<b>Total Personnel</b>	<b>\$ 1,643,929</b>	<b>\$ 1,643,929</b>	<b>\$ 1,087,905</b>	<b>\$ 556,024</b>	<b>66%</b>
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 208,579	\$ 208,579	\$ 157,952	\$ 50,627	76%
<i>Employee Development</i>	58,216	58,216	31,704	26,512	54%
<i>Supplies / Equipment</i>	71,859	71,859	32,792	39,067	46%
<i>Utilities</i>	404,380	404,380	186,792	217,588	46%
<i>Other (Well Lot Maintenance)</i>	773,650	773,650	367,759	405,891	48%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,516,685</b>	<b>\$ 1,516,685</b>	<b>\$ 777,000</b>	<b>\$ 739,684</b>	<b>51%</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>	989,010	989,010	562,240	426,770	57%
<i>UTRWD - Water Demand Charges</i>	1,284,600	1,284,600	856,400	428,200	67%
<i>UTRWD - Sewer Effluent Volume Rate</i>	548,725	548,725	344,588	204,137	63%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,334,510	1,334,510	889,673	444,837	67%
<i>UTRWD - HV Sewer Line to UTRWD</i>	226,330	226,330	150,157	76,173	66%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,388,130</b>	<b>\$ 4,388,130</b>	<b>\$ 2,808,012</b>	<b>\$ 1,580,118</b>	<b>64%</b>
<b>Total Services / Supplies</b>	<b>\$ 5,904,815</b>	<b>\$ 5,904,815</b>	<b>\$ 3,585,012</b>	<b>\$ 2,319,803</b>	<b>61%</b>
<b>Capital</b>					
<i>Equipment / Vehicles</i>	285,000	285,000	201,169	83,831	71%
<b>Total Capital</b>	<b>\$ 285,000</b>	<b>\$ 285,000</b>	<b>\$ 201,169</b>	<b>\$ 83,831</b>	<b>71%</b>
<b>Total Utility Division - Operations</b>	<b>\$ 7,833,744</b>	<b>\$ 7,833,744</b>	<b>\$ 4,874,086</b>	<b>\$ 2,959,658</b>	<b>62%</b>

# Utility Fund Working Capital FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 2,800,761	\$ 2,769,214	50%
<i>Sewer Sales</i>	4,397,099	4,397,099	2,720,020	1,677,079	62%
<i>Other Fees / Charges</i>	100,250	100,250	72,551	27,699	72%
<i>Electronic Payment Credit</i>	(100,000)	(100,000)	(109,155)	9,155	109%
<i>Interest</i>	18,500	18,500	20,588	(2,088)	111%
<b>Total Revenues</b>	<b>\$ 9,985,824</b>	<b>\$ 9,985,824</b>	<b>\$ 5,504,765</b>	<b>\$ 4,481,059</b>	<b>55%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$346,132	\$346,132	\$ 237,031	\$ 109,102	68%
<i>Operations</i>	2,814,481	2,814,481	1,627,875	1,186,607	58%
<i>UTRWD</i>	4,388,130	4,388,130	2,808,012	1,580,118	64%
<i>Debt Service</i>	1,076,878	1,076,878	978,097	98,781	91%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	285,000	285,000	201,169	83,831	71%
<b>Total Expenditures</b>	<b>\$ 8,910,622</b>	<b>\$ 8,910,622</b>	<b>\$ 5,852,183</b>	<b>\$ 3,058,438</b>	<b>66%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	455,202	455,202	(197,419)
<i>Beginning Working Capital</i>			
Operations	1,580,413	1,580,413	1,580,413
Available Impact Fees	853,398	853,398	853,398
<b>Total Available Working Capital</b>	<b>\$ 2,433,811</b>	<b>\$ 2,433,811</b>	<b>\$ 2,433,811</b>
<i>Ending Working Capital</i>			
Operations	2,035,615	2,035,615	1,382,994
Designated Capital Project	-	-	-
Available Impact Fees	968,398	968,398	738,017
<b>Total Available Working Capital</b>	<b>\$ 3,004,013</b>	<b>\$ 3,004,013</b>	<b>\$ 2,121,011</b>

<i>Impact Fees</i>			
Beginning Balance	853,398	853,398	853,398
+ Collections	265,000	265,000	34,619
- Applied to offset Debt Service	(150,000)	(150,000)	(150,000)
Ending Balance	968,398	968,398	738,017

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

# Corps Leased Parks Fund

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 355,650	\$ 355,650	\$ 251,942	\$ 103,708	71%
<i>Annual Park Passes</i>	25,000	25,000	18,466	6,534	74%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	800	800	170	630	21%
<i>I-35 Mitigation</i>	50,000	50,000	-	50,000	0%
<b>Total Revenues</b>	<b>\$ 431,450</b>	<b>\$ 431,450</b>	<b>\$ 270,578</b>	<b>\$ 160,872</b>	<b>63%</b>

I-35 Mitigation Revenue is recognized as it is used and / or to replace lost revenue.  
Initial total - \$641,834 (Est balance as of 9/30/2017 \$116,665)

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 204,197	\$ 204,197	\$ 113,680	\$ 90,517	56%
<i>Services / Supplies</i>	129,171	129,171	100,115	29,055	78%
<i>Capital</i>	280,300	280,300	215,254	65,046	77%
<b>Total Expenditures</b>	<b>\$ 613,667</b>	<b>\$ 613,667</b>	<b>\$ 429,050</b>	<b>\$ 184,618</b>	<b>70%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 212,152	\$ 500,407	\$ 500,407
<i>+ Net Increase (Decrease)</i>	(182,217)	(182,217)	(158,471)
<b>Ending Fund Balance</b>	<b>\$ 29,935</b>	<b>\$ 318,190</b>	<b>\$ 341,936</b>

**Audited FY17**

# Debt Service Fund

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,525,882	\$ 1,525,882	\$ 1,512,595	\$ 13,287	99%
<i>Interest Income</i>	1,400	1,400	3,624	(2,224)	259%
<i>Total Revenues</i>	\$ 1,527,282	\$ 1,527,282	\$ 1,516,218	\$ 11,064	99%

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

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 149,942	\$ 161,180	\$ 161,180
<i>+ Net Increase (Decrease)</i>	7,399	7,399	132,340
<i>Ending Fund Balance</i>	\$ 157,341	\$ 168,579	\$ 293,520

**Audited FY17**

# Capital Projects Fund

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	25,000	25,000	32,885	(7,885)	132%
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 32,885</b>	<b>\$ (7,885)</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2018 Bond Issue</b> (Parks / Streets)	6,982,931	6,982,931	58,479	6,924,452	1%
2018 Bond Issue (Streets)		2,800,000	32,493	2,767,507	1%
2018 Bond Issue (Parks)		4,182,931	25,986	4,156,945	1%
<b>Total Expenditures</b>	<b>\$ 6,982,931</b>	<b>\$ 6,982,931</b>	<b>\$ 58,479</b>	<b>\$ 6,924,452</b>	<b>1%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ -	\$ 45,662	\$ 45,662
+Net Increase (Decrease)	25,000	25,000	6,982,087
Ending Fund Balance	\$ 25,000	\$ 70,662	\$ 7,027,749

**Audited FY17**

# Drainage Utilities

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Drainage Fee Receipts</i>	490,000	490,000	309,372	180,628	63%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	2,160	(2,085)	2880%
<b>Total Revenues</b>	\$ 490,075	\$ 490,075	\$ 311,532	\$ 178,543	64%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 359,292	\$ 359,292	\$ 237,607	\$ 121,684	66%
<i>Services / Supplies</i>	154,470	154,470	47,603	106,867	31%
<i>Capital</i>	24,700	24,700	24,695	5	100%
<b>Total Expenditures</b>	\$ 538,462	\$ 538,462	\$ 309,905	\$ 228,557	58%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 257,624	\$ 298,327	\$ 298,327
<i>+ Net Increase (Decrease)</i>	(48,387)	(48,387)	1,627
<b>Ending Fund Balance</b>	\$ 209,238	\$ 249,941	\$ 299,954

**Audited FY17**



# Public Safety Special Revenue Fund

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 34,571	\$ (8,971)	135%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	11,176	(7,576)	310%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 11,176	\$ (7,576)	0%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 26,892	\$ 23,610	\$ 23,610
+ Net Increase (Decrease)	-	-	23,395
Ending Fund Balance	\$ 26,892	\$ 23,610	\$ 47,005

**Audited FY17**

# Municipal Court Technology Fee Fund

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 2,362	1,138	67%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 5,500	\$ 5,500	\$ 5,329	\$ 171	97%
<b>Total Expenditures</b>	\$ 5,500	\$ 5,500	\$ 5,329	\$ 171	97%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 34,449	\$ 34,172	\$ 34,172
+ Net Increase (Decrease)	(2,000)	(2,000)	(2,967)
Ending Fund Balance	\$ 32,449	\$ 32,172	\$ 31,205

**Audited FY17**

# Municipal Court Building Security Fund

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

**Percent of Budget Year Transpired**

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 1,772	\$ 928	66%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 31,374	\$ 30,119	\$ 30,119
+ Net Increase (Decrease)	2,700	2,700	1,772
Ending Fund Balance	\$ 34,074	\$ 32,819	\$ 31,891

**Audited FY17**

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

	<i>Actual 2015-2016</i>	<i>Projected 2016-2017</i>	<i>Budget 2017-2018</i>	<i>YTD 2017-2018</i>
<b>Beginning Fund Balance</b>	<b>\$ 824,241</b>	<b>\$ 373,514</b>	<b>\$ 235,485</b>	<b>\$ 235,485</b>
<b>Revenues</b>				
4B Sales Tax	1,231,754	1,256,098	1,291,796	641,696
Park Fees (Rental)	1,263	43,992	57,670	41,254
Linear Park Fees	287	287	574	-
Miscellaneous Income	-	-	-	-
Interest Income	2,601	600	800	453
<b>Total</b>	<b>\$ 1,235,905</b>	<b>\$ 1,300,977</b>	<b>\$ 1,350,840</b>	<b>\$ 683,403</b>
<b>Expenditures</b>				
Personnel	164,137	200,939	258,465	161,121
Services / Supplies	261,960	181,928	184,676	143,335
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	889,309	890,071	870,685	753,926
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,343,406</b>	<b>\$ 1,300,938</b>	<b>\$ 1,341,826</b>	<b>\$ 1,058,382</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
<b>Transfer to 4B Capital Projects</b>	<b>\$ 300,000</b>	<b>\$ 138,068</b>	<b>\$ -</b>	<b>\$ -</b>
Equipment	43,226	-	40,000	-
<b>Net Increase / (Decrease)</b>	<b>(450,727)</b>	<b>(138,029)</b>	<b>(30,986)</b>	<b>(374,978)</b>
<b>Working Capital Balance</b>	<b>\$ 373,514</b>	<b>\$ 235,485</b>	<b>\$ 204,499</b>	<b>\$ (139,493)</b>

Highland Village Community Development Corporation  
Capital Projects

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

[illegible]

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

[illegible]

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

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

# PEG Fee Fund

## FY 2017/2018 Budget

**YEAR TO DATE MAY**

*Percent of Budget Year Transpired*

**66.7%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 52,000	\$ 52,000	\$ 26,543	\$ 25,457	51%
<i>Total Revenues</i>	\$ 52,000	\$ 52,000	\$ 26,543	\$ 25,457	51%

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

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 68,592	\$ 65,266	\$ 65,266
<i>+Net Increase (Decrease)</i>	49,000	49,000	22,681
<i>Ending Fund Balance</i>	\$ 117,592	\$ 114,266	\$ 87,947

**Audited FY17**

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

**AGENDA# 18**

**MEETING DATE: 07/10/18**

**SUBJECT: Consider Resolution 2018-2759 Authorizing the City Manager to Extend the Term of the City's Agreement with SAZ Infrastructure for Concrete Pavement Repairs and Authorizing a Task Order for Contract Pavement Repairs in an Amount not to Exceed \$91,500**

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

**BACKGROUND:**

The City of Highland Village has a pavement management program and typically overlays identified asphalt roadways on an annual basis to maintain asphalt roadway infrastructure and increase their longevity. City staff also targets for repair existing concrete roadways that have shown pavement deterioration and/or pavement failures. City staff has identified several concrete streets that are exhibiting panel failure. Staff targeted approximately 46 concrete panels on Hillside Dr. and Lakeside Dr. for replacement repairs. Pursuant to previous council action on September 12, 2017, the City Council authorized the City Manager to sign an Agreement with SAZ Infrastructure through the City's cooperative purchasing agreement with the City of Lewisville, the initial term of which ends on August 6, 2018. The agreement with SAZ Infrastructure is a unit price contract that allows the City to request concrete panel repairs on a task order basis that identifies the panels to be repaired or replaced.

**IDENTIFIED NEED/S:**

The City of Highland Village desires to make several concrete panel street repairs on Hillside Dr. and Lakeside Dr. If the City desires to use the unit pricing set forth in the existing agreement with SAZ Infrastructure, the agreement will need to be renewed and a task order signed.

**OPTIONS & RESULTS:**

The concrete panel replacement will provide additional longevity and ride quality to the concrete pavement structures.

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

Previous Council action dated September 12, 2017, the City entered into a unit price contract with SAZ Infrastructure for concrete panel replacements through the City's cooperative purchasing agreement with the City of Lewisville. SAZ has performed approximately 46 concrete panel replacements for the City under the existing contract with satisfactory results. City staff has identified additional concrete panels that require repair, and recommends a task order be entered with SAZ to proceed with such repairs.

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

Funding through the General fund. City Manager's discretionary fund.

## **RECOMMENDATION:**

To approve Resolution 2018-2759.



**CITY OF HIGHLAND VILLAGE**

**RESOLUTION NO. 2018-2759**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING CITY MANAGER TO EXTEND THE TERM OF THE AGREEMENT WITH SAZ INFRASTRUCTURE FOR CONCRETE PANEL REPAIRS THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH THE CITY OF LEWISVILLE; AUTHORIZING A TASK ORDER FOR CONCRETE PAVEMENT REPAIRS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Director of Public Works has identified various concrete street sections that need repair; and

**WHEREAS**, the City previously entered into a unit price contract with SAZ Infrastructure through the City's cooperative purchasing agreement with the City of Lewisville to perform concrete panel repairs, the term of which ends on August 6, 2018, but which can be extended for an additional year; and

**WHEREAS**, City Administration recommends the term of the agreement with SAZ Infrastructure be extended and that the City enter into a task order providing for additional concrete panel repair and replacement for a cost not to exceed \$91,500.00

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

**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 agree to an extension of the term of the existing agreement with SAZ Infrastructure until August 6, 2019, and to negotiate a task order on behalf of the City with SAZ Infrastructure to perform concrete pavement repairs through the City's agreement with the SAZ Infrastructure in an amount not to exceed \$91,500.00, and, subject to City policy, state law, and, in the event of an increase in contract price, the availability of current funds, is further authorized to execute such change orders to said agreement and task order as the City Manager determines to be in the public interest.

**SECTION 2.** This Resolution shall be effective immediately upon its approval.

**PASSED AND APPROVED** this the 10<sup>th</sup> day of July, 2018.

**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:7/3/18:100741)

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

<b>AGENDA#</b> 19	<b>MEETING DATE:</b> 07/10/18
<b>SUBJECT:</b>	<b>Status Reports on Current Projects and Discussion on Future Agenda Items</b>
<b>PREPARED BY:</b>	<b>Angela Miller, City Secretary</b>

**COMMENTS**

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



## **UPCOMING EVENTS**

**Expected Absences:** None

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

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

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

July 24, 2018                      HVCDC (4B) Mtg. 5:00 pm

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

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

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

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

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

**August 28, 2018**                      **Regular City Council Mtg. 7:30 pm**

**September 3, 2018**                      **City Offices Closed in Observance of Labor Day**

September 6, 2018                      Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**September 11, 2018**                      **Regular City Council Mtg. 7:30 pm**

September 17, 2018                      Park Board Mtg. 6:00 pm (if needed)

September 18, 2018                      Planning & Zoning Commission Mtg. 7:00 pm (if needed)

**September 25, 2018**                      **Regular City Council Mtg. 7:30 pm**

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

By: Karen Bradley, Administrative Assistant - City Secretary Office