



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

**REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
TUESDAY, JULY 24, 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 Special Revenue Funds for Fiscal Year 2018-2019**
- 2. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of July 24, 2018**

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

**CLOSED SESSION  
Training Room**

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

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

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

*to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*

**8. City Manager/Staff Reports**

- **Presentation of the 2018 Non-Profit of the Year Video**

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

- **Receive an Update from United Way of Denton County**
- **Presentation of the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award to the Finance Department**

**CONSENT AGENDA**

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

- 10. Consider Approval of Minutes of the Regular City Council Meeting held on July 10, 2018**
- 11. Consider Resolution 2018-2757 Authorizing the City Manager to Enter into an Interlocal Agreement with Denton County for Collection of Ad Valorem Taxes**
- 12. Consider Resolution 2018-2761 Authorizing the Purchase of Digital Back Up Storage Devices from Soccour Solutions through the City's Cooperative Purchasing Agreement with the Government Services Administration Federal Cooperative (GSA)**
- 13. Consider Resolution 2018-2762 Receiving an Annual Report from the Highland Village Community Development Corporation and Approving the Facilities Development Capital Improvement Program (FDCIP)**
- 14. Consider Resolution 2018-2763 Casting the City's Vote for Representation to the Denco Area 9-1-1 District Board of Managers**

**ACTION AGENDA**

- 15. Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:  
(a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
- 16. Conduct a Public Hearing and Consider Ordinance 2018-1249 Amending the Development and Use Regulations relating to the Property located at Lot 1, Barnett**

Center, Phase I, said Property being located in the Barnett Center PD-C Planned Development District, more commonly known as 2910 Justin Road (1<sup>st</sup> of two reads)

17. Consider Ordinance 2018-1250 Adopting Amendments to the Fiscal Year 2017-2018 Budget (1<sup>st</sup> of two reads)

**LATE WORK SESSION**

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

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

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 20<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**

**AGENDA# 1**

**MEETING DATE: 07/24/18**

**SUBJECT: Discuss the General Fund Budget and Special Revenue Funds  
for Fiscal Year 2018-2019**

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

**COMMENTS**

City staff will provide information relating to the General Fund Budget and Special Revenue Funds 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 24, 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. Financial policies require a minimum 20% fund balance with a targeted range of 20 - 25%. Our first draft of the five-year forecast shows us starting with an estimated Fund Balance of approximately 38% at the end of this fiscal year.
- **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 \$6.4M. This balance represents 36% of the projected Fiscal Year 2019 total General Fund expenditures, exceeding the target range of 20 - 25% 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,



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# 9**

**MEETING DATE: 07/24/18**

**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.

- Receive an Update from United Way of Denton County
- Presentation of the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award to the Finance Department

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

**AGENDA# 10**

**MEETING DATE: 07/24/18**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on July 10, 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 July 10, 2018 City Council meeting.

**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
TUESDAY, JULY 10, 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
	Fred Busche	Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Brad Goudie	Fire Chief
	Jana Onstead	Human Resources Director
	Sunny Lindsey	Director of Information Services
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Fince Espinoza	Parks Operations and Project Manager
	Andra Foreman	Recreation Manager
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

**EARLY WORK SESSION**

**1. Discuss the General Fund Budget and City-Wide Supplemental Requests for Fiscal Year 2018-2019**

Assistant City Manager Ken Heerman provided an overview of his presentation, which included a follow up discussion of Economic Development Budget reallocation, a review of the rollback rate calculation considerations, and a review of supplemental requests for the FY 2018-2019 Budget.

**Reallocation of Economic Development Budget**

Mr. Heerman provided a follow up/review of the discussion from the Special Council Meeting held on June 23, 2018 regarding possibly redirecting \$500,000 of unused Economic Development funds that are in the Fiscal Year 2017-2018 Budget. Potential projects include:

- ❖ Street Repairs – Concrete Panel Replacement  
Replacement of 22 Panels - \$50,000

Replacement of 46 Panels - \$91,500

❖ Doubletree Ranch Park

Shade Structures for Splash Pad (Phase 1 of 3) - \$125,000

Playground Equipment - \$125,000

Air Conditioning for the Barn - \$250,900

Relating to shade structures, City staff provided a comparison of a fabric cover structure, which is the recommended material, to a metal cover structure. Possible locations for the shade structures and playground equipment was also presented and discussed. Councilmember Fiester voiced the importance of adding shade cover at the park. Parks and Recreation Department Director Phil Lozano stated that in adding the shade structures, there is the possibility of having to remove some trees at the park. Councilmember Jaworski asked if the trees could be relocated. Mr. Lozano reported staff would relocate the trees, if possible. The proposed playground equipment included a unit for ages 2-12 and swings for teens/adults, which would be located in a separate area.

Mr. Lozano also presented rental and revenue data from May, 2017 to present for Doubletree Ranch Park. Resident/non-resident usage and rental rates were discussed, as well as the number of weddings at the park. City Manager Michael Leavitt stated staff would be evaluating the rates for non-resident rentals. Councilmember Kixmiller asked what the City's cost is to operate the park during rentals. Mr. Lozano reported data is still being gathered and evaluated on that. Council also discussed installing air conditioning at the barn.

❖ IT Data Storage

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

Mr. Heerman presented staff's recommendation, which includes the following:

Street Repairs – Replacement of 46 Concrete Panels	\$ 91,500
IT Data Storage	96,000
Doubletree Ranch Park	
- Shade Structures for Splash Pad (Phase 1 of 3)	125,000
- Playground Equipment:	
Unit for Ages 2 – 12	125,000
Units for Teen / Adult Swings (2 Sections/2 Swings Each)	18,000
<b>Total</b>	<b>\$ 455,500</b>

Councilmember Lombardo voiced concern about not doing more street repairs. Mayor Pro Tem Busche voiced he would like to spend some funding on the crosswalk located near the community center on Highland Shores Boulevard. Consensus of Council is to move forward with staff's recommendation as shown above.

**Rollback Rate Calculation Considerations**

Mr. Heerman voiced caution and presented information on ramifications of a state-proposed revenue cap and its effect on Highland Village. He provided an example of the current rollback rate using the preliminary tax roll. He then provided an example by retroactively applying a 4% rollback scenario, which would have required six elections. He also presented the long-term effect of such over fifteen years.

Due to time constraints, Mayor Wilcox announced discussion on this item would continue during Late Work Session.

**2. Discuss Towing and Wrecker Services in Highland Village**

Due to time constraints, Mayor Wilcox announced discussion on this item would continue during Late Work Session.

**3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of July 10, 2018**

Relating to Agenda Item #15, Mr. Leavitt stated bids have been received for construction of the parking lot addition at Brazos Park. Although agenda items requesting approval for similarly priced projects are usually placed on the regular agenda, this item was placed on the consent agenda because funding was approved by voters in the November 2017 bond election and included in the budget process for FY 2017-2018.

Early Work Session ended at 7:24 p.m.

**CLOSED SESSION**

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

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

Council did not meet in Closed Session.

**OPEN SESSION**

**5. Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:35 p.m.

**Roll Call**

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

Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Brad Goudie	Fire Chief
	Travis Nokes	Deputy Fire Chief
	Jana Onstead	Human Resources Director

Scott Kriston  
Phil Lozano  
Laurie Mullens  
Andrew Boyd

Public Works Director  
Parks and Recreation Director  
Director of Marketing & Communications  
Media Specialist

**6. Prayer to be led by Mayor Pro Tem Fred Busche**

Mayor Pro Tem Fred Busche gave the invocation.

**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.”***

Mayor Pro Tem Fred Busche led the Pledge of Allegiance to the U.S and Texas flags.

**8. Visitor Comments**

No one wished to speak.

**9. City Manager/Staff Reports**

City Manager Michael Leavitt stated the City is currently accepting applications from interested citizens who would like to volunteer their time to serve on one of Highland Village’s boards or commissions. He reported each September, the City Council appoints residents to serve two-year terms on various boards and commissions, which serve as advisory groups to the Council and City staff. Applications can be found on the City’s website and will be accepted through July 31.

- **Mission Statement and City Values Video**

A video was presented sharing the Mission Statement and Core Values as told by Highland Village employees. Mr. Leavitt reported the Mission Statement and Core Values would be used in the budget process, development of departmental goals and as a performance measurement for City staff.

**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**

Mayor Wilcox swore in Firefighters Michael Ford and Ryan Snider. Firefighter Ford’s father and Firefighter Snider’s wife had the honor of pinning their badges.

**CONSENT AGENDA**

**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

*Motion by Mayor Pro Tem Busche, seconded by Councilmember Lombardo, to approve Consent Agenda Items #11 through #16. Motion carried 7-0.*

#### **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)

**NO ACTION TAKEN**
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  

**APPROVED (7 – 0)**

Public Works Director Scott Kriston reported the City has a pavement management program and typically overlays identified asphalt roadways on an annual basis to maintain asphalt roadway infrastructure and increase their longevity. 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 and have targeted approximately 46 concrete panels on Hillside Drive and Lakeside Drive for replacement repairs. Mr. Kriston stated the panel replacement provides additional longevity and ride quality to the concrete pavement structures.

Mr. Kriston stated pursuant to previous action by Council at their meeting held on September 12, 2017, the City Manager was authorized to sign an agreement with SAZ Infrastructure through the City's cooperative purchasing agreement with the City of Lewisville. The agreement with SAZ Infrastructure is a unit price contract that allows the City to request concrete panel repairs on a task order basis.

*Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve Resolution 2018-2759. Motion carried 7-0.*

#### **LATE WORK SESSION**

Mayor Wilcox announced discussion would now continue on Agenda Items #1 and #2 from the Early Work Session.

**1. Discuss the General Fund Budget and City-Wide Supplemental Requests for Fiscal Year 2018-2019**

**Supplemental Requests for the FY 2018-2019 Budget**

Each department presented a summary of their respective overall supplemental requests, which initially totaled \$723,608. City staff narrowed the requests to include a School Resource Officer; gas monitors and Stop the Bleed kits for the Fire Department; replacement of wood fence section along the City trails, a pesticide & herbicide Applicator Technician, athletic field mower, core aerifier and a large volume blower for the Parks and Recreation Department; a media management system; and online case review system for Municipal Court. Total cost for the supplemental requests is \$335,558.

Councilmember Kixmiller asked if the proposed Technician position could be a contracted position. Mr. Heerman reported contractors are currently used for some of the maintenance on City medians, but not typically used for pesticide & herbicide applications due to safety standards relating to our athletic fields and parks. Mr. Lozano added because it is a very specialized service it is usually expensive to contract and because cities have a higher level of safe guards he prefers to manage the duties in-house.

Mr. Heerman reported some of the items initially presented by the departments might be considered in future budgets. He also voiced caution since the certified tax roll has not been received yet and that the supplemental requests may need to be reviewed again at that time. Further budget presentations and discussions will continue through September.

**2. Discuss Towing and Wrecker Services in Highland Village**

Police Chief Doug Reim stated a local company has requested the City consider a contracting option with exclusive rights for wrecker service. He reported the Police Department currently uses a weekly rotation wrecker service for non-consent police tows and has done so for over twenty years. In order to be placed on the weekly rotation list, the wrecker company must meet and comply with Highland Village Police Department's General Order relating to Wrecker Services Rotation Policy. Chief Reim presented a brief summary of the policy. He reported there are four companies currently on the authorized rotation list:

- All American Towing - located in Denton
- Extreme Towing - located in Argyle
- Pro-Tow Towing – located in Lewisville
- Two Steppin' Towing – located in Lake Dallas

He presented pros and cons of the existing rotation wrecker system, as well as pros and cons with entering into a contract with an exclusive vendor. In addition, the total number of vehicles towed yearly since 2008 was provided. Chief Reim stated options include continuing with the current wrecker service policy and rotation system, modifying the existing policy, or conduct a Request for Proposal (RFP) for towing and wrecker service for a single contract award.

With an exclusive contract, Councilmember Lombardo asked if the City would receive a percentage of fees charged. City Attorney Kevin Laughlin reported he would review the statutes. Councilmember Kixmiller stated he did not see a problem that needs to be solved

and asked what the benefits would be with entering into an exclusive contract. Chief Reim stated a local company has requested the City consider a contracting option with exclusive rights for wrecker service. Mayor Wilcox asked if there have been any issues with the other companies currently being used. Chief Reim reported there are no issues.

Bob Shade, representing ProTow, was present for the meeting. Councilmember Jaworski asked where his storage facility was located. Mr. Shade stated they are located on Main Street in Lewisville and can accommodate approximately 500 vehicles. He stated ProTow is one of the largest companies in North Texas and contracts with other area cities.

Councilmember Kixmiller asked how many complaints the City has received. Chief Reim reported only one. Mr. Leavitt stated Highland Village is very low volume, but the benefit to residents would be the guarantee a flat fee. Consensus of Council is to move forward with a Request for Proposals.

- 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.)**

No items were discussed.

- 20. Adjournment**

Mayor Wilcox adjourned the meeting at 8:52 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

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

**AGENDA# 11**

**MEETING DATE: July 24, 2018**

**SUBJECT: Consider Resolution 2018-2757 Authorizing the City Manager to Enter Into an Interlocal Cooperation Agreement with Denton County for Collection of Taxes**

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

**BACKGROUND:**

This is the annual Interlocal Collection Agreement with Denton County authorizing tax collections for the period beginning October 1, 2018 to September 30, 2019.

**IDENTIFIED NEED/S:**

This is a “housekeeping” procedure and requires annual action by Council to approve this Interlocal Collection Agreement (attached following this briefing).

**OPTIONS & RESULTS:**

There are no significant changes to the agreement for FY 2019.

Below are the pertinent details of the annual agreement:

- The cost for mailing tax statements will increase from \$0.82 per parcel to \$1.00 per parcel.
- The agreement acknowledges that the County agrees to prepare and mail all current and delinquent tax statements required by statute, supplemental changes for applicable property accounts, as well as prepare and mail any other mailing as deemed necessary and appropriate by the County.
- The County will provide daily and monthly collection reports to the City.
- The agreement states that the County will disburse tax monies daily to the City based on prior day tax postings and agrees to approve and refund overpayment or erroneous payment of taxes for the City pursuant to Texas Property Tax Code sections 31.11 and 31.12 from available current tax collections of the City.
- The City agrees that the County will calculate the effective and rollback tax rates; the County will also publish the required notices on behalf of the City.
- The County agrees to manage all notices and publications on behalf of the City if requested no later than July 25<sup>th</sup>.
- The County agrees to post a notice on its website reminding taxpayers that delinquent tax penalties will apply to all assessed taxes which are not paid by January 31<sup>st</sup>.
- The County agrees to mail reminder notices to delinquent property accounts between the 5<sup>th</sup> and 28<sup>th</sup> of February.

- The City will provide the County with a copy of their current tax collection attorney contract on or before the effective date of the new collection attorney contract.
- The City agrees that the County will, no later than January 31<sup>st</sup>; deduct from current collections the total cost of providing all services. In the event of a rollback election, the County will bill the City with payment due within 30 days of receipt.
- For tax deposits, payment will be by wire transfer or ACH; only in the event of electronic transfer failure will a check be mailed.
- If the County experiences a shortage in collections as a result of outstanding tax dept of the City, the City agrees to pay the amount of the shortage by check or ACH within 15 days of notification.
- The City continues to maintain an excellent tax collection rate of nearly 100%.

### **BUDGETARY IMPACT/ORDINANCE CHANGE:**

This will be a budgeted line item in the FY 2019 budget. The annual amount is expected to total \$6,250.

### **RECOMMENDATION:**

To approve Resolution 2018-2757.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2757**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT WITH DENTON COUNTY FOR COLLECTION OF AD VALOREM TAXES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Highland Village, Texas, has historically contracted with Denton County, Texas, to authorize Denton County to collect the City's taxes as agent; and

**WHEREAS**, the Texas Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, authorizes Texas local governments to contract with one or more other local governments to perform governmental functions and services under the terms of said Act; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to renew its agreement with Denton County to collect the City's property taxes, as a cost-effective means of performing that service;

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

**SECTION 1.** The City Manager is hereby authorized to negotiate and sign on behalf of the City an agreement with Denton County for collection of ad valorem taxes for the 2018 Tax Year and to take those actions reasonable and necessary to comply with said agreement.

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, THIS THE 24<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:7/17/18:101085)

**CITY OF HIGHLAND VILLAGE  
COUNCIL BRIEFING**

**AGENDA# 12**

**MEETING DATE: 7/24/18**

**SUBJECT: Consider Resolution 2018-2761 Authorizing the Purchase of Digital Back Up Storage Devices from Soccour Solutions through the City's Cooperative Purchasing Agreement with the Government Services Administration Federal Cooperative ("GSA") in an Amount Not to Exceed \$80,711.00**

**PREPARED BY: Sunny Lindsey, Director of Information Services**

**BACKGROUND:**

During the budget process, the City Council provided direction to staff regarding the replacement of the City's back up storage hardware. The primary unit is over seven years old. This new equipment will replace the three units currently in use. Moving to a new platform will reduce the number of units needed as well as reduced cost over as is replacements. The price was secured through cooperative purchase program GSA.

**IDENTIFIED NEED/S:**

In budget year 2017/2018, Staff identified the need to have the City's back up storage system replaced in the FY budget year 2018/2019. A different methodology of back up storage was identified and presented during budget planning meetings. The City Manager proposed that the purchase take place in the current budget year with unused funds originally allocated for use for economic development projects.

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

Staff solicited proposals for professional services for installation and implementation of the back-up storage system. The equipment is currently priced through the City's cooperative purchasing agreement with the General Services Administration Federal Cooperative. Proposed back up storage equipment includes:

IS	1	Nexsan Assureon with installation and maintenance	\$42,610.00
IS	1	Nexsan Satabeast with installation and maintenance	\$38,101.00
<b>Total Purchase Cost</b>			<b>\$80,711.00</b>

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

Will re-appropriate with Budget Amendment in FY 2017-2018.

**RECOMMENDATION:**

To approve Resolution 2018-2761.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2761**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING THE PURCHASE OF DIGITAL BACK UP STORAGE DEVICES FROM SOCCOUR SOLUTIONS THROUGH THE CITY'S COOPERATIVE PURCHASING AGREEMENT WITH THE GOVERNMENT SERVICES ADMINISTRATION FEDERAL COOPERATIVE ("GSA") IN AN AMOUNT NOT TO EXCEED \$80,711.00; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, based on the remaining life of the City's data backup storage units, City Administration recommends that the backup storage units be replaced this current FY 2017/2018; and

**WHEREAS**, City Administration has determined that the purchase of the above-described back up storage units that comply with City specifications can be procured in accordance with state law from Soccour Solutions through the City's cooperative purchasing agreement with the Government Services Administration Federal Cooperative ("GSA");; and

**WHEREAS**, the City Council of the City of Highland Village finds it to be in the public interest to authorize the above-described purchases.

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

**SECTION 1.** The City Manager is hereby authorized to purchase on behalf of the City back up storage units from Soccour Solutions through the City's cooperative purchasing agreement with GSA in an amount not to exceed \$80,711.00.

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON THIS 24<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**

(kbl7/17/18:101102)

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

**AGENDA# 13**

**MEETING DATE: July 24, 2018**

**SUBJECT: Consider Resolution 2018-2762 Receiving an Annual Report from the Highland Village Community Development Corporation and Approving the Facilities Development Capital Improvement Program (“FDCIP”)**

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

**BACKGROUND:**

The Bylaws of the Highland Village Community Development Corporation (“HVDC”) require an annual update to the Facilities Development Capital Improvement Program (FDCIP). The FDCIP details projects and implementation in regard to the approved 4B projects: the City comprehensive trail system and a soccer complex. In addition, the HVDC Bylaws also require an annual report to be submitted by the end of July of each year to the City Council to include (i) a review of the accomplishments of the Corporation in the area of project development during the past year, and (ii) the planned activities of the Corporation for the budget year addressed in the report. This report is included within the submitted FDCIP.

At the HVDC July 24<sup>th</sup> meeting, prior to the July 24<sup>th</sup> Council Meeting, the updated FDCIP will be presented to the Board and a public hearing to receive comment on the FDCIP will be held at that meeting.

**IDENTIFIED NEED/S:**

HVDC is to adopt an annual FDCIP enumerating any new projects. An annual budget is also to be approved which constitutes the first year of the five-year outlook included in the FDCIP. Following approval by the HVDC Board, Council approval of the FDCIP is required in accordance to the HVDC Bylaws.

**OPTIONS & RESULTS:**

Previous year project status

- **Doubletree Ranch Park** – Construction for Doubletree Ranch Park was completed in FY 2017, with FY 2018 being the first complete year open to the public. With limited funding available for new amenities, City Council has provided direction to use a portion of re-directed budgeted economic development funds to add:
  - Shade covers adjacent to the Splash Pad
  - Playground for ages 2-12.
  - Swing sets geared to teens / adults.

These are to be funded in the General Fund within the current FY 2018 budget.

Also, given the lack of available funding for projects, City Council placed an initiative on the 2018 Bond Election for construction of a 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. Engineering has been initiated, with construction to potentially commence in FY 2019. The cost is estimated at \$922,300 and will be funded with ad valorem tax revenues.

***Anticipated projects for upcoming year – previously identified in FDCIP:***

- **Miscellaneous small, fill-in connector sections** – Various locations of trail / sidewalks throughout the City that are identified in our Comprehensive Trail System Master Plan have small sections that are incomplete or need to be replaced. Often, a natural path is evident where people have naturally traversed these areas. Small annual funding amounts are proposed to address these sections as discovered or are requested. However, for this fiscal year, there is no available funding.
  - No projects anticipated.

***New projects identified in updated FDCIP:***

- There are no new projects identified in this year's updated FDCIP. Funding for projects – primarily secured through debt issuance, will be fully expended with completion of the projects in process. The primary emphasis over the next two years will be to fully determine operational costs associated with Doubletree Ranch Park and build working capital balances.

**RECOMMENDATION:**

Receive annual report and approve Resolution No. 2018-2742 approving annual update to the HVDCD FDCIP.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2762**

**A RESOLUTION OF THE CITY OF HIGHLAND VILLAGE, TEXAS, RECEIVING THE ANNUAL REPORT FROM THE HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION (HVDC), APPROVING THE ANNUAL UPDATES TO THE FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM (“FDCIP”); AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Bylaws of the Highland Village Community Development Corporation (“HVDC”), require the HVDC to present an annual report to the City Council and develop and update a combined Facilities Development Capital Improvement Program (“FDCIP”) for the City which shall include and set forth both short term and long-term goals for implementation, development and construction of the inland trail public park master plan project and the soccer complex amateur sports facility project; and

**WHEREAS**, the adoption of the annual update for the FDCIP requires approval of both the HVDC and City Council; and

**WHEREAS**, having given the requisite notices by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all persons interested, on July 24, 2018, the HVDC voted to approve the annual update for the FDCIP for Fiscal Year 2018-2019; and

**WHEREAS**, the City Council finds it to be in the public interest to approve the annual update to the FDCIP for Fiscal Year 2018-2019 as approved by the HVDC;

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

**Section 1.** The FDCIP for the period beginning on October 1, 2018 and ending September 30, 2019, attached hereto as Exhibit “A” and incorporated herein by referenced is hereby authorized, approved and adopted.

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

**PASSED AND APPROVED ON THE 24<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:7/20/18:101158)

**RESOLUTION NO. 2018-2762**  
**Exhibit "A"**

**HIGHLAND VILLAGE COMMUNITY DEVELOPMENT CORPORATION**

**FACILITIES DEVELOPMENT CAPITAL IMPROVEMENT PROGRAM**  
**Fiscal Year 2018-2019**

**FY 2019 Budget Highlights**

- Total proposed non-capital expenditures for the FY 2019 operating budget reflects an overall increase of \$27,101 (2%) from FY 2018, primarily related to personnel. Concurrent with the opening of Doubletree Ranch Park, an additional position was added in FY 2018, bringing the total number of positions funded by the 4B to four. This crew is focused on maintenance of all city trails, also including Lakeside Community Park and Doubletree Ranch Park. Parks employees funded by the General Fund are also used to supplement as needed. In particular, a new Applicator Technician position is proposed in the General Fund that would also provide herbicide / pesticide management for the 4B parks / trails.
- Expenditures for Services / Supplies increased \$15,954, largely offset by a decrease in the Capital budget.
  - Opportunities for contracted services are reviewed each year, and have primarily been utilized for mowing along City trails and the City-maintained soccer fields on LISD property. Several additional services were identified for FY 2019:
    - Mulching (primarily at Doubletree Ranch) \$22,000
    - Contracted services with chemicals associated with the Doubletree Splash Pad. \$7,000
    - Maintenance for Thor Guard lightning detector at Doubletree. \$2,000
    - A \$33,000 reduction in park maintenance / beautification resulting from increased contracted services and projects associated with opening of the park not repeated.
  - Utilities increased \$15,300 reflective of all facilities at Doubletree now on-line.
- There is no equipment replacement identified for FY 2019.

With completion of Doubletree Ranch Park in FY 2017, exhausting all remaining bond proceeds, the primary focus now targets maintenance and programming of this park – along with the now extensive trail system throughout the City. With no new projects planned in the immediate future, the operations / maintenance budget is expected to be primarily maintained at its current level, with increases accounting for inflation.



**RESOLUTION NO. 2018-2762**  
**Exhibit "A"**

A financial summary follows this narrative – depicted in two parts: Working Capital and Projects. The working capital section displays the operations budget. Revenues are primarily derived from sales tax proceeds (1/2 cent). Expenditures consist of four full-time positions (the fourth position added in FY 2018) – supplemented with outsourced mowing contracts, costs associated with maintenance activities, and debt service. The HVCDC has an agreement with the City to repay debt service the City issued on behalf of the HVCDC. Trail development, with related project expenditures, is the primary mission of the corporation. And these are primarily funded with debt issues. Maintaining sufficient working capital balances are the determining driver in regard to timing and amount of debt issues to fund the projects.

The working capital balance for year-end FY 2018 in the HVCDC is projected at \$92,532. As the primary revenue source is sales tax, with associated higher degree of volatility, a reasonably healthy level of reserves is necessitated. The City Financial Policies suggest a working capital equivalent to 20% of operational expenditures, which would require balance of \$266,263 with current expenditure projections. While we have fortunately not experienced a high level of volatility in sales tax revenues, it is of paramount importance to build balances to the 20% level. Accordingly, no new projects are to be added until balances are restored to our target levels to enable additional debt capacity.

**RESOLUTION NO. 2018-2762**  
**Exhibit "A"**

**Highland Village Community Development Corporation**  
**Working Capital Analysis (FY 2019 Budget)**

	<i>Actual 2015-16</i>	<i>Actual 2016-17</i>	<i>Budget 2017-18</i>	<i>Revised 2017-18</i>	<i>Proposed 2018-19</i>
<b>Beginning Fund Balance</b>	<b>824,240</b>	<b>373,513</b>	<b>235,485</b>	<b>106,954</b>	<b>92,532</b>
<b>REVENUES</b>					
<b>4B Sales Tax</b>	\$1,231,754	\$1,242,599	\$1,291,796	\$1,262,392	\$1,334,766
<b>Park Fees</b>	1,263	15,382	45,190	19,000	5,100
<b>Rental Income</b>		9,002	12,480	52,400	52,400
<b>Concession Fees</b>		590	-	600	600
<b>Linear Park Fees</b>	287	575	574	-	574
<b>Interest Income</b>	2,601	508	800	500	800
<b>Total</b>	<b>1,235,905</b>	<b>1,268,656</b>	<b>1,350,840</b>	<b>1,334,892</b>	<b>1,394,240</b>
<b>EXPENDITURES</b>					
<b>Personnel</b>					
Salaries	102,417	131,489	152,257	166,250	170,393
Benefits	61,720	73,531	106,208	100,657	113,077
<b>Total Personnel</b>	<b>164,137</b>	<b>205,020</b>	<b>258,465</b>	<b>266,907</b>	<b>283,470</b>
<b>Services / Supplies</b>					
Professional Services	50,594	27,208	76,116	86,116	108,116
Employee Development	2,066	1,312	1,135	1,310	2,788
Supplies / Equipment	182,237	78,895	75,115	81,186	42,116
Utilities	19,274	38,169	32,310	45,110	47,610
Other	7,789	-	-	-	-
<b>Total Services / Supplies</b>	<b>261,960</b>	<b>145,584</b>	<b>184,676</b>	<b>213,722</b>	<b>200,630</b>
<b>Reimburse GF</b> (Support Functions)	28,000	28,000	28,000	28,000	28,000
<b>Transfer from GF</b>				(50,000)	
<b>Reimburse GF (Debt Service)</b>	889,309	870,124	870,685	850,685	856,827
<b>Total Non-Capital Exp.</b>	<b>1,343,406</b>	<b>1,248,728</b>	<b>1,341,826</b>	<b>1,309,314</b>	<b>1,368,927</b>
<b>Transfer to 4B Capital Proj.</b>	300,000	281,152	-	-	
<b>Equipment</b>	43,226	5,335	40,000	40,000	-
<b>Net Increase / (Decrease)</b>	<b>(450,727)</b>	<b>(266,559)</b>	<b>(30,986)</b>	<b>(14,422)</b>	<b>25,313</b>
<b>Working Capital Balance</b>	<b>\$ 373,513</b>	<b>\$ 106,954</b>	<b>\$ 204,499</b>	<b>\$ 92,532</b>	<b>\$ 117,845</b>

**RESOLUTION NO. 2018-2762**  
**Exhibit "A"**

Highland Village Community Development Corporation					
Debt Financed Projects					
	<i>Actual 2015-16</i>	<i>Actual 2016-17</i>	<i>Budget 2017-18</i>	<i>Projected 2017-18</i>	<i>Proposed 2018-19</i>
<b>Funding</b>					
Debt Issuance	-	-			
Funding from Operations	300,000	281,152	-	-	-
I-35 Remediation					-
Interest Earnings	-	-	-	-	-
<b>Total Available Project Funding</b>	<b>300,000</b>	<b>281,152</b>	-	-	-
<b>Misc small, fill-in / connector sections</b>	1,875	-	20,000	-	
<b>Doubletree Ranch Park</b>	1,444,637	659,483		-	-
<b>Total Capital Projects</b>	<b>1,446,512</b>	<b>659,483</b>	<b>20,000</b>	-	-
<b>Remaining Project Funding</b>	<b>378,332</b>	-	<b>285</b>	-	-

**RESOLUTION NO. 2018-2762**  
**Exhibit "A"**

Highland Village Community Development Corporation						
Working Capital Analysis (FY 2019 - Five Year Projection)						
	<i>Revised 2017-18</i>	<i>Proposed 2018-19</i>	<i>Proposed 2019-20</i>	<i>Proposed 2020-21</i>	<i>Proposed 2021-22</i>	<i>Proposed 2022-23</i>
<b>Beginning Fund Balance</b>	<b>106,954</b>	<b>92,532</b>	<b>117,845</b>	<b>\$ 159,160</b>	<b>\$ 270,803</b>	<b>\$ 397,122</b>
<b>REVENUES</b>						
<b>4B Sales Tax</b>	\$ 1,262,392	\$ 1,334,766	1,382,692	1,433,830	1,474,050	1,516,148
<b>Park Fees</b>	19,000	5,100	5,100	5,100	5,100	5,100
<b>Rental Income</b>	52,400	52,400	54,400	54,400	56,400	56,400
<b>Concession Fees</b>	600	600	600	600	600	600
<b>Linear Park Fees</b>	-	574	574	574	574	574
<b>Interest Income</b>	500	800	1,000	2,000	2,000	2,200
<b>Total</b>	<b>1,334,892</b>	<b>1,394,240</b>	<b>1,449,466</b>	<b>1,501,604</b>	<b>1,543,824</b>	<b>1,586,122</b>
<b>EXPENDITURES</b>						
<b>Personnel</b>						
Salaries	166,250	170,393	175,505	180,770	186,193	191,779
Benefits	100,657	113,077	118,165	123,483	129,040	134,846
<b>Total Personnel</b>	<b>266,907</b>	<b>283,470</b>	<b>293,670</b>	<b>304,253</b>	<b>315,232</b>	<b>326,625</b>
<b>Services / Supplies</b>						
Professional Services	86,116	108,116	100,700	114,200	104,800	118,300
Employee Development	1,310	2,788	1,710	1,710	1,710	1,710
Supplies / Equipment	81,186	42,116	77,176	38,706	38,796	59,406
Utilities	45,110	47,610	48,610	48,610	48,610	48,610
Other	-	-	-	-	-	-
<b>Total Services / Supplies</b>	<b>213,722</b>	<b>200,630</b>	<b>228,196</b>	<b>203,226</b>	<b>193,916</b>	<b>228,026</b>
<b>Reimburse GF</b> (Support Functions)	28,000	28,000	28,000	28,000	28,000	28,000
<b>Transfer from GF</b>	(50,000)					
<b>Reimburse GF (Debt Service)</b>	850,685	856,827	858,286	854,482	860,357	855,442
<b>Total Non-Capital Exp.</b>	<b>1,309,314</b>	<b>1,368,927</b>	<b>1,408,152</b>	<b>1,389,960</b>	<b>1,397,505</b>	<b>1,438,093</b>
<b>Transfer to 4B Capital Proj.</b>	-		-	-	20,000	20,000
<b>Equipment</b>	40,000	-	-	-	-	-
<b>Net Increase / (Decrease)</b>	<b>(14,422)</b>	<b>25,313</b>	<b>41,314</b>	<b>111,644</b>	<b>126,319</b>	<b>128,029</b>
<b>Working Capital Balance</b>	<b>\$ 92,532</b>	<b>\$ 117,845</b>	<b>\$ 159,160</b>	<b>\$ 270,803</b>	<b>\$ 397,122</b>	<b>\$ 525,151</b>

No Debt Financed Projects anticipated in five-year window.

**RESOLUTION NO. 2018-2762**  
**Exhibit "A"**

## **Project Summary**

### **Completed Projects**

- City Trail
- Victoria Trail
- Market Trail
- Village Park Trail
- Lake Vista Trail
- Highland Village Road (Village Park Trail connection to RR crossing)
- Practice Soccer Fields (LISD property)
- Crosswalk at FM 2499
- Market Trail / Village Park Connection
- Pedestrian Crosswalk Enhancements (Victoria Trail crossing @ Highland Village Rd), and City Trail crossing @ Briarhill Blvd)
- FM 2499 Sidewalk (City Trail at FM 2499 south to connect with Market Trail)
- Highland Village Road Trail - Phase IIb (Lions Club Park to Doubletree Ranch Park)
- Highland Village Road RR Crossing
- Marauder Park Lake Access
- Twin Coves Drive West side of Road @ Highland Shores Blvd. 5' sidewalk connector
- Castlewood Trail (including tie-in to FM 2499 Pedestrian Tunnel and City Trail)
- Southwood Trail
- Lakeside Community Park (707 HV Rd) Trailhead
- Doubletree Ranch Park

#### Small fill-in / connector sections completed

- Trail connection from Remington Dr. E. to Highland Village Road.
- Twin Coves Drive West side of Road @ Highland Shores Blvd. 5' sidewalk connector
- Trail Section on Spring Oaks Drive

### **Projects (Previously Identified) for Future Consideration (Listed in Priority Order)**

#### **Projects**

- Highland Village Road (Service Center to Sellmeyer Ln.) Estimated cost: \$561,200 (Eng. \$73,200, Construction \$488,000) **In process (Included in 2018 Parks Bond Issue)**
- Highland Village Road (City Hall to Service Center) Estimated cost: \$361,100 (Eng. \$47,100, Construction \$314,000) **In process (Included in 2018 Parks Bond Issue)**
- Chapel Hill City Trail / FM 2499 Pedestrian Tunnel Connector Estimated cost: \$195,500 (Eng. \$25,500, Construction \$170,000)
- Marauder Park Trail Head Estimated cost: \$391,000 (Eng. \$48,000, Construction \$343,000)
- Pilot Knoll Trail (Connection from FM 2499 Sidewalk at City Trail to Pilot Knoll Park)
- Victoria Trail (remainder)
- Pedestrian tunnel under KCS RR

**RESOLUTION NO. 2018-2762**  
**Exhibit "A"**

**Identified small fill-in / connector sections**

- Trail/Sidewalk connection on Castlewood Blvd. (west side) at FM 2499/Highland Shores Blvd. – Estimated cost: \$44,850 (Eng. \$5,850, Construction \$39,000)
- Briarhill Blvd. Across from the Jr. HS West side between the District Trail and Shannon Lane 5' sidewalk connector Estimate \$20,000 - on hold due to conflict with existing trees
- Highland Shores Blvd. at H. V. Road South Side 5' sidewalk/trail connector where bike lane ends due to right turn lane, connect to City Trail Estimate \$8,665 - Engineer currently evaluating best options for bike lane. On street bike lane markings may be the best solution for this location. If so, the City Street Dept. could do the markings at a minimal cost.

-  
Trail connector from Marauder Park Trail under FM2499 Bridge to connect to Shoreline trail access point (have easement from TxDOT for trail).

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

**AGENDA# 14**

**MEETING DATE: 07/24/18**

**SUBJECT: Consider Resolution 2018-2763 Casting the City's Vote for Representation to the Denco Area 9-1-1 District Board of Managers**

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

**BACKGROUND:**

The Denco Area 9-1-1 District (District) is governed by a locally elected or appointed Board of Managers, which is comprised of six members. Each member serves a term of two years beginning on October 1<sup>st</sup> of the year the member is appointed. Chapter 772 of the Health and Safety Code provides that two voting members of the Board of Managers of an emergency communications district shall be appointed jointly by all cities and towns lying wholly or partly within the District. One member, representing participating municipalities, is appointed each year. The remaining members are appointed by the Denton County Commissioners Court, Denton County Fire Chiefs Association and one non-voting member is appointed by the largest telephone company (Verizon). All voting members are eligible for re-appointment.

Each year, the Denco Area 9-1-1 District accepts nominations for candidates to represent municipalities. The District then forwards copies of all nominations to each municipality for their consideration and vote. At its September 2018 meeting, the Denco Area 9-1-1 District Board of Managers will count the votes and appoint the candidate with the highest number of votes to the Board of Managers for a two-year term beginning October 1<sup>st</sup>.

**IDENTIFIED NEED/S:**

To consider representation for the City of Highland Village and to vote for a candidate to serve on the Denco Area 9-1-1 District Board of Managers.

**OPTIONS & RESULTS:**

Council shall cast the City's vote for a candidate that has been nominated from a participating city in the Denco Area 9-1-1 District.

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

At the May 14, 2018 meeting, Council nominated Jim Carter to a slate of nominees for representation on the Board of Managers of the Denco Area 9-1-1 District.

Staff received correspondence from Denco Area 9-1-1 District Executive Director Mark Payne, advising nominations for the following were received for the representative position set to expire on September 30, 2018:

- ❖ Jim Carter - nominated by the Cities of Highland Village, Lewisville, Copper Canyon, Hickory Creek, North Lake, and Trophy Club
- ❖ Brandon Barth – nominated by the Town of Flower Mound
- ❖ Linda Hapeman – nominated by the City of Denton

❖ David Terre - nominated by the City of The Colony

Resumes for all four nominees has been provided to Council for consideration.

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

N/A

**RECOMMENDATION:**

To approve Resolution 2018-2763 casting the City's vote for a representative to the Denco Area 9-1-1 District Board of Managers.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2763**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS CASTING THE CITY'S VOTE FOR A MEMBER TO THE DENCO AREA 9-1-1 DISTRICT BOARD OF MANAGERS, AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, Texas Health and Safety Code Section 772 provides that two voting members of the Board of Managers of an Emergency Communications District shall be appointed jointly by all cities and towns lying wholly or partly within the District; and

**WHEREAS**, the Denco Area 9-1-1 District Executive Director has forwarded four nominations for the representative position on the Board of Managers.

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

**SECTION 1.** The City of Highland Village hereby casts its vote for \_\_\_\_\_ to serve as a member of the Denco Area 9-1-1 District Board of Managers.

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

**PASSED AND APPROVED** this the 24<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:7/18/18:101106)

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

**AGENDA# 16**

**MEETING DATE: 07/24/18**

**SUBJECT: Conduct Public Hearing and Consider Ordinance 2018-1249 Amending the Development and Use Regulations relating to the Property located at 2910 Justin Road, Highland Village, Texas located in the Barnett Center PD-C Zoning District (1<sup>st</sup> of two reads)**

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

**BACKGROUND:**

The City has received an application requesting an amendment to the use and development regulations of the Barnett Center Planned Development District (PD-C) as they relate to the use and development of the property located at 2910 Justin Road (“the Property”). The applicant, has contracted to purchase the Property subject to a condition that the Property can be used and developed for a Salon Booth Rental Business and Permanent Cosmetics and Makeup in association with the Applicant’s Permanent Cosmetics equipment and supply distribution business and Permanent Cosmetics school, which the Applicant also desires be located on the Property. The Permanent Cosmetics and Makeup school would consist of training, education, and certification of permanent cosmetic technicians.

**BACKGROUND FACTS**

1. The existing building is approximately 10,000 square foot and was once occupied by Tutor Time.
2. The requested amendment would be specific to the Property.
3. The Property is presently zoned as Planned Development-Commercial (PD-C) (“the Barnett Center PD-C”) pursuant to Ordinance No. 03- 925, as amended by Ordinance No. 04-949 (collectively, the PD-C Ordinance”).
4. Uses permitted within the Barnett Center PD-C are those that are permitted within a Commercial “C” zoning district unless expressly contained within the list of prohibited uses set forth in the PD-C Ordinance.
5. In accordance with the PD-C Ordinance, uses within a Commercial “C” zoning district that require a conditional use permit also require a conditional use permit within the Barnett Center PD-C.
6. A Salon Booth Rental Business must obtain a conditional use permit if locating within a Commercial “C” zoning district. Consequently, based on current zoning, before commencing operation of a Salon Booth Rental Business on the Property, approval of a conditional use permit is required.
7. In accordance with Section 29.10 of the Comprehensive Zoning Ordinance, the application of permanent cosmetics or make-up may only occur as an *incidental use* in association with operation of a barbershop, beauty shop, skin care or cosmetics salon, nail salon, or similar business that constitutes the primary use and **which is**

**located in an “R” Retail District.**

8. One or more people or entities leasing booths in a Salon Booth Rental Business located in an “R” Retail District may do so provided the gross floor area in which permanent cosmetics or makeup is provided does not constitute more than 15% of the entire Salon Booth Rental Business. Because the base zoning for the Barnett Center PD-C is “C” Commercial and not “R” Retail District, Permanent Cosmetics and Makeup is not presently a permitted incidental use in the Barnett Center PD-C, even in a barbershop or beauty salon located in the Barnett Center PD-C, which uses are otherwise permitted in a “C” Commercial district.
9. Even if a Permanent Cosmetic and Makeup use were a permitted incidental use to a Salon Booth Rental Business proposed on the Property, the area that may be used for Permanent Cosmetic and Makeup use would be limited to no more than 15% of the building area devoted to the Salon Booth Rental Business, not 15% of the entire building.

**SUMMARY OF APPLICANT’S REQUEST**

The Applicant is requesting that the use and development regulations, as they relate only to the Property, be amended as follows:

1. That a Salon Booth Rental Business be a permitted use on the Property, but constituting no more than 50% of the floor area of the existing building.
2. That application of Permanent Cosmetics and Make-Up be permitted within the Salon Booth Rental Business as a primary use, not to exceed 35% of the floor area of the existing building.
3. That the definition of “Permanent Cosmetics and Make-Up” be expanded to include applications for medical/aesthetic purposes on a person's face or body:
  - (1) to cover a skin imperfection, including but not limited to, scars, stretch marks, birth marks, freckles, age spots or ambiguities in the hair or hairline (hair stimulation/filler) or other similar skin conditions, or
  - (2) to restore the hue, shape, and texture of a person's areola following surgery or where the areola naturally lacks pigmentation.

Because private trades schools, wholesale beauty supply, and wholesale distribution centers are permitted uses within a “C” Commercial zoning district, the Applicant does not need to request an amendment to develop and use the Property for other aspects of the Applicant’s business, including the trade school for Permanent Cosmetic technicians. In an effort to ensure the proposed trade school does not become a full-blown salon for the application of Permanent Cosmetics, certain restrictions on the operation of the proposed trade school are being proposed as part of the ordinance in order to distinguish it from the tenants of the Salon Booth Rental Business who are engaged in the application of Permanent Cosmetics.

**IDENTIFIED NEED/S:**

To amend the use and development regulations applicable to the Property, public hearings are required to be conducted by both the Planning and Zoning Commission and City Council. All public hearing notifications requirements have been met. Prior to the City Council taking any action on the application, the Commission must review the application and make a recommendation for action to the City Council.

## **OPTIONS & RESULTS:**

Options are to review and (1) approved as submitted, (2) approved with modifications, or (3) deny the request Or (4) postpone for additional information.

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

At the July 17, 2018, Planning and Zoning Commission meeting, the Commission, with a vote of 4-0, recommended the City Council approve the Ordinance as presented.

As of the date of preparation of this briefing, July 18, 2018, staff has received one (1) inquiry regarding this item.

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

An amendment to the Ordinance is required. A copy of the draft ordinance prepared by the City Attorney and recommended for approval by the Commission is attached.

## **RECOMMENDATION:**

Staff recommends the City Council consider the recommendation made by the Planning and Zoning Commission and make a determination on approval of the First read of Ordinance No. 2018-1249.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2018-1249**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND ZONING DISTRICT MAP OF THE CITY OF HIGHLAND VILLAGE AS PREVIOUSLY AMENDED, BY AMENDING THE DEVELOPMENT AND USE REGULATIONS RELATING TO LOT 1, BARNETT CENTER, PHASE 1 (COMMONLY KNOWN AS 2910 JUSTIN ROAD), LOCATED IN THE BARNETT CENTER PD-C PLANNED DEVELOPMENT DISTRICT; ADOPTING DEVELOPMENT REGULATIONS; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE**

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

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

**SECTION 1.** The Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as amended (collectively, the "Zoning Ordinance"), by amending as set forth in Section 2 of this Ordinance the use and development regulations relating to the use and development of Lot 1, Barnett Center Phase 1, an addition to the City of Highland Village, Denton County, Texas, according to the plat thereof recorded in Cabinet S, Page 181, Plat Records, Denton County, Texas ("the Property"), commonly known as 2910 Justin Road and located in the Barnett Center PD-C Planned Development District (the "Barnett Center PD-C").

**SECTION 2.** The Property shall be developed and used only in accordance with the development and use regulations applicable to the Barnett Center PD-C except as modified as follows:

- A.** The Property may be used and developed as a Salon Booth Rental Business subject to the following:
- (1) The Salon Booth Rental Business shall be located within the existing building located on the Property as of the effective date of this Ordinance ("the Building");
  - (2) No more than 50% of the gross area of the Building may be developed and used as a Salon Booth Rental Business; and

- (3) No signs advertising or otherwise identifying the Salon Booth Rental Business nor any tenant or operator leasing space within the Salon Booth Rental Business shall be located on the exterior of the Building.

**B.** In addition to the other uses permitted within the definition of Salon Booth Rental Business as set forth in Section 39 of the Zoning Ordinance, spaces within the Salon Booth Rental Business area of the Building may be leased and used for the application of Permanent Cosmetics and Make-Up as a primary use subject to the following:

- (1) Except as provided in Section 2.C., below, businesses engaged in the application of Permanent Cosmetics and Make-Up shall be located within the portions of the Building developed and used for the Salon Booth Rental Business and shall occupy no more than thirty-five percent (35%) of the gross area of the Building;
- (2) No signs advertising or otherwise identifying individual tenants of the Salon Booth Rental Business engaged in the application of Permanent Cosmetics and Make-Up shall be located on the exterior of the Building; and
- (3) Signs complying with the sign regulations applicable to the Barnett Center PD-C that identify the primary tenant or owner of the Building and businesses other than the Salon Booth Rental Business may be installed provided such sign shall not contain the word "tattoo".

**C.** Notwithstanding anything to the contrary in Section 2.B., above, the application of Permanent Cosmetics and Make-Up by a person enrolled as a student in a private business or trade school whose curriculum includes courses for the training, education and certification of permanent cosmetic technicians or by a teacher of such courses is permitted on the Property subject to the following:

- (1) The person to whom the Permanent Cosmetics and Make-Up is applied ("the Model") is not required to pay a fee of more than fifty percent (50%) of the average charge for a similar procedure charged by the tenants of the Salon Booth Rental Business located within the Building;
- (2) The person performing the application of Permanent Cosmetics and Make-up as part of the person's course work as a student of the school shall not be compensated for such work;
- (3) At the time of application for a building permit to remodel the Building, the owner of the Building shall present a floorplan that designates the area of the Building to be used for operation of the private business or trade school; and
- (4) The area of the Building used and developed for the private business or trade school described in this Section 2.C. shall at no time be used for a Salon Booth Rental Business; provided, however, nothing in this Ordinance shall be construed as prohibiting the owner or tenant of the Building from using offices and a reception area located within the Building to conduct administrative and management functions concurrently for the school, the Salon Booth Rental Business, and/or such other uses as may be permitted on the Property.

- D.** For purposes of this Ordinance, “Permanent Cosmetics and Make-Up” means tattooing which is limited to the insertion of a pigment under the skin through needles or microblading:
- (1) on a person’s face:
    - (a) in the area of a person’s eyes for the purpose of creating permanent eye shadow on the person’s eyelids, eyebrows, or eyeliner; or
    - (b) on or adjacent to a person’s lips for the purpose of creating permanent lip color or lip liner; and
  - (2) for medical and/or aesthetic purposes on a person’s face or body:
    - (a) to cover a skin imperfection, including but not limited to, scars, stretch marks, birth marks, freckles, age spots or ambiguities in the hair or hairline (i.e., hair stimulation/filler) or other similar skin conditions, or
    - (b) to restore the hue, shape, and texture of a person's areola following surgery or where the areola naturally lacks pigmentation;

which, when completed, the application is intended to appear as a natural part of the person’s face or body and does not include pictures or shapes that are otherwise not naturally occurring on the body.

**SECTION 3.** All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling.

**SECTION 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 Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE,  
TEXAS, ON FIRST READING ON THIS THE 24<sup>TH</sup> DAY OF JULY, 2018.**

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

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**

(kbl:7/16/18:100923)

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

**AGENDA# 17**

**MEETING DATE: July 24, 2018**

**SUBJECT: Consider Ordinance 2018-1250 Adopting Certain Budget Amendments Pertaining to the Fiscal Year 2017-2018 Budget (1<sup>st</sup> of two reads)**

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

**BACKGROUND:**

Each department is responsible for not exceeding the amounts budgeted in each of three categories – Personnel, Services/Supplies, and Capital. Category subtotals of departmental expenditures thus provide the level of budgetary control. Should a need arise for reallocation between categories or between departments, budget amendments are then presented for Council consideration.

**IDENTIFIED NEED/S:**

This is the first amendment presented to Council this fiscal year. This amendment mirrors the year-end projections detailed in the budget discussions. Some of the proposed adjustments reflect encumbrances from FY 2016-2017 that were actually paid in FY 2017-2018. This amendment is to ensure sufficient appropriation for the year-end projections. In total, projected expenditures of \$17,958,797 are \$360,739 more than the original budget of \$17,598,059. In addition, projected GF transfers to other funds totals \$66,000, compared to the original budgeted amount of \$16,000. Projected revenues of \$16,841,110 reflect an increase of \$186,972 over the original budget, which partially offset the expenditure increase. The projected FY 2018 year-end fund balance is \$6,742,272 – exceeding the original budgeted projected amount of \$4,512,361. The presented amendments are primarily to ensure sufficient appropriation for each category; however, not every deviation from the budget amount is enumerated.

**General Fund**

Projected expenditures of \$17,958,797 exceed the original budget by \$360,739

Primary factors comprising the majority of the requested increased budget appropriation:

- Personnel budget changes in various departments are suggested to address factors incurred during the year that were not known when budgeted, such as mid-year adjustments, personnel changes, insurance coverage election, etc. Also, some personnel expenditures are budgeted in a single department, such as the RHS, with actual expenditures charged to the respective departments. This amendment reallocates the associated appropriation. In total, projected personnel expenditures are within the budgeted amount.
- In FY 2017, a hail storm brought widespread damage to City facilities, requiring replacement of roofs and repair of a number of vehicles. Increased appropriation of \$960,000 in the Maintenance Department is needed to address the repair costs carried over from FY 2017. The corresponding insurance settlement proceeds of \$1.1M were received in FY 2017.
- Also carried over from FY 2017 is a street overlay program that was completed in FY 2018. While budgeted last year, this amendment is to re-appropriate for this year to address the expenditure amount of \$91,000.

- An amount of \$500,000 was budgeted in the City Manager budget for potential economic development participation. It was determined that there was not a demonstrated need, thus – with Council direction, it is to be reallocated to other needs: IT - \$110,000 data storage, Streets - \$91,000 for concrete street repairs, and \$275,000 related to shade structures and playground equipment at Doubletree Ranch Park.

	<u>Budget</u>	<u>Projected</u>	<u>Variance</u>	
<b>Personnel</b>	\$ 11,985,237	\$ 11,839,164	\$ (146,073)	Under budget in total, however requiring departmental reallocation primarily due to RHS budgeted in HR budget - distributed based on actual allocation.
<b>Svcs / Supplies</b>				
Prof Svcs	1,403,078	1,360,586	(42,492)	
Employ Devel	345,135	325,183	(19,952)	
Supplies / Equip	1,004,935	1,859,926	854,991	Carried over from FY 2017 - roof replacement from hail storm
Utilities	381,832	325,808	(56,024)	
Other	1,903,133	1,406,214	(496,919)	FY 17 street overlay program carried over (\$91K), offset by \$500K Econ Devel. Reallocated and \$85K Contingency not used
<b>Total Svcs / Supplies</b>	5,038,113	5,277,717	239,604	
<b>Capital</b>	<u>574,709</u>	<u>841,916</u>	<u>267,207</u>	Reallocation from Econ Devel - Data Storage (\$100K), DTR Shade Structures / Playground equipment (\$275K)
<b>Total</b>	\$ 17,598,059	\$ 17,958,797	\$ <b>360,738</b>	

Individual allocations are detailed in the worksheet following:

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

Budgetary changes to Fund Balance are detailed on the request worksheets following.

**RECOMMENDATION:**

To approve the first read of Ordinance No. 2018-1250 as presented.

# Budget Amendment Request Worksheet

## Line Item for Proposed Change:

<u>Department</u>	<u>Category</u>	<u>Current Budget (Annual)</u>	<u>Proposed Budget (Annual)</u>	<u>Increase / Decrease</u>
City Manager	Personnel	397,154	417,154	20,000
City Manager	Services/Supplies	794,203	219,203	-575,000
Finance	Personnel	956,458	991,458	35,000
Human Resources	Personnel	421,277	311,277	-110,000
City Secretary	Personnel	190,016	210,016	20,000
Information Services	Personnel	634,555	654,555	20,000
Information Services	Capital	0	110,000	110,000
Police	Personnel	4,330,030	4,180,030	-150,000
Fire	Personnel	2,360,077	2,410,077	50,000
Fire	Services / Supplies	602,080	617,080	15,000
Community Services	Personnel	426,819	481,819	55,000
Community Services	Services / Supplies	22,658	27,658	5,000
Streets	Personnel	663,380	683,380	20,000
Streets	Services / Supplies	705,877	790,877	85,000
Streets	Capital	77,000	80,000	3,000
Maintenance	Services / Supplies	539,537	1,439,537	900,000
Maintenance	Personnel	327,979	332,979	5,000
Parks	Services / Supplies	486,999	516,999	30,000
Parks	Capital	219,609	434,609	215,000
Transfers	Transfers Out	16,000	66,000	50,000
Revenues	Interest Income	-56,000	-156,000	-100,000
<b>General Fund Balance</b>			<b>Net Change</b>	<b>\$ 703,000</b>

**Reason for Request**

**Personnel** (Various departments) – Actual charges vary from budget resulting from various issues: reallocation of RHS from lump sum in HR Budget to departments, employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc) in total, projected expenditures under budget by \$146K.

**City Manager Services / Supplies** - \$-575,000 mostly related to reallocation of budgeted Econ Develop funds as well as not using budgeted contingency

**Human Resources Personnel** – \$-110,000 budget appropriation for 401a and RHS reallocated to departments

**Information Services Capital** – \$110,000 related to network data storage device

**Fire Services / Supplies** – \$15,000 related to uniform purchases

**Community Services Personnel** - \$55,000 overtime resulting from Fire and Street Dept personnel assisting with roofing inspections to relieve backlog resulting from last yr hail storm

**Community Services Services / Supplies** - \$5,000 Various supplies

**Streets Services / Supplies** - \$85,000 from FY 17 street overlay program carried over to FY 18

**Streets Capital** - \$3,000 Replacement vehicle slightly over expected cost

**Maintenance Services / Supplies** – \$900,000 related to City buildings (roofs) repaired resulting from hail storm (insurance proceeds received in FY 17)

**Parks Services / Supplies** – \$30,000 related to Sunset Park design and increase in ROW mowing contract

**Parks Capital** – \$215,000 DTR shade covers and playground equipment (redirected from Econ Devel budget

**Transfers**- \$50,000 transfer to Highland Village Community Development Fund associated with budget amendments related to DTR.

# Budget Amendment Request Worksheet

## Line Item for Proposed Change:

<u>Department</u>	<u>Category</u>	<u>Current Budget (Annual)</u>	<u>Proposed Budget (Annual)</u>	<u>Increase / Decrease</u>
HVDCDC	Personnel	258,465	273,465	15,000
HVDCDC	Services / Supplies	184,676	219,676	35,000
Corps Leased Parks	Services / Supplies	129,171	244,171	115,000
Corps Leased Parks	Capital	280,300	362,300	82,000
PEG Fee Fund	Services / Supplies	3,000	7,000	4,000
Public Safety Fund	Revenues	-25,600	-79,600	-47,000
Public Safety Fund	Services / Supplies	3,600	9,600	6,000
Public Safety Fund	Capital	0	35,000	35,000
Court Technology	Services / Supplies	5,500	5,700	200
Utility Admin	Personnel	285,590	300,590	15,000
Utility Operations	Personnel	1,358,339	1,398,339	40,000

**Reason for Request**

**Utility Admin** – Personnel - \$15,000

**Utility Operations** – Personnel - \$40,000 largely due to actual selection of health insurance coverage varying from that anticipated with budget

**HVDCDC** – Personnel - \$15,000 primarily due to increased OT with opening of DTR Park, Services / Supplies - \$35,000 related to increase in contracted mowing contract, utilities, and construction of barrier railing adjacent to Splash Pad

**Corps Leased Parks** – Services / Supplies - \$115,000 – clean-up / maintenance to prepare Copperas Park for re-opening, rental of portable restrooms at Pilot Knoll during renovation of restroom facilities *Capital* - \$82,000 renovation of restroom at Pilot Knoll (carried over from FY 17).

**PEG Fee Fund** – Services / Supplies - \$4,000 related to A/V equipment for Council Chambers

**Public Safety Fund** – *Capital* - \$35,000 related to purchase of fingerprinting system, *Services / Supplies* \$6,000 *Revenues* - \$47,000 allocation of forfeiture monies from Denton County.

**Public Safety Fund** – *Services / Supplies* \$6,000 *Capital* - purchase of electronic fingerprinting system (and associated maintenance), funded by Denton County contribution

**Court Technology Fee Fund** – *Services / Supplies* - \$200

UTILITY.FUND	<b>Net Change \$ - 55,000</b>
HVDCDC	<b>Net Change \$ - 50,000</b>
CORPS LEASED PARKS FUND	<b>Net Change \$ - 197,000</b>
PEG FEE FUND	<b>Net Change \$ - 4,000</b>
PUBLIC SAFETY FUND	<b>Net Change \$ 6,000</b>
COURT TECHNOLOGY FEE FUND	<b>Net Change \$ - 200</b>

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2018-1250**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ADOPTING AMENDMENTS TO THE FISCAL YEAR 2017-2018 BUDGET; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Highland Village, Texas has lawfully adopted a budget for fiscal year 2017-2018 ("2017-18 Budget"), by prior action of the City Council; and

**WHEREAS**, the City Manager has prepared, as required by Article VI, Section 6.08 of the City Charter, an amendment to certain appropriations and expenditures in the 2017-18 Budget, and has submitted same to the City Council for its review and approval, a copy of which is attached to this Ordinance; and

**WHEREAS**, the City Council of the City of Highland Village has determined that this budget amendment is necessary and appropriate to preserve and protect the health, safety and welfare of the citizens of the City of Highland Village as well as other persons in the City.

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

**SECTION 1.** The Fiscal Year 2017-18 Budget amendments, attached hereto as Exhibit "A" and incorporated herein by reference, are hereby authorized, approved and adopted.

**SECTION 2.** If any section, subsection, paragraph, sentence, clause, phrase or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect, and to this end, the provisions of this Ordinance are declared severable.

**SECTION 3.** This Ordinance shall take effect immediately from and after its passage on second reading.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE FIRST READING, THIS THE 24<sup>th</sup> DAY OF JULY, 2018.**

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

**APPROVED:**

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

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:7/20/18:101161)

**Ordinance No. 2018-1250  
Exhibit "A"**

## Budget Amendment Request Worksheet

### Line Item for Proposed Change:

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PUBLIC SAFETY FUND	<b>Net Change \$</b>	<b>6,000</b>
COURT TECHNOLOGY FEE FUND	<b>Net Change \$</b>	<b>- 200</b>

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

**AGENDA# 18**

**MEETING DATE: 07/24/18**

**SUBJECT: Status Reports on Current Projects and Discussion on Future  
Agenda Items**

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

**COMMENTS**

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



## UPCOMING EVENTS

July 24, 2018	HVDCD (4B) Mtg. 5:00 pm
<b>July 24, 2018</b>	<b>Regular City Council Mtg. 7:30 pm</b>
August 2, 2018	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<b>August 14, 2018</b>	<b>Regular City Council Mtg. 7:30 pm</b>
August 20, 2018	Park Board Mtg. 6:00 pm (if needed)
August 21, 2018	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<b>August 28, 2018</b>	<b>Regular City Council Mtg. 7:30 pm</b>
<b>September 3, 2018</b>	<b>City Offices Closed in Observance of Labor Day</b>
September 6, 2018	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<b>September 11, 2018</b>	<b>Regular City Council Mtg. 7:30 pm</b>
September 17, 2018	Park Board Mtg. 6:00 pm (if needed)
September 18, 2018	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<b>September 25, 2018</b>	<b>Regular City Council Mtg. 7:30 pm</b>
September 4, 2018	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<b>September 9, 2018</b>	<b>Regular City Council Mtg. 7:30 pm</b>
September 15, 2018	Park Board Mtg. 6:00 pm (if needed)
September 16, 2018	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<b>September 23, 2018</b>	<b>Regular City Council Mtg. 7:30 pm</b>

Note - Please visit [www.highlandvillage.org](http://www.highlandvillage.org) or the City Hall bulletin board for the latest meeting additions and updates