



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

**REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
TUESDAY, AUGUST 14, 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. Receive an Update regarding Projects, Operations and Services from Upper Trinity Regional Water District (UTRWD)**
- 2. Discuss the Utility Fund Budget and Follow Up Discussion on the General Fund Budget and Special Revenue Funds for Fiscal Year 2018-2019**
- 3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of August 14, 2018**

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

**CLOSED SESSION  
Training Room**

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

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

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

8. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers' Request form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
9. **City Manager/Staff Reports**
  - **HVTV Update**
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 Ceremony of New Police Officers**

### **CONSENT AGENDA**

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

11. **Consider Approval of Minutes of the Regular City Council Meeting held on July 24, 2018**
12. **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 (2<sup>nd</sup> and final read)**
13. **Consider Ordinance 2018-1250 Adopting Amendments to the Fiscal Year 2017-2018 Budget (2<sup>nd</sup> and final read)**
14. **Consider Resolution 2018-2764 Awarding and Authorizing a Contract with Reynolds Asphalt & Construction Company for the 2018 Asphalt Overlay Project**
15. **Receive Investment Report for the Quarter Ending June 30, 2018**
16. **Receive the Budget Reports for Period Ending June 30, 2018**

### **ACTION AGENDA**

17. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**
  - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
18. **Discuss Ad Valorem Tax Rate for Year 2018 and Consider Taking Record Vote if Proposed Tax Rate Exceeds the Lower of the Rollback or the Effective Tax Rate and**

Consider Setting Two Public Hearing Dates of August 28, 2018 and September 11, 2018 on the Proposed Fiscal Year 2018-2019 Budget and Tax Rate

19. Consider Resolution 2018-2765 Ratifying the Emergency Declaration and Authorizing the City Manager to Negotiate and Execute Agreement(s) with Layne Christensen Company for Repairs to the Lake Vista and FM 407 Water Wells

**LATE WORK SESSION**

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

20. 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.)
21. 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 10<sup>TH</sup> DAY OF AUGUST, 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: 08/14/18**

**SUBJECT: Receive an Update regarding Projects, Operations and Services from Upper Trinity Regional Water District (UTRWD)**

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

**COMMENTS**

A representative from UTRWD will provide an update regarding their projects, operations and services.

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

**AGENDA# 2**

**MEETING DATE: 08/14/18**

**SUBJECT: Discuss the Utility Fund Budget and Follow Up Discussion on the General Fund Budget and Special Revenue Funds for Fiscal Year 2018-2019**

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

**COMMENTS**

City staff will provide information relating to the Utility Fund Budget and a follow up discussion on 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

August 14, 2018

Honorable Mayor Charlotte Wilcox and Members of City Council,

It is my pleasure to submit the Draft City of Highland Village Fiscal Year 2018 – 2019 Budget Message to the City Council and citizens of Highland Village. This year's budget message is a living document up until the final approval of the Fiscal Year 2018 – 2019 Budget. As we present and construct the budget, I will continue to modify my budget message reflecting the changes that 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" by *D Magazine*.

Historically, our Mission Statement and Values were utilized to focus and direct the organization communicating the intended direction of the City. Recognizing the power of both the Mission Statement and Values, these provided us excellent framework in stating our City Objectives which maintain drive and focus toward our Values. A major component in achieving success is refining our Mission Statement, Values, and City Objectives in a clear direction for not only this Fiscal Year, but in guiding our five-year forecast as well. It is the goal of both Council and staff to maintain our organization and the community as a whole in a positive direction, efficiently providing necessary services for residents. Included with the budget message is our refined Departmental Objectives which reflect the corresponding values.

In accordance with the Texas Local Government Code and the Charter of the City of Highland Village, the proposed Annual Budget and Program of Services 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 budget message 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 within the City of Highland Village, our assessed valuation growth has been very positive and steady. The assessed valuations from Denton Central Appraisal District (DCAD) for this budget year has increased 5.6%. An increase of 3.8% over Fiscal Year 2017 – 2018 revenue, providing an additional \$640,771 for Fiscal Year 2018 - 2019. Due to the combination of a solid year end projection along with an increase in our final tax role, we are projecting a Fund Balance of 38% or \$6,744,126. During this early stage of preparing the Fiscal Year 2018 – 2019 Budget, it is staff's recommendation to bring forward a major capital expense that is identified in the Fiscal Year 2019 – 2020 Budget (the purchase of a Fire Engine and Ambulance) to Fiscal Year 2018 – 2019 Budget. In addition, we are also recommending a

two-stage tax decrease totaling \$0.01. The first \$0.005 would be implemented with the Fiscal Year 2018 – 2019 Budget. This would allow the City to establish a benchmark and implement the second stage, another \$0.005, with the Fiscal Year 2021 – 2022 Budget.

Highlighted in this document are the Mission Statement, Values, City Objectives, and Departmental Objectives for the City. Thus 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.

- **Tax Rate Management:** For the Fiscal Year 2018 – 2019 Budget, our certified tax roll provides an increase of 5.6%. The tax rate is 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 approved with Fiscal Year 2018, which was a decrease from previous years. We are recommending a \$0.005 decrease bringing the tax rate to \$0.56302 for Fiscal Year 2018 – 2019.
- **Assessed Valuation:** Denton Central Appraisal District (DCAD) is projecting growth in our assessed values. With the proposed tax decrease, the certified tax role provides \$563,852 additional revenue, with \$361,290 of that amount directed to debt service, leaving \$202,562 additional funding for the General Fund.
- **Fund Balances:** Our Financial Policies require a minimum of 20% Fund Balance, with a targeted range of 20% to 25%. Our initial projection in the five-year forecast reflected an estimated Fund Balance of approximately 38% for Fiscal Year 2019. Therefore, it is the recommendation of staff to bring forward a major capital expense which is currently identified in the Fiscal Year 2019 – 2020 Budget (the purchase of a Fire Engine and Ambulance) to the Fiscal Year 2018 – 2019 Budget.
- **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 has identified a 4% performance/merit pool increase.

## **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.

## **VALUES**

### **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 the 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.

## DEPARTMENTAL OBJECTIVES WITH CORRESPONDING CORE VALUES

### FINANCE DEPARTMENT

- **Teamwork** In conjunction with Information Services, complete data conversion of Utility Billing, Municipal Court, and Cash Collections software to current version.
- **Accountable** Review the EMS fee structure and billing model and recommend changes if necessary to facilitate cost recovery with the 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 an audit of targeted cash collection functions throughout the City.

### MARKETING & COMMUNICATIONS

- **Communication** Work with Public Works to educate residents on guidelines and services of the new solid waste provider, Community Waste Disposal.
- **Communication** Increase use of the City website and social media platforms 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 citywide 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 Information Services 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** Upgrade all computers to the Windows 10 Operating System, 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 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 Information Services 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 on 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, such as the TXFallenPD Tribute Event, Special Olympics Texas, and the 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 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 the 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 the 2018 Asphalt Overlay Program 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 Projects.
- **Service** Implement a pavement stripping plan for the Inland Trail System 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 by installing and retrofitting LED lighting in City Hall to replace all T-8 fluorescent fixture.
- **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 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 AND DRAINAGE)**

- **Accountable** Identify and reduce Inflow and Infiltration (I&I) 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 Railroad 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.

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

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

For this Fiscal Year, we have experienced a 5.6% growth in our property values from Denton Central Appraisal District. Although it is the largest element of General Fund revenues, property tax is only one of several revenue sources used to fund City operations. Other sources include sales tax, franchise fees, fines, development fees, charges for service, interest income, and miscellaneous revenue. The tax rate is split between two components – Maintenance & Operations and Debt Service.

The proposed base Fiscal Year 2018 – 2019 General Fund expenditures total \$17,380,424 with \$335,658 identified for supplemental requests. An additional \$1,104,000 is identified in Capital Expense for the one time purchase of a new Fire Engine and Ambulance. These expenditures are accounted for in twelve separate department budgets, which reflect a base budget decrease of 1.0% from Fiscal Year 2017 – 2018, or an increase of 6.9% including supplemental requests and the purchase of both the Fire Engine and Ambulance. The total budget amounts to \$18,820,082.

The following chart is a summary of all departments categorized into three components Personnel, Services/Supplies, and Capital.

<b>Proposed General Fund Fiscal Year 2019 Expenditure (By Category)</b>			
	<b>FY 18 Budget</b>	<b>FY 19 Base</b>	<b>Change</b>
<b>Personnel</b>			
Wages	8,662,992	8,927,814	264,822
Benefits	<u>3,322,245</u>	<u>3,421,971</u>	<u>99,725</u>
<i>Total Personnel</i>	<i>11,985,237</i>	<i>12,349,785</i>	<i>364,548</i>
<b>Services/Supplies</b>			
Professional Services	1,403,078	1,473,011	69,934
Employee	345,135	356,211	11,076
Development			
Supplies/Equipment	1,004,935	1,060,337	55,402
Utilities	381,832	334,408	(47,424)
Other	<u>1,903,133</u>	<u>1,436,672</u>	<u>(466,461)</u>
<i>Total</i>	<i>5,038,113</i>	<i>4,660,639</i>	<i>(377,473)</i>
<i>Services/Supplies</i>			
<b>Capital</b>	<u>574,709</u>	<u>1,474,000</u>	<u>899,291</u>
<b>Total</b>	<b>17,598,059</b>	<b>18,484,424</b>	<b>886,365</b>

### 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 that we remain competitive with the market, we have proposed a 4% performance/merit pool increase.
- In an ongoing effort to provide quality health care options, we are proposing to maintain coverage with our current health insurance provider with an increase of 5%.

### Community Identity

- Our first gated community, which will provide 102 single family residential units for residents age 55 or older, is currently under construction. Only 33 new home applications remain to be submitted.
- Doubletree Ranch Park is open and fully operational. As we approach the one year anniversary, we are closely monitoring operations and expenditures in accordance with 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.
- In our equipment replacement schedule we identify and budget for the replacement of all rolling stock. Based on our replacement policy, Fire Engines are targeted for a 15 year replacement schedule, and Ambulances are on a 7 year replacement schedule. Both the

reserve Engine and Ambulance are identified to be replaced. Once replaced, they will become the frontline response equipment and the current frontline equipment will be placed in reserve. The current reserve Engine is a 2005 model, and the reserve Ambulance is a 2013 model.

- 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 Fund, 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 projected year-end FY 2018 unrestricted Fund Balance in the General Fund is \$6,735,621. This balance represents 38% of the projected Fiscal Year 2018 total General Fund expenditures, exceeding the target range of 20% to 25%. This provides opportunity, and is our recommendation, to purchase a new Fire Engine and Ambulance outright with the proposed FY 2019 Budget. This will decrease our Fund Balance to 30% but will still allow us to meet fund balance targets in our five-year forecast.

### **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 the City 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 \$7.15M general obligation bond was issued in 2018 to address targeted Street Improvements (\$2.8M) and Parks and Recreation Improvements (\$4.29M).

#### ***Parks and Recreation Improvements (\$4.29M)***

##### ***Unity Park***

Unity Park is the sole community park and includes multiple amenities for resident use. Improvements include:

- Kids Kastle is at the end of its useful life. The treated wood structure will be replaced with new recycled plastic materials that will provide increased safety and less maintenance. Estimated cost for this project is \$600,250.
- The ponds at Unity Park require dredging to remove the accumulated silt as well as improvements to address drainage considerations. A study was conducted in 2017 recommending improvements to accommodate a 50-year flood, which will also benefit the surrounding area. The projected cost to complete this project is \$925,431.
- A section of Unity Park will be redeveloped to add an additional softball field to complement the existing baseball fields. This redevelopment also includes addressing adjacent sidewalk sections in need of repair and adjustment to meet ADA guidelines. The anticipated cost of these projects is \$1,021,250.

*Other Park Projects*

- Brazos Parking Lot Extension – A parking lot was constructed at Brazos Park several years ago to relieve parking on adjacent streets. Popularity of these fields has prompted the need to increase the size of the parking area by an additional 50 spaces. The estimated cost of this expansion is \$353,000.
- Victoria Park Walking Trail/Track – The current walking track is badly cracked and uneven, creating potential tripping hazards. Resurfacing and replacing the existing track with a six foot concrete path is anticipated to cost \$198,000.
- Highland Village Road Trail Segment – Construction of a sidewalk on Highland Village Road from the Municipal Complex to Sellmeyer Lane will increase pedestrian safety and connect residents to amenities along Highland Village Road. A large number of residents adjacent to this section do not have direct access to the Inland Trail System connecting them to Lions Club Park, Lakeside Community Park, and Doubletree Ranch Park. This presents a potential safety issue as people walk Highland Village Road to access these amenities. The estimated cost for this trail segment is \$922,300.
- Sunset Point Park – This park is classified as a mini park and serves local residents as a neighborhood park that provides water access to Lewisville Lake. At this time, a scaled down version of this project, consisting of roadway improvements to allow for emergency vehicle turn around capabilities is anticipated. Further development will be reevaluated at a later date. The roadway improvements are expected to cost \$162,700.

**Street Improvements (\$2.8M)**

The City of Highland Village conducts a Pavement Condition Inventory Survey to determine the priority of streets that need repair, overlay, or full reconstruction. The streets to be addressed with this proposition have reached the end of their life cycle and are in need of full reconstruction. They are as follows:

Rosedale Street	Springway Drive
Ranier Court	Mockingbird Drive
Catesby Place	Post Oak Drive
Rockland Drive	Pecan
Hickory Ridge Drive	Raintree Drive
Oak Forest Drive	Greensprings Street
Winding Creek Drive	Duvall Boulevard
Dickinson Drive	Baird Circle
South Clearwater Drive	Donna Circle

Scenic Drive	Savanna Drive
North Clearwater Drive	Arbor Court

### **Debt Service Fund**

This fund is utilized to account for the debt obligations of the City. Debt Service for Fiscal Year 2018 – 2019 is \$2,733,998 reflecting an increase of \$344,431 from Fiscal Year 2018 due to the new Debt Issue from the November Bond Election for the aforementioned Streets and Parks and Recreation Improvements. The corresponding Debt Rate portion of the tax rate for Fiscal Year 2019 increased from 12% to 15%. Projected ending Fund Balance for the Debt Service Fund is \$160,380.

### **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

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

**AGENDA# 10**

**MEETING DATE: 08/14/18**

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

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

**COMMENTS**

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

- Swearing-In Ceremony of New Police Officers

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

**AGENDA# 11**

**MEETING DATE: 08/14/18**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on July 24, 2018**

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

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

**OPTIONS & RESULTS:**

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

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

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

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

N/A

**RECOMMENDATION:**

To approve the minutes of the July 24, 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 24, 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
	Julie Doshier	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
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Sunny Lindsey	Information Services Director
	Crystal Babcock	Marketing Administrative Specialist
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

**EARLY WORK SESSION**

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

**General Fund Budget**

Assistant City Manager Ken Heerman reported Fiscal Year 2017-2018 is expected to have an ending fund balance of 37%, which is higher than originally anticipated. Relating to the proposed General Fund Budget for FY 2018-2019, Mr. Heerman stated the proposed base budget is \$17,413,424, which reflects a decrease of 1% from last year's budget. With the supplemental requests included in the proposed budget, there is a .9% increase. He reported the City received the final property tax roll from Denton CAD, which reflects a 5.6% increase in taxable property values.

**Proposed Budget for FY 2018-2019**

Staff recommendation for consideration by Council:

1. Purchase of a fire engine and ambulance (approximately \$1.1M) – this is currently on the replacement schedule in the following fiscal year, however it could be purchased next year and paid in full rather than having to incur extra costs if financed. Mr.

Heerman stated the fire apparatus purchase does not change the bottom line of the Five-Year Outlook.

2. Two-stage tax decrease of 1%:

- ½ cent decrease to be implemented in FY 2018-2019; and
- Establish a benchmark for 2<sup>nd</sup> stage with implementation of a ½ cent decrease to be implemented in FY 2020-2021

Proposed General Fund Revenues

Mr. Heerman reviewed the City's revenue funds for year-end of FY 2017-2018 and FY 2018-2019, which includes property tax, sales tax, and the following fees: franchise, licenses/permits, public safety, parks & recreation, municipal court, and interest income. Mr. Heerman reported the opening of Painted Tree should help sales for other businesses located in the same area, and in light of a recent U.S. Supreme Court decision regarding sales taxes relating to online sales, staff projects an overall 3% increase in sales tax revenues.

With the final tax roll reflecting a 5.6% increase in taxable property value, the tax levy increased \$677,155 in total. However the majority of the increase is allocated to debt (\$361,289), leaving \$315,866 for the general fund. He further reported, with a proposed 1/2 cent reduction in the property tax rate, the general fund portion is reduced to \$203,096.

Expenditures

Mr. Heerman reviewed expenditures for the current year and next fiscal year. Relating to personnel costs, he reported a slight increase due to increases relating to some market adjustments, promotions, public safety salary, overtime costs – mostly for public safety and some in parks, and insurance. He voiced the importance of staying competitive regarding public safety wages.

Totals were also provided and a breakdown presented relating to services and supplies, which reflects an increase over last year's budgeted amount. Overall, a large percentage of the services and supplies budget relate to maintenance contracts (such as software contracts, street sweeping, street signals and right-of-way mowing) and street maintenance. He reported there are also recurring costs, which include the annual audit, IT/GIS consulting, EMS reporting/billing, and Children's Advocacy Center. Mr. Heerman reported there is an increase in next year's budget relating to the parks maintenance contract for FM 2499 landscape, increases in bank fees and liability insurance, and an anticipated higher cost for fuel.

Relating to the capital budget, a replacement fire engine and ambulance is included in next year's budget.

Council took a short break at 6:35 p.m. and reconvened at 6:41 p.m.

Supplemental Requests

Supplemental requests for the FY 2018-2019 Budget were shown, which reflect a total of \$335,558. City Manager Michael Leavitt reported the City would be requesting that Lewisville ISD provide 50% of the cost to fund an additional School Resource Officer, which is included with the supplemental requests.

### Five-Year Forecast

Mr. Heerman reviewed the Five-Year Forecast. Councilmember Jaworski asked if FY 2023 is forecast as the time for build out; Mr. Heerman stated it is projected at that time. Mayor Pro Tem Busche asked if staff had factored for potential revenue caps that could be imposed by future state legislation. Mr. Heerman stated keeping the City's fund balance and aggressively reducing it keeps the City from being too vulnerable. He did voice concern on the impact of a recession. Councilmember Kixmiller asked if the City would have been affected in past years if a revenue cap of 4% had been in place. Mr. Heerman reported it would have been a factor.

Mr. Leavitt stated that in looking ahead, staff recommends moving up the replacement purchase of the fire engine and ambulance. The future financial burden can be relieved by purchasing the equipment now when the City can pay cash rather than having to finance the purchase in the future. Mr. Leavitt voiced the importance of public safety having good equipment and being able to respond. In addition, Fire Chief Brad Goudie reported that by paying cash, there is a \$30,000 discount on the purchase.

### Special Revenue Funds

The Debt Service Fund reflects an increase in expenditures in the proposed FY 2018-2019 budget due to last year's bond issue. Relating to the Corps Leased Parks Fund, Mr. Heerman reported there is an increase in revenues for FY 2018 due to the reopening of Copperas Branch Park. Expenditures include the rehab of Pilot Knoll restrooms, completion of the boat dock extension and gate entry system for Copperas.

### Capital Projects Fund

Bond proceeds are included in the Capital Projects Fund. This includes the street reconstruction and park projects that were approved by voters last year. Some of the funds will be used this year for engineering costs and Brazos Park parking lot addition, with most of the funds being used next year.

### Next Council Meeting

Mr. Heerman stated there would be a few other Special Revenue Funds presented at the next Council meeting, along with the Utility Fund Budget. Council will also set the dates for the public hearings relating to the budget, as well as vote on a maximum proposed tax rate. Mr. Leavitt asked if there was a consensus of Council to stay with the budget model that was presented. Council consensus is to stay with what was presented.

## **2. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of July 24, 2018**

Relating to Agenda Item #14, Mayor Wilcox reported at the May 14, 2018 meeting, Council nominated Jim Carter as a candidate for appointment to the Board of Managers (Board) for the Denco Area 9-1-1 District. Agenda Item #14 is on the Consent Agenda and is to cast the City's vote for a member to serve on the Board. Since Council nominated Mr. Carter, Mayor Wilcox stated that if the consensus were to vote for Mr. Carter to serve on the Board, the resolution would be reflected to cast the vote for him. There were no objections.

Relating to Agenda Item #16, Mr. Leavitt clarified the definition of permanent makeup, which is included in the ordinance. He stated artwork, graphics and symbols on the skin

are not permitted. He also reported because the zoning for the Barnett Center is PD-C (Commercial) and not PD-R (Retail), permanent cosmetics and makeup is not presently permitted.

Early Work Session ended at 7:23 p.m.

### **CLOSED SESSION**

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

Council did not meet in Closed Session.

### **OPEN SESSION**

4. **Call to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:30 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
	Julie Doshier	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Brad Goudie	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Sunny Lindsey	Information Services Director
	Crystal Babcock	Marketing Administrative Specialist
	Andrew Boyd	Media Specialist

5. **Prayer to be led by Councilmember Robert Fiester**

Councilmember Robert Fiester gave the invocation.

6. **Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Robert Fiester.**

Councilmember Robert Fiester led the Pledge of Allegiance to the U.S. and Texas flags.

7. **Visitor Comments**

No one wished to speak.

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

City Manager Michael Leavitt informed residents the City Secretary's Office is accepting applications for appointments to City boards and commissions. The application can be found on the City's website and the deadline to apply is July 31.

In addition, Mr. Leavitt reminded everyone the City has initiated Phase I of the Water Conservation/Drought Contingency Plan. He stated Phase II would probably go into effect late next week when repairs are done to the FM 407 water well.

Mayor Pro Tem Busche reminded everyone the Highland Village Lions Club Balloon Festival will be held at Unity Park on August 17-19.

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

The Highland Village Business Association collaborates with the Flower Mound and Lewisville Area Chambers of Commerce to recognize the work of local non-profit organizations who serve our community and honors one non-profit as "Non-Profit of the Year". This year's winner is Denton County Friends of the Family, whose work was featured in the 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**

Gary Henderson, President and CEO for United Way of Denton County, and Courtney Cross, Director of Homelessness Initiatives, presented an update on their homelessness initiatives, which included information about the Denton County Homelessness Leadership Team, a partnership between the United Way of Denton County, the City of Denton, and the City of Lewisville.

- **Presentation of the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award to the Finance Department**

Mayor Wilcox presented Assistant City Manager Ken Heerman with the Government Finance Officers Association of the United States and Canada (GFOA) Distinguished Budget Presentation Award for the Fiscal Year 2017-2018 Budget. She offered congratulations to all members of the Finance Department.

Mayor Wilcox stated this is the fourteenth year the City has received this award, which represents a significant achievement by the City. She explained that it reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the City had to satisfy nationally recognized guidelines for effective budget presentation designed to assess how well an entity's budget serves the following four categories: as a policy document, a

financial plan, an operations guide, and a communication device. Budget documents must be rated “proficient” in all four categories, and the fourteen mandatory criteria within those categories, to receive the award. Mr. Heerman thanked Crystal Babcock and the rest of the Finance Department for their contributions.

### **CONSENT AGENDA**

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**

Relating to Agenda Item #14, Mayor Wilcox reported the consensus of the Council during the Early Work Session discussion was to cast a vote for Jim Carter to serve as a member of the Denco Area 9-1-1 District Board of Directors.

***Motion by Councilmember Lombardo, seconded by Mayor Pro Tem Busche, to approve Consent Agenda Items #10 through #14. Motion carried 7-0.***

### **ACTION AGENDA**

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

**NO ACTION TAKEN**

16. **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)**

**PUBLIC HEARING CONDUCTED**

**APPROVED 1<sup>ST</sup> READ (7 – 0)**

Public Works Director Scott Kristin reported the City 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 & Makeup Business, in association with the Applicant's Permanent Cosmetics equipment and supply distribution business and Permanent Cosmetics School, which the applicant desires be located on the Property. The Permanent Cosmetics and Makeup school would consist of training, education, and certification of permanent cosmetic technicians.

Mr. Kriston stated staff had received one (1) inquiry from the adjacent property owner regarding traffic moving through the area of the cross access easements and suggested adding signage for children. The property owner agreed to install signs. The applicant was present for the meeting.

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

***Motion by Mayor Pro Tem Busche, seconded by Councilmember Jaworski, to approve the first read of Ordinance 2018-1249. Motion carried 7-0.***

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

**APPROVED 1<sup>ST</sup> READ (7 – 0)**

Mr. Heerman reported 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 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.

***Motion by Councilmember Jaworski, seconded by Mayor Pro Tem Busche, to approve the first read of Ordinance 2018-1250. Motion carried 7-0.***

**LATE WORK SESSION**

**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.)**

Parks and Recreation Director Phil Lozano reported beams were being set for the bridge at Copperas Branch. Per his discussion with the state, the project is estimated for completion no later than November.

Mayor Wilcox stated she has asked Mr. Leavitt to provide project updates and asked Council to email her or Mr. Leavitt if anyone has any specific project updates they would like to receive.

**19. Adjournment**

Mayor Wilcox adjourned the meeting at 8:18 p.m.

---

Charlotte J. Wilcox, Mayor

**ATTEST:**

---

Angela Miller, City Secretary

DRAFT

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

**AGENDA# 12**

**MEETING DATE: 08/14/18**

**SUBJECT: 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 (2<sup>nd</sup> and final read)**

**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 notification requirements have been met.

### **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. At the July 24, 2018, City Council meeting, the Council voted unanimously to approve the first read of Ordinance 2018-1249.

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

The City Attorney prepared a copy of the draft ordinance and the Commission recommend approval.

**RECOMMENDATION:**

City Council to consider the recommendation made by the Planning and Zoning Commission and to approve the second and final 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 14<sup>TH</sup> DAY OF AUGUST, 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# 13**

**MEETING DATE: 08/14/18**

**SUBJECT: Consider Ordinance 2018-1250 Adopting Certain Budget Amendments Pertaining to the Fiscal Year 2017-2018 Budget (2<sup>nd</sup> and final read)**

**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 second and final 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 14<sup>TH</sup> DAY OF AUGUST, 2018.**

**APPROVED:**

---

**Charlotte J. Wilcox, Mayor**

**ATTEST:**

---

**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

---

**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:

<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>

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

**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>
HVDC	Personnel	258,465	273,465	15,000
HVDC	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

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

<b>Reason for Request</b>	
<b>Utility Admin – Personnel</b> - \$15,000	
<b>Utility Operations – Personnel</b> - \$40,000 largely due to actual selection of health insurance coverage varying from that anticipated with budget	
<b>HVCDC – Personnel</b> - \$15,000 primarily due to increased OT with opening of DTR Park, <b>Services / Supplies</b> - \$35,000 related to increase in contracted mowing contract, utilities, and construction of barrier railing adjacent to Splash Pad	
<b>Corps Leased Parks – Services / Supplies</b> - \$115,000 – clean-up / maintenance to prepare Copperas Park for re-opening, rental of portable restrooms at Pilot Knoll during renovation of restroom facilities <b>Capital</b> - \$82,000 renovation of restroom at Pilot Knoll (carried over from FY 17).	
<b>PEG Fee Fund – Services / Supplies</b> - \$4,000 related to A/V equipment for Council Chambers	
<b>Public Safety Fund – Capital</b> - \$35,000 related to purchase of fingerprinting system, <b>Services / Supplies</b> \$6,000 <b>Revenues</b> - \$47,000 allocation of forfeiture monies from Denton County.	
<b>Public Safety Fund – Services / Supplies</b> \$6,000 <b>Capital</b> - purchase of electronic fingerprinting system (and associated maintenance), funded by Denton County contribution	
<b>Court Technology Fee Fund – Services / Supplies</b> - \$200	
UTILITY.FUND	<b>Net Change \$ - 55,000</b>
HVCDC	<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**  
**COUNCIL BRIEFING**

**AGENDA# 14      MEETING DATE:      08/14/18**

**SUBJECT:      Consider Resolution 2018-2764 of the City Council of the City of Highland Village, Texas Awarding and Authorizing a Contract with Reynolds Asphalt & Construction Company for the 2018 Asphalt Overlay Project**

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

**BACKGROUND:**

The City of Highland Village typically overlays certain asphalt roadways on an annual basis to assist in maintaining these roadways and increasing their longevity. The City staff targets existing roadways that have shown pavement deterioration and/or pavement failures. The City staff has identified Addison Drive, Cannon Lane, Kelda Lane, Leslie Lane, Louise Lane, and Patricia Lane (from Willow Creek Estates Drive to approximately 140 feet north of Addison Drive) as six roadways meeting the criteria for recommended overlay improvements. These six roadways will have new asphalt pavement placed on them. In addition, wedge milling of the edges of the pavement will be done in order to facilitate connection to existing driveways.

The City issued the project for bid with a Base Bid including asphalt overlay improvements for the six roadways mentioned above. Bids were received on Thursday, July 26, 2018 for the project from five general contractors. The bid total for each contractor is provided below:

Reynolds Asphalt	Advanced Paving	Pavecon Public Works	Anderson Asphalt	SJ&J Construction, LLC
\$108,961.80	\$117,137.00	\$121,330.80	\$122,129.65	\$234,779.75

The construction budget for this project was \$200,000.00. The lowest bidder is Reynolds Asphalt & Construction Company with a total bid in the amount of \$108,961.80. The low bid has been reviewed and evaluated and is considered the lowest responsible bid. Reynolds Asphalt & Construction Company has sufficient resources to construct this project. The \$91,038.20 project cost savings is available for reallocation to a General Fund project.

**IDENTIFIED NEED/S:**

The City of Highland Village needs to asphalt overlay Addison Drive, Cannon Lane, Kelda Lane, Leslie Lane, Louise Lane, and Patricia Lane (from Willow Creek Estates Drive to approximately 140 feet north of Addison Drive).

**OPTIONS & RESULTS:**

The asphalt overlay of Addison Drive, Cannon Lane, Kelda Lane, Leslie Lane, Louise Lane, and Patricia Lane (from Willow Creek Estates Drive to approximately 140 feet north of Addison Drive) will provide additional longevity and ride quality to the pavement structures.

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

Contractors' bids for construction on the project have been received and evaluated.

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

Funding is available through the General fund.

**RECOMMENDATION:**

To approve Resolution 2018-2764.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2764**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AWARDED AND AUTHORIZING A CONTRACT WITH REYNOLDS ASPHALT & CONSTRUCTION COMPANY FOR THE 2018 ASPHALT OVERLAY PROJECT; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, City administration, having solicited, received, and reviewed the bids for the 2018 Asphalt Overlay Project (the "Project") to improve Addison Drive, Cannon Lane, Kelda Lane, Leslie Lane, Louise Lane, and Patricia Lane (from Willow Creek Estates Drive to approximately 140 feet north of Addison Drive) by providing new asphalt overlay on the existing pavement structure, has determined that Reynolds Asphalt & Construction Company has submitted the lowest most responsible bid in an amount of \$108,961.80, and recommends award of a contract for the Project to said bidder; and

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

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

**SECTION 1.** The City Manager is hereby authorized to execute a contract with Reynolds Asphalt & Construction Company in the amount of \$108,961.80 for the Project and, subject to applicable state laws, city policies, and, in the event change order(s) result in an increase in the contract amount, the availability of funds for such purpose, to negotiate and sign such change order(s) to said contract as the City Manager determines to be in the best interest of the City.

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

**PASSED AND APPROVED THIS 14TH DAY OF AUGUST, 2018.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:8/6/18:101635)

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

<b>AGENDA# 15</b>	<b>MEETING DATE: 08/14/18</b>
<b>SUBJECT: Investment Report for Quarter Ending June 30, 2018</b>	
<b>PREPARED BY: Heather Miller, Assistant Finance Director</b>	

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

The detailed transactions for March 31, 2018 through June 30, 2018 follow this briefing.

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

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

This information reports that the beginning market value for all cash and investments was \$26,044,979 and the ending market value on June 30, 2018 was \$24,113,905. The average yield for the quarter ending June 30, 2018 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (1.91%) is less than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at March 31, 2018 was \$12,818,721 and the ending balance at June 30, 2018 was \$12,080,035 or 50% of the City's total portfolio. The weighted average maturity of the City's portfolio at June 30, 2018 is 79 days.

The average total portfolio yield for the quarter ending June 30, 2018 was 1.97%.

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

	<u>Book Value</u>	<u>Market Value</u>
March 31, 2018	\$26,044,979	\$26,044,979
June 30, 2018	\$24,113,905	\$24,113,905

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



---

Heather Miller  
Investment Officer



---

Ken Heerman  
Assistant City Manager

<sup>1</sup>Note:

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

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

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

### **RECOMMENDATION:**

Council to receive the Investment Reports for the period ending June 30, 2018.



## QUARTERLY INVESTMENT REPORT

For the Quarter Ended

June 30, 2018

Prepared by

Valley View Consulting, L.L.C.

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

---

Ken Heerman, Assistant City Manager

---

Heather Miller, Assistant Finance Director

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

## Summary

### Quarter End Results by Investment Category:

Asset Type	March 31, 2018			June 30, 2018		
	Ave. Yield	Book Value	Market Value	Ave. Yield	Book Value	Market Value
MMA/NOW/Pools	1.68%	\$ 12,818,721	\$ 12,818,721	1.91%	\$ 12,080,035	\$ 12,080,035
Securities/CDs	1.99%	13,226,258	13,226,258	2.03%	12,033,871	12,033,871
<b>Totals</b>		<b>\$ 26,044,979</b>	<b>\$ 26,044,979</b>		<b>\$ 24,113,905</b>	<b>\$ 24,113,905</b>

#### Current Quarter Average Yield (1)

Total Portfolio 1.97%

Rolling Three Mo. Treas. Yield 1.88%

Rolling Six Mo. Treas. Yield 1.92%

#### Fiscal Year-to-Date Average Yield (2)

Total Portfolio 1.65%

Rolling Three Mo. Treas. Yield 1.53%

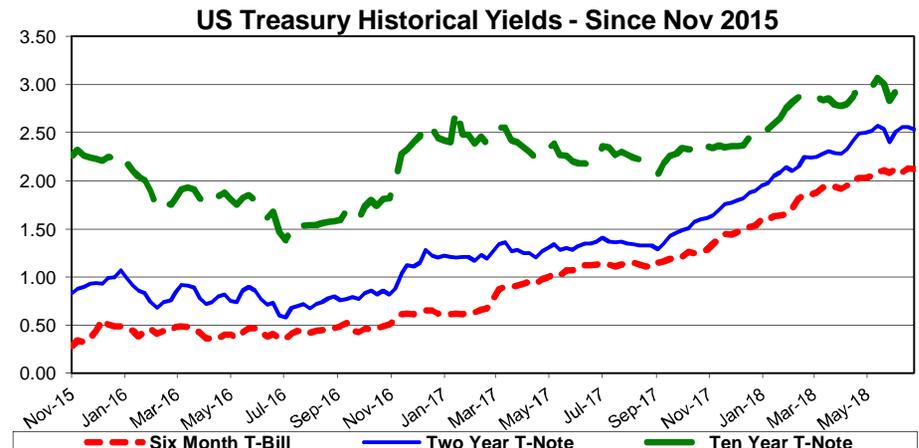
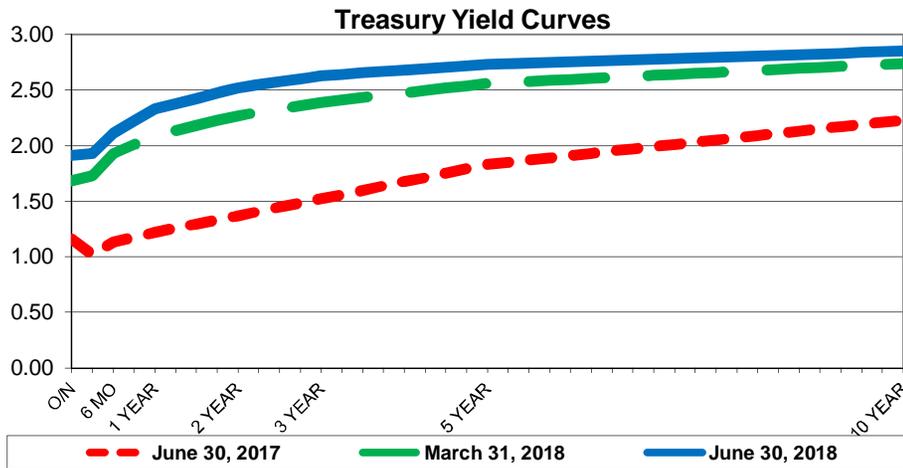
Rolling Six Mo. Treas. Yield 1.58%

Average Quarterly TexPool Yield 1.50%

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

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

The Federal Open Market Committee (FOMC) raised the Fed Funds target range 1.75% - 2.00% (Effective Fed Funds are trading +/-1.91%). Additional range increases are expected this calendar year (one or two) although subject to economic activity. Gradual portfolio reduction continues by limiting reinvestment of maturing holdings. The ultimate size of the balance sheet is under discussion. First Quarter 2018 GDP measured 2.0% (final estimate). Second Quarter is expected to be substantially higher. Employment/Unemployment continued to record levels. Trade war uncertainty dominated world markets. WTI Crude oil hovers at +/- \$73. The Stock Markets wiggled higher but still below recent highs.



## Investment Holdings

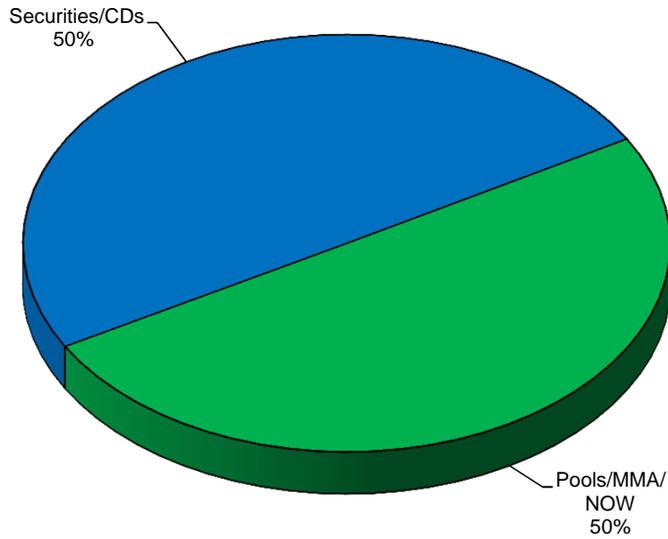
June 30, 2018

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
TexPool	AAAm	1.81%	07/01/18	06/30/18	\$ 1,946,410	\$ 1,946,410	1.00	\$ 1,946,410	1	1.81%
TexSTAR	AAAm	1.83%	07/01/18	06/30/18	1,431,973	1,431,973	1.00	1,431,973	1	1.83%
Independent DDA		0.35%	07/01/18	06/30/18	639,108	639,108	1.00	639,108	1	0.35%
Independent NOW		0.40%	07/01/18	06/30/18	165,460	165,460	1.00	165,460	1	0.40%
Southside MMA		1.96%	07/01/18	06/30/18	2,858,681	2,858,681	1.00	2,858,681	1	1.96%
InterBank MMA		2.20%	07/01/18	06/30/18	5,038,403	5,038,403	1.00	5,038,403	1	2.20%
LegacyTexas Bank CD		1.77%	07/16/18	01/16/18	1,259,180	1,259,180	100.00	1,259,180	16	1.77%
LegacyTexas Bank CD		1.45%	08/03/18	08/03/17	708,500	708,500	100.00	708,500	34	1.45%
LegacyTexas Bank CD		2.05%	08/27/18	02/27/18	3,020,270	3,020,270	100.00	3,020,270	58	2.05%
LegacyTexas Bank CD		1.85%	10/16/18	01/16/18	1,511,515	1,511,515	100.00	1,511,515	108	1.85%
Third Coast Bank CD		2.15%	01/22/19	01/22/18	1,005,301	1,005,301	100.00	1,005,301	206	2.15%
LegacyTexas Bank CD		2.20%	02/27/19	02/27/18	1,007,253	1,007,253	100.00	1,007,253	242	2.20%
LegacyTexas Bank CD		2.20%	02/27/19	02/27/18	1,510,879	1,510,879	100.00	1,510,879	242	2.20%
Third Coast Bank CD		2.20%	04/22/19	01/22/18	1,005,425	1,005,425	100.00	1,005,425	296	2.20%
Third Coast Bank CD		2.25%	07/22/19	01/22/18	1,005,548	1,005,548	100.00	1,005,548	387	2.25%
					<b>\$ 24,113,905</b>	<b>\$ 24,113,905</b>		<b>\$ 24,113,905</b>	<b>79</b>	<b>1.97%</b>
									(1)	(2)

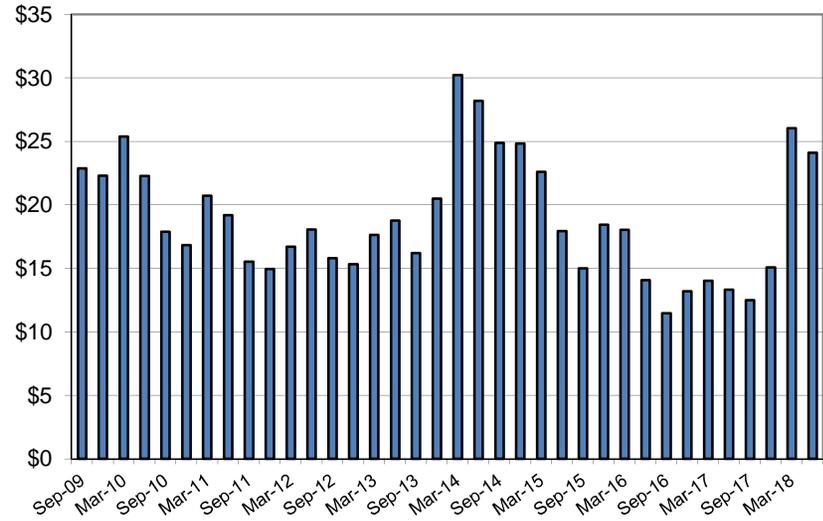
(1) **Weighted average life** - For purposes of calculating weighted average life, pool and bank account investments are assumed to have a one day maturity.

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

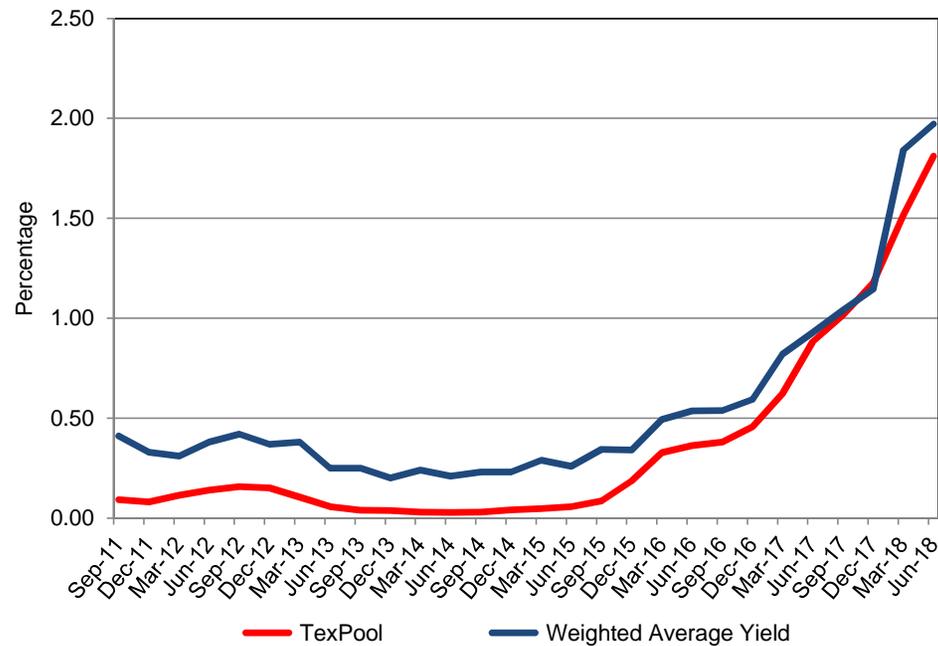
**Portfolio Composition**



**Total Portfolio (Millions)**



**Total Portfolio Performance**



## Book Value Comparison

Description	Coupon/ Discount	Maturity Date	March 31, 2018				June 30, 2018			
			Original Face/ Par Value	Book Value	Purchases/ Accretions	Amortizations/ Sales/Maturities	Original Face/ Par Value	Book Value		
TexPool	1.81%	07/01/18	\$ 3,162,737	\$ 3,162,737	\$ –	\$ (1,216,327)	\$ 1,946,410	\$ 1,946,410		
TexSTAR	1.83%	07/01/18	1,144,656	1,144,656	287,317		1,431,973	1,431,973		
Independent DDA	0.35%	07/01/18	237,736	237,736	401,372		639,108	639,108		
Independent NOW	0.40%	07/01/18	165,295	165,295	165		165,460	165,460		
Southside MMA	1.96%	07/01/18	2,845,408	2,845,408	13,273		2,858,681	2,858,681		
InterBank MMA	2.20%	07/01/18	5,262,889	5,262,889		(224,487)	5,038,403	5,038,403		
LegacyTexas Bank CD	1.65%	04/16/18	1,253,336	1,253,336		(1,253,336)	–	–		
LegacyTexas Bank CD	1.77%	07/16/18	1,253,579	1,253,579	5,601		1,259,180	1,259,180		
LegacyTexas Bank CD	1.45%	08/03/18	705,917	705,917	2,583		708,500	708,500		
LegacyTexas Bank CD	2.05%	08/27/18	3,004,718	3,004,718	15,553		3,020,270	3,020,270		
LegacyTexas Bank CD	1.85%	10/16/18	1,504,489	1,504,489	7,026		1,511,515	1,511,515		
Third Coast Bank CD	2.15%	01/22/19	1,000,000	1,000,000	5,301		1,005,301	1,005,301		
LegacyTexas Bank CD	2.20%	02/27/19	1,001,688	1,001,688	5,565		1,007,253	1,007,253		
LegacyTexas Bank CD	2.20%	02/27/19	1,502,532	1,502,532	8,347		1,510,879	1,510,879		
Third Coast Bank CD	2.20%	04/22/19	1,000,000	1,000,000	5,425		1,005,425	1,005,425		
Third Coast Bank CD	2.25%	07/22/19	1,000,000	1,000,000	5,548		1,005,548	1,005,548		
<b>TOTAL</b>			<b>\$ 26,044,979</b>	<b>\$ 26,044,979</b>	<b>\$ 763,076</b>	<b>\$ (2,694,150)</b>	<b>\$ 24,113,905</b>	<b>\$ 24,113,905</b>		

## Market Value Comparison

Description	Coupon/ Discount	March 31, 2018			Qtr-to-Qtr Change	June 30, 2018		
		Original Face/ Par Value	Market Price	Market Value		Original Face/ Par Value	Market Price	Market Value
TexPool	1.81%	\$ 3,162,737	1.00	\$ 3,162,737	\$ (1,216,327)	\$ 1,946,410	1.00	\$ 1,946,410
TexSTAR	1.83%	1,144,656	1.00	1,144,656	287,317	1,431,973	1.00	1,431,973
Independent DDA	0.35%	237,736	1.00	237,736	401,372	639,108	1.00	639,108
Independent NOW	0.40%	165,295	1.00	165,295	165	165,460	1.00	165,460
Southside MMA	1.96%	2,845,408	1.00	2,845,408	13,273	2,858,681	1.00	2,858,681
InterBank MMA	2.20%	5,262,889	1.00	5,262,889	(224,487)	5,038,403	1.00	5,038,403
LegacyTexas Bank CD	1.65%	1,253,336	100.00	1,253,336	(1,253,336)	—	—	—
LegacyTexas Bank CD	1.77%	1,253,579	100.00	1,253,579	5,601	1,259,180	100.00	1,259,180
LegacyTexas Bank CD	1.45%	705,917	100.00	705,917	2,583	708,500	100.00	708,500
LegacyTexas Bank CD	2.05%	3,004,718	100.00	3,004,718	15,553	3,020,270	100.00	3,020,270
LegacyTexas Bank CD	1.85%	1,504,489	100.00	1,504,489	7,026	1,511,515	100.00	1,511,515
Third Coast Bank CD	2.15%	1,000,000	100.00	1,000,000	5,301	1,005,301	100.00	1,005,301
LegacyTexas Bank CD	2.20%	1,001,688	100.00	1,001,688	5,565	1,007,253	100.00	1,007,253
LegacyTexas Bank CD	2.20%	1,502,532	100.00	1,502,532	8,347	1,510,879	100.00	1,510,879
Third Coast Bank CD	2.20%	1,000,000	100.00	1,000,000	5,425	1,005,425	100.00	1,005,425
Third Coast Bank CD	2.25%	1,000,000	100.00	1,000,000	5,548	1,005,548	100.00	1,005,548
<b>TOTAL</b>		<b>\$ 26,044,979</b>		<b>\$ 26,044,979</b>	<b>\$ (1,931,073)</b>	<b>\$ 24,113,905</b>		<b>\$ 24,113,905</b>

**Allocation by Fund  
June 30, 2018  
Book and Market Value**

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Southside MMA	InterBank MMA	Certificates of Deposit			
							07/16/2018	08/03/2018	08/27/2018	
Interest & Sinking	\$ 396,812	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Replacement Reserve	456,396									
Operations	346,632				268,788					
Impact Fees	53,934				42,893			708,500		
2013 CO Utility Capital Projects		335,896			512,074					
2018 CO Utility Capital Projects		28,688				1,768,371				
<b>Sub Total</b>	<b>\$ 1,253,774</b>	<b>\$ 364,584</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 823,754</b>	<b>\$ 1,768,371</b>	<b>\$ -</b>	<b>\$ 708,500</b>	<b>\$ -</b>	
<b>General Funds</b>										
Operations	\$ 130,490	\$ 760,570	\$ -	\$ 101,412	\$ 2,034,927	\$ 1,005,899	\$ 1,259,180	\$ -	\$ -	
Pooled Cash			639,108							
Interest & Sinking	232,820	63,532								
Drainage Utility	260,014									
<b>Sub Total</b>	<b>\$ 623,324</b>	<b>\$ 824,102</b>	<b>\$ 639,108</b>	<b>\$ 101,412</b>	<b>\$ 2,034,927</b>	<b>\$ 1,005,899</b>	<b>\$ 1,259,180</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>General Capital Project Funds</b>										
Park Development	\$ 69,099	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	
2015 Tax Note Capital Projects		46,134								
2018 GO Capital Projects		191,297				2,264,133			3,020,270	
<b>Sub Total</b>	<b>\$ 69,099</b>	<b>\$ 237,431</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,264,133</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,020,270</b>	
<b>Corp Leased Park Funds</b>										
Corp LeasedTXDot Mitigation	\$ -	\$ 3	\$ -	\$ 64,047	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ 3</b>	<b>\$ -</b>	<b>\$ 64,047</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>HV Community Development Funds</b>										
Operations	\$ 213	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
HVCDC TXDot Mitigation		5,853								
<b>Sub Total</b>	<b>\$ 213</b>	<b>\$ 5,853</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Totals</b>	<b>\$ 1,946,410</b>	<b>\$ 1,431,973</b>	<b>\$ 639,108</b>	<b>\$ 165,460</b>	<b>\$ 2,858,681</b>	<b>\$ 5,038,403</b>	<b>\$ 1,259,180</b>	<b>\$ 708,500</b>	<b>\$ 3,020,270</b>	

**Allocation by Fund**  
**June 30, 2018**  
**Book and Market Value**

(Continued)

<b>Utility Funds</b>	<b>Certificates of Deposit</b>						<b>Total</b>	<b>Interest This Quarter</b>
	<b>10/16/2018</b>	<b>01/22/2019</b>	<b>02/27/2019</b>	<b>02/27/2019</b>	<b>04/22/2019</b>	<b>07/22/2019</b>		
Interest & Sinking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 396,812	\$ 1,027
Replacement Reserve							456,396	1,965
Operations							615,420	2,741
Impact Fees							805,327	2,863
2013 CO Utility Capital Projects							847,969	3,821
2018 CO Utility Capital Projects			1,007,253				2,804,312	14,423
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,007,253</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,926,235</b>	<b>\$ 26,840</b>
<b>General Funds</b>								
Operations	\$ 1,511,515	\$ 1,005,301	\$ -	\$ -	\$ 1,005,425	\$ 1,005,548	\$ 9,820,267	\$ 51,912
Pooled Cash							639,108	782
Interest & Sinking							296,352	1,242
Drainage Utility							260,014	1,055
<b>Sub Total</b>	<b>\$ 1,511,515</b>	<b>\$ 1,005,301</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,005,425</b>	<b>\$ 1,005,548</b>	<b>\$ 11,015,741</b>	<b>\$ 54,990</b>
<b>General Capital Project Funds</b>								
Park Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69,099	\$ 10
2015 Tax Note Capital Projects							46,134	198
2018 GO Capital Projects				1,510,879			6,986,580	36,209
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,510,879</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,101,813</b>	<b>\$ 36,417</b>
<b>Corp Leased Park Funds</b>								
Corp LeasedTXDot Mitigation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,051	\$ 64
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,051</b>	<b>\$ 64</b>
<b>HV Community Development Fun</b>								
Operations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213	\$ 1
HV CDC TXDot Mitigation							5,853	25
<b>Sub Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,065</b>	<b>\$ 26</b>
<b>Totals</b>	<b>\$ 1,511,515</b>	<b>\$ 1,005,301</b>	<b>\$ 1,007,253</b>	<b>\$ 1,510,879</b>	<b>\$ 1,005,425</b>	<b>\$ 1,005,548</b>	<b>\$ 24,113,905</b>	<b>\$ 118,336</b>

**Allocation by Fund  
March 31, 2018  
Book and Market Value**

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

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

**AGENDA# 16**

**MEETING DATE: 08/14/18**

**SUBJECT: Receive Budget Reports for Period Ending June 30, 2018**

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

**BACKGROUND:**

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

The budget report submitted for June represents the ninth report in the Fiscal Year.

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

N/A

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

N/A

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

N/A

**RECOMMENDATION:**

Council to receive the budget reports for the period ending June 30, 2018.

# General Fund Summary

## FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
--	--------------

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 10,614,734	\$ (39,754)	100%
Sales Tax	2,675,928	2,675,928	1,526,803	(1,149,125)	57%
Franchise Fees	1,687,405	1,687,405	823,950	(863,455)	49%
Licensing & Permits	498,728	498,728	363,465	(135,263)	73%
Park/Recreation Fees	236,180	236,180	235,633	(547)	100%
Public Safety Fees	40,000	40,000	26,974	(13,026)	67%
Rents	128,832	128,832	113,331	(15,501)	88%
Municipal Court	90,066	90,066	79,626	(10,440)	88%
Public Safety Charges for Svc	456,661	456,661	398,006	(58,655)	87%
Interest Income	56,000	56,000	110,069	54,069	197%
Miscellaneous	129,850	129,850	147,736	17,886	114%
<b>Total Revenues</b>	<b>\$ 16,654,138</b>	<b>\$ 16,654,138</b>	<b>\$ 14,440,327</b>	<b>\$ (2,213,811)</b>	<b>87%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 17,188,138</b>	<b>\$ 17,188,138</b>	<b>\$ 14,440,327</b>	<b>\$ (2,747,811)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 1,191,357	\$ 1,191,357	\$ 414,336	\$ 777,021	35%
Finance (includes Mun. Court)	1,515,676	1,515,676	1,160,656	355,021	77%
Human Resources	555,270	555,270	278,960	276,310	50%
City Secretary Office	339,955	339,955	240,083	99,873	71%
Information Services	1,048,903	1,048,903	824,797	224,106	79%
Police	4,833,212	4,833,212	3,371,857	1,461,355	70%
Fire	3,123,257	3,123,257	2,331,733	791,524	75%
Community Services	449,477	449,477	362,269	87,207	81%
Streets/Drainage	1,446,257	1,446,257	932,812	513,444	64%
Maintenance	867,516	867,516	1,434,692	(567,176)	165%
Parks	1,774,086	1,774,086	1,173,557	600,528	66%
Recreation	453,095	453,095	296,402	156,692	65%
<b>Total Expenditures</b>	<b>\$ 17,598,059</b>	<b>\$ 17,598,059</b>	<b>\$ 12,822,154</b>	<b>\$ 4,775,905</b>	<b>73%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 574,709	\$ 574,709	\$ 473,545	\$ 101,164	82%

Other Uses					
Transfers Out	\$ 16,000	\$ 16,000	\$ -	16,000	0%
<b>Total Expenditures</b>	<b>\$ 17,614,059</b>	<b>\$ 17,614,059</b>	<b>\$ 12,822,154</b>	<b>\$ 4,791,905</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,938,282	7,391,960	7,391,960
+ Net Increase (Decrease)	(425,921)	(425,921)	1,618,174
Ending Fund Balance	\$ 4,512,361	\$ 6,966,039	\$ 9,010,134

Audited FY17

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,639,709	\$ 2,639,709	\$ 1,923,323
Restricted	11,500	11,500	11,500
Unassigned	1,861,152	4,314,830	7,075,311
<b>Total Fund Balance</b>	<b>\$ 4,512,361</b>	<b>\$ 6,966,039</b>	<b>\$ 9,010,134</b>

# General Fund Expenditure Summary

## FY 2017/2018 Budget

**YEAR TO DATE JUNE**

Percent of Budget Year Transpired

75.0%

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,985,237	\$ 11,985,237	\$ 8,554,938	\$ 3,430,299	71%
Services / Supplies	5,038,113	5,038,113	3,793,670	1,244,442	75%
Capital	574,709	574,709	473,545	101,164	82%
	\$ 17,598,059	\$ 17,598,059	\$ 12,822,154	\$ 4,775,905	73%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 8,662,992	\$ 8,662,992	\$ 6,163,604	\$ 2,499,388	71%
<i>Employee Benefits</i>	3,322,245	3,322,245	2,391,334	930,911	72%
<i>Total Personnel</i>	\$ 11,985,237	\$ 11,985,237	\$ 8,554,938	\$ 3,430,299	71%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,403,078	\$ 1,403,078	\$ 899,536	\$ 503,542	64%
<i>Employee Development</i>	345,135	345,135	196,719	148,416	57%
<i>Office Supplies / Equipment</i>	1,004,935	1,004,935	1,479,119	(474,184)	147%
<i>Utilities</i>	381,832	381,832	220,217	161,615	58%
<i>Other</i>	1,903,133	1,903,133	998,080	905,053	52%
<i>Total Services / Supplies</i>	\$ 5,038,113	\$ 5,038,113	\$ 3,793,670	\$ 1,244,442	75%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 574,709	\$ 574,709	\$ 473,545	\$ 101,164	82%
<i>Total Capital</i>	\$ 574,709	\$ 574,709	\$ 473,545	\$ 101,164	82%
<b>Total General Fund Expenditure Summary</b>	\$ 17,598,059	\$ 17,598,059	\$ 12,822,154	\$ 4,775,905	73%

# General Fund Revenue

## FY 2017/2018 Budget

**YEAR TO DATE JUNE**

*Percent of Budget Year Transpired*

*75.0%*

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,654,488	\$ 10,654,488	\$ 10,614,734	\$ (39,754)	100%
Sales Tax	2,675,928	2,675,928	1,526,803	(1,149,125)	57%
Franchise Fees	1,687,405	1,687,405	823,950	(863,455)	49%
Licensing & Permits	498,728	498,728	363,465	(135,263)	73%
Park/Recreation Fees	236,180	236,180	235,633	(547)	100%
Public Safety Fees	40,000	40,000	26,974	(13,026)	67%
Rents	128,832	128,832	113,331	(15,501)	88%
Municipal Court	90,066	90,066	79,626	(10,440)	88%
Public Safety Charges for Svc	456,661	456,661	398,006	(58,655)	87%
Interest Income	56,000	56,000	110,069	54,069	197%
Miscellaneous	129,850	129,850	147,736	17,886	114%
<b>Total Revenues</b>	<b>\$ 16,654,138</b>	<b>\$ 16,654,138</b>	<b>\$ 14,440,327</b>	<b>\$ (2,213,811)</b>	<b>87%</b>

# City Manager Office FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 397,154	\$ 397,154	\$ 314,065	\$ 83,089	79%
Services / Supplies	794,203	794,203	100,271	693,932	13%
Capital	-	-	-	-	0%
	\$ 1,191,357	\$ 1,191,357	\$ 414,336	\$ 777,021	35%

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

Personnel					
<i>Salaries / Wages</i>	\$ 313,689	\$ 313,689	\$ 250,253	\$ 63,435	80%
<i>Employee Benefits</i>	83,465	83,465	63,811	19,654	76%
<b>Total Personnel</b>	\$ 397,154	\$ 397,154	\$ 314,065	\$ 83,089	79%

Services / Supplies					
<i>Professional Services (City-wide legal - \$123,820)</i>	\$ 164,320	\$ 164,320	\$ 84,299	\$ 80,021	51%
<i>Employee Development</i>	15,385	15,385	3,431	11,954	22%
<i>Supplies / Equipment</i>	4,210	4,210	2,005	2,205	48%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency - \$500,000)</i>	610,288	610,288	10,535	599,753	2%
<b>Total Services / Supplies</b>	\$ 794,203	\$ 794,203	\$ 100,271	\$ 693,932	13%

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

<b>Total City Manager</b>	\$ 1,191,357	\$ 1,191,357	\$ 414,336	\$ 777,021	35%
---------------------------	--------------	--------------	------------	------------	-----

# Finance Department FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 956,458	\$ 956,458	\$ 713,583	\$ 242,874	75%
Services / Supplies	559,219	559,219	447,072	112,146	80%
Capital	-	-	-	-	0%
	\$ 1,515,676	\$ 1,515,676	\$ 1,160,656	\$ 355,021	77%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 693,553	\$ 693,553	\$ 517,968	\$ 175,585	75%
<i>Employee Benefits</i>	262,905	262,905	195,616	67,289	74%
<b>Total Personnel</b>	\$ 956,458	\$ 956,458	\$ 713,583	\$ 242,874	75%

Services / Supplies					
<i>Professional Services</i> <small>(City-wide liability insurance - \$113,825 / DCAD - \$74,670)</small>	\$ 504,085	\$ 504,085	\$ 408,509	\$ 95,575	81%
<i>Employee Development</i>	19,683	19,683	15,078	4,605	77%
<i>Supplies / Equipment</i>	13,551	13,551	4,591	8,960	34%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Special Events)</i>	21,900	21,900	18,895	3,005	86%
<b>Total Services / Supplies</b>	\$ 559,219	\$ 559,219	\$ 447,072	\$ 112,146	80%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,515,676	\$ 1,515,676	\$ 1,160,656	\$ 355,021	77%

# Human Resources FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 421,277	\$ 421,277	\$ 214,631	\$ 206,646	51%
Services / Supplies	133,993	133,993	64,329	69,664	48%
Capital	-	-	-	-	0%
	\$ 555,270	\$ 555,270	\$ 278,960	\$ 276,310	50%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 328,107	\$ 328,107	\$ 154,990	\$ 173,117	47%
<i>Employee Benefits</i>	93,170	93,170	59,641	33,529	64%
<i>Total Personnel</i>	\$ 421,277	\$ 421,277	\$ 214,631	\$ 206,646	51%

Services / Supplies					
<i>Professional Services</i>	\$ 47,850	\$ 47,850	\$ 13,732	\$ 34,118	29%
<i>Employee Development</i>	69,843	69,843	44,217	25,626	63%
<i>Supplies / Equipment</i>	1,700	1,700	304	1,396	18%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	14,600	14,600	6,076	8,524	42%
<i>Total Services / Supplies</i>	\$ 133,993	\$ 133,993	\$ 64,329	\$ 69,664	48%

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

<b>Total Human Resources</b>	\$ 555,270	\$ 555,270	\$ 278,960	\$ 276,310	50%
------------------------------	------------	------------	------------	------------	-----

# City Secretary Office FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,016	\$ 190,016	\$ 146,232	\$ 43,785	77%
Services / Supplies	149,939	149,939	93,851	56,088	63%
Capital	-	-	-	-	-
	<u>\$ 339,955</u>	<u>\$ 339,955</u>	<u>\$ 240,083</u>	<u>\$ 99,873</u>	<u>71%</u>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 148,938	\$ 148,938	\$ 111,451	\$ 37,487	75%
<i>Employee Benefits</i>	41,078	41,078	34,781	6,297	85%
<b>Total Personnel</b>	<u>\$ 190,016</u>	<u>\$ 190,016</u>	<u>\$ 146,232</u>	<u>\$ 43,785</u>	<u>77%</u>

Services / Supplies					
<i>Professional Services</i>	\$ 35,690	\$ 35,690	\$ 16,318	\$ 19,372	46%
<i>Employee Development</i> <small>(City Council related \$45,724)</small>	59,694	59,694	26,714	32,980	45%
<i>Supplies / Equipment</i>	15,855	15,855	9,820	6,035	62%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	38,700	38,700	41,000	(2,300)	106%
<b>Total Services / Supplies</b>	<u>\$ 149,939</u>	<u>\$ 149,939</u>	<u>\$ 93,851</u>	<u>\$ 56,088</u>	<u>63%</u>

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

<b>Total City Secretary Office</b>	<u>\$ 339,955</u>	<u>\$ 339,955</u>	<u>\$ 240,083</u>	<u>\$ 99,873</u>	<u>71%</u>
------------------------------------	-------------------	-------------------	-------------------	------------------	------------

# Information Services FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 634,555	\$ 634,555	\$ 466,031	\$ 168,524	73%
Services / Supplies	414,348	414,348	248,211	166,137	60%
Capital	-	-	110,555	(110,555)	0%
	\$ 1,048,903	\$ 1,048,903	\$ 824,797	\$ 224,106	79%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 475,054	\$ 475,054	\$ 350,370	\$ 124,684	74%
<i>Employee Benefits</i>	159,500	159,500	115,661	43,840	73%
<b>Total Personnel</b>	\$ 634,555	\$ 634,555	\$ 466,031	\$ 168,524	73%

Services / Supplies					
<i>Professional Services</i>	\$ 202,711	\$ 202,711	\$ 102,414	\$ 100,297	51%
<i>Employee Development</i>	28,805	28,805	19,183	9,623	67%
<i>Supplies / Equipment</i>	2,800	2,800	1,107	1,693	40%
<i>Utilities</i>	72,032	72,032	19,047	52,986	26%
<i>Other (Data Processing)</i>	108,000	108,000	106,461	1,539	99%
<b>Total Services / Supplies</b>	\$ 414,348	\$ 414,348	\$ 248,211	\$ 166,137	60%

Capital					
<i>Equipment / Vehicles</i>	-	-	110,555	(110,555)	0%
<b>Total Capital</b>	\$ -	\$ -	\$ 110,555	\$ (110,555)	0%

<b>Total City Secretary Office</b>	\$ 1,048,903	\$ 1,048,903	\$ 824,797	\$ 224,106	79%
------------------------------------	--------------	--------------	------------	------------	-----

# Police Department FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,330,030	<b>\$ 4,330,030</b>	<b>\$ 2,997,707</b>	\$ 1,332,323	69%
Services / Supplies	386,182	<b>386,182</b>	<b>268,034</b>	118,148	69%
Capital	<u>117,000</u>	<u><b>117,000</b></u>	<u><b>106,116</b></u>	<u>10,884</u>	<u>91%</u>
	<b>\$ 4,833,212</b>	<b>\$ 4,833,212</b>	<b>\$ 3,371,857</b>	<b>\$ 1,461,355</b>	<b>70%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,159,739	<b>\$ 3,159,739</b>	<b>\$ 2,205,457</b>	\$ 954,283	70%
<i>Employee Benefits</i>	<u>1,170,291</u>	<u><b>1,170,291</b></u>	<u><b>792,250</b></u>	<u>378,041</u>	<u>68%</u>
<b>Total Personnel</b>	<b>\$ 4,330,030</b>	<b>\$ 4,330,030</b>	<b>\$ 2,997,707</b>	<b>\$ 1,332,323</b>	<b>69%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 138,055	<b>\$ 138,055</b>	<b>\$ 116,181</b>	\$ 21,874	84%
<i>Employee Development</i>	45,104	<b>45,104</b>	<b>24,289</b>	20,815	54%
<i>Supplies / Equipment</i>	137,895	<b>137,895</b>	<b>81,541</b>	56,354	59%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>65,128</u>	<u><b>65,128</b></u>	<u><b>46,022</b></u>	<u>\$ 19,106</u>	<u>71%</u>
<b>Total Services / Supplies</b>	<b>\$ 386,182</b>	<b>\$ 386,182</b>	<b>\$ 268,034</b>	<b>\$ 118,148</b>	<b>69%</b>

Capital					
<i>Equipment / Vehicles</i>	117,000	<b>117,000</b>	<b>106,116</b>	10,884	91%
<b>Total Capital</b>	<b>\$ 117,000</b>	<b>\$ 117,000</b>	<b>\$ 106,116</b>	<b>\$ 10,884</b>	<b>91%</b>

<b>Total Police Department</b>	<b>\$ 4,833,212</b>	<b>\$ 4,833,212</b>	<b>\$ 3,371,857</b>	<b>\$ 1,461,355</b>	<b>70%</b>
--------------------------------	---------------------	---------------------	---------------------	---------------------	------------

# Fire Department FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,360,077	\$ 2,360,077	\$ 1,743,233	\$ 616,844	74%
Services / Supplies	602,080	602,080	505,166	96,914	84%
Capital	161,100	161,100	83,334	77,766	52%
	\$ 3,123,257	\$ 3,123,257	\$ 2,331,733	\$ 791,524	75%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,658,491	\$ 1,658,491	\$ 1,231,926	\$ 426,565	74%
<i>Employee Benefits</i>	701,585	701,585	511,307	190,279	73%
<i>Total Personnel</i>	\$ 2,360,077	\$ 2,360,077	\$ 1,743,233	\$ 616,844	74%

Services / Supplies					
<i>Professional Services</i>	\$ 64,500	\$ 64,500	\$ 47,522	\$ 16,978	74%
<i>Employee Development</i> <i>(Training - \$47,705)</i>	63,305	63,305	39,830	23,475	63%
<i>Supplies / Equipment</i>	152,625	152,625	101,543	51,083	67%
<i>Utilities</i>	1,800	1,800	1,088	712	60%
<i>Other (\$264,000 Cap Lease Pmt)</i>	319,850	319,850	315,183	4,667	99%
<i>Total Services / Supplies</i>	\$ 602,080	\$ 602,080	\$ 505,166	\$ 96,914	84%

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

<i>Total Fire Department</i>	\$ 3,123,257	\$ 3,123,257	\$ 2,331,733	\$ 791,524	75%
------------------------------	--------------	--------------	--------------	------------	-----

# Community Services FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 426,819	\$ 426,819	\$ 353,247	\$ 73,572	83%
Services / Supplies	22,658	22,658	9,022	13,636	40%
Capital	-	-	-	-	0%
	\$ 449,477	\$ 449,477	\$ 362,269	\$ 87,207	81%

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

Personnel					
<i>Salaries / Wages</i>	\$ 299,040	\$ 299,040	\$ 247,508	\$ 51,532	83%
<i>Employee Benefits</i>	127,779	127,779	105,739	22,040	83%
<i>Total Personnel</i>	\$ 426,819	\$ 426,819	\$ 353,247	\$ 73,572	83%

Services / Supplies					
<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 3,447	5,754	37%
<i>Employee Development</i>	5,805	5,805	3,101	2,704	53%
<i>Supplies / Equipment</i>	7,653	7,653	2,475	5,178	32%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 22,658	\$ 22,658	\$ 9,022	\$ 13,636	40%

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

<i>Total Building Operations</i>	\$ 449,477	\$ 449,477	\$ 362,269	\$ 87,207	81%
----------------------------------	------------	------------	------------	-----------	-----

# Streets Division FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 663,380	\$ 663,380	\$ 489,912	\$ 173,467	74%
Services / Supplies	705,877	705,877	393,567	312,310	56%
Capital	<u>77,000</u>	<u>77,000</u>	<u>49,333</u>	<u>27,667</u>	<u>64%</u>
	<b>\$ 1,446,257</b>	<b>\$ 1,446,257</b>	<b>\$ 932,812</b>	<b>\$ 513,444</b>	<b>64%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 457,290	\$ 457,290	\$ 339,537	\$ 117,753	74%
<i>Employee Benefits</i>	<u>206,090</u>	<u>206,090</u>	<u>150,375</u>	<u>55,714</u>	<u>73%</u>
<b>Total Personnel</b>	<b>\$ 663,380</b>	<b>\$ 663,380</b>	<b>\$ 489,912</b>	<b>\$ 173,467</b>	<b>74%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 67,521	\$ 67,521	\$ 18,905	\$ 48,616	28%
<i>Employee Development</i>	10,256	10,256	5,081	5,175	50%
<i>Supplies / Equipment</i>	47,550	47,550	17,100	30,450	36%
<i>Utilities</i>	90,000	90,000	64,528	25,472	72%
<i>Other (Street Maintenance)</i>	<u>490,550</u>	<u>490,550</u>	<u>287,954</u>	<u>202,596</u>	<u>59%</u>
<b>Total Services / Supplies</b>	<b>\$ 705,877</b>	<b>\$ 705,877</b>	<b>\$ 393,567</b>	<b>\$ 312,310</b>	<b>56%</b>

Capital					
<i>Equipment / Vehicles</i>	77,000	77,000	49,333	27,667	64%
<b>Total Capital</b>	<b>\$ 77,000</b>	<b>\$ 77,000</b>	<b>\$ 49,333</b>	<b>\$ 27,667</b>	<b>64%</b>

<b>Total Streets</b>	<b>\$ 1,446,257</b>	<b>\$ 1,446,257</b>	<b>\$ 932,812</b>	<b>\$ 513,444</b>	<b>64%</b>
----------------------	---------------------	---------------------	-------------------	-------------------	------------

# Maintenance Division FY 2017/2018 Budget

**YEAR TO DATE JUNE**

Percent of Budget Year Transpired

75.0%

## - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 327,979	\$ 327,979	\$ 240,400	\$ 87,578	73%
Services / Supplies	539,537	539,537	1,194,291	(654,754)	221%
Capital	-	-	-	-	0%
	\$ 867,516	\$ 867,516	\$ 1,434,692	\$ (567,176)	165%

## - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 231,054	\$ 231,054	\$ 168,762	\$ 62,292	73%
<i>Employee Benefits</i>	96,925	96,925	71,638	25,287	74%
<i>Total Personnel</i>	\$ 327,979	\$ 327,979	\$ 240,400	\$ 87,578	73%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 61,530	\$ 61,530	\$ 31,283	\$ 30,247	51%
<i>Employee Development</i>	3,255	3,255	2,073	1,182	64%
<i>Supplies / Equipment (Fuel &amp; Oils - \$132,917, Repair Parts / Contract Repairs - \$253,000, Roof Replacement Hail Damage - \$815,000)</i>	389,652	389,652	1,112,103	(722,451)	285%
<i>Utilities</i>	85,000	85,000	48,833	36,167	57%
<i>Other</i>	100	100	-	\$ 100	0%
<i>Total Services / Supplies</i>	\$ 539,537	\$ 539,537	\$ 1,194,291	\$ (654,754)	221%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Maintenance</b>	\$ 867,516	\$ 867,516	\$ 1,434,692	\$ (567,176)	165%

# Parks Division FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,067,478	<b>\$ 1,067,478</b>	<b>\$ 748,937</b>	\$ 318,541	70%
Services / Supplies	486,999	<b>486,999</b>	<b>300,414</b>	186,585	62%
Capital	219,609	<b>219,609</b>	<b>124,206</b>	95,403	57%
	<b>\$ 1,774,086</b>	<b>\$ 1,774,086</b>	<b>\$ 1,173,557</b>	\$ 600,528	66%

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

Personnel					
<i>Salaries / Wages</i>	\$ 743,483	<b>\$ 743,483</b>	<b>\$ 486,259</b>	\$ 257,224	65%
<i>Employee Benefits</i>	323,995	<b>323,995</b>	<b>262,678</b>	61,317	81%
<b>Total Personnel</b>	<b>\$ 1,067,478</b>	<b>\$ 1,067,478</b>	<b>\$ 748,937</b>	\$ 318,541	70%

Services / Supplies					
<i>Professional Services</i>	\$ 107,616	<b>\$ 107,616</b>	<b>\$ 57,162</b>	\$ 50,454	53%
<i>Employee Development</i>	15,445	<b>15,445</b>	<b>9,141</b>	6,304	59%
<i>Supplies / Equipment</i>	229,938	<b>229,938</b>	<b>146,279</b>	83,659	64%
<i>Utilities</i>	133,000	<b>133,000</b>	<b>86,722</b>	46,278	65%
<i>Other</i>	1,000	<b>1,000</b>	<b>1,110</b>	(110)	111%
<b>Total Services / Supplies</b>	<b>\$ 486,999</b>	<b>\$ 486,999</b>	<b>\$ 300,414</b>	\$ 186,585	62%

Capital					
<i>Equipment / Vehicles</i>	219,609	<b>219,609</b>	<b>124,206</b>	95,403	57%
<b>Total Capital</b>	<b>219,609</b>	<b>219,609</b>	<b>124,206</b>	95,403	57%

<b>Total Parks</b>	<b>\$ 1,774,086</b>	<b>\$ 1,774,086</b>	<b>\$ 1,173,557</b>	\$ 600,528	66%
--------------------	---------------------	---------------------	---------------------	------------	-----

# Recreation Division FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 210,017	\$ 210,017	\$ 126,960	\$ 83,056	60%
Services / Supplies	243,078	243,078	169,442	73,636	70%
Capital	-	-	-	-	0%
	\$ 453,095	\$ 453,095	\$ 296,402	\$ 156,692	65%

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

Personnel					
<i>Salaries / Wages</i>	\$ 154,554	\$ 154,554	\$ 99,123	\$ 55,431	64%
<i>Employee Benefits</i>	55,463	55,463	27,837	27,625	50%
<b>Total Personnel</b>	\$ 210,017	\$ 210,017	\$ 126,960	\$ 83,056	60%

Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ (237)	\$ 237	0%
<i>Employee Development</i>	8,555	8,555	4,582	3,973	54%
<i>Supplies / Equipment</i>	1,506	1,506	251	1,255	17%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	233,017	233,017	164,845	68,172	71%
<b>Total Services / Supplies</b>	\$ 243,078	\$ 243,078	\$ 169,442	\$ 73,636	70%

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

<b>Total Recreation</b>	\$ 453,095	\$ 453,095	\$ 296,402	\$ 156,692	65%
-------------------------	------------	------------	------------	------------	-----

# Equipment Replacement / Capital Schedule FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office Capital Outlay	-	-	-	-	0%
Finance Capital Outlay	-	-	-	-	0%
Human Resources Capital Outlay	-	-	-	-	0%
City Secretary Capital Outlay	-	-	-	-	0%
Information Services Capital Outlay	-	-	110,555	(110,555)	0%
Police Dept Capital Outlay	117,000	117,000	106,116	10,884	91%
Fire Dept Capital Outlay	161,100	161,100	83,334	77,766	52%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	77,000	77,000	49,333	27,667	64%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	219,609	219,609	124,206	95,403	57%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 574,709	\$ 574,709	\$ 473,545	\$ 101,164	82%

# Utility Fund Revenues

## FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
--	--------------

Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (100,000)	\$ (100,000)	\$ (138,385)	\$ 38,385	138%
<i>Charges / Penalties</i>	82,250	82,250	65,720	16,530	80%
<b>Total Fees</b>	<b>\$ (17,750)</b>	<b>\$ (17,750)</b>	<b>\$ (72,665)</b>	<b>\$ 54,915</b>	<b>409%</b>

### Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 13,325	\$ (3,325)	133%
<b>Total Licenses &amp; Permits</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 13,325</b>	<b>\$ (3,325)</b>	<b>133%</b>

### Charges for Services

<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 4,179,890	\$ 1,390,085	75%
<i>Sewer Sales</i>	4,397,099	4,397,099	3,479,456	917,643	79%
<i>Inspection Fees</i>	3,000	3,000	1,590	1,410	53%
<b>Total Charges for Service</b>	<b>\$ 9,970,074</b>	<b>\$ 9,970,074</b>	<b>\$ 7,660,937</b>	<b>\$ 2,309,137</b>	<b>77%</b>

### Interest

<i>Interest (Operations)</i>	\$ 18,500	\$ 18,500	\$ 23,645	\$ (5,145)	128%
<i>Interest (Capital Projects)</i>	20,000	20,000	28,651	(8,651)	143%
<b>Total Interest</b>	<b>\$ 38,500</b>	<b>\$ 38,500</b>	<b>\$ 52,296</b>	<b>\$ (13,796)</b>	<b>136%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 265,000	\$ 265,000	\$ 84,579	\$ 180,421	32%
<b>Total Impact Fees</b>	<b>\$ 265,000</b>	<b>\$ 265,000</b>	<b>\$ 84,579</b>	<b>\$ 180,421</b>	<b>32%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 1,440	\$ 3,560	29%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 1,440</b>	<b>\$ 3,560</b>	<b>29%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,270,824</b>	<b>\$ 10,270,824</b>	<b>\$ 7,739,912</b>	<b>\$ 2,530,912</b>	<b>75%</b>
------------------------------------	----------------------	----------------------	---------------------	---------------------	------------

# Utility Division FY 2017/2018 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired	75.0%
-----------------------------------	-------

--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,643,929	\$ 1,643,929	\$ 1,217,324	\$ 426,605	74%
Services / Supplies	5,904,815	5,904,815	4,070,323	1,834,492	69%
Capital	285,000	285,000	201,169	83,831	71%
<b>Total Utility Division</b>	<b>\$ 7,833,744</b>	<b>\$ 7,833,744</b>	<b>\$ 5,488,815</b>	<b>\$ 2,344,928</b>	<b>70%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,116,887	\$ 1,116,887	\$ 814,781	\$ 302,106	73%
<i>Employee Benefits</i>	527,042	527,042	402,542	124,500	76%
<b>Total Personnel</b>	<b>\$ 1,643,929</b>	<b>\$ 1,643,929</b>	<b>\$ 1,217,324</b>	<b>\$ 426,605</b>	<b>74%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 208,579	\$ 208,579	\$ 170,609	\$ 37,971	82%
<i>Employee Development</i>	58,216	58,216	31,986	26,230	55%
<i>Supplies / Equipment</i>	71,859	71,859	35,481	36,378	49%
<i>Utilities</i>	404,380	404,380	228,417	175,963	56%
<i>Other (Well Lot Maintenance)</i>	773,650	773,650	419,209	354,441	54%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,516,685</b>	<b>\$ 1,516,685</b>	<b>\$ 885,702</b>	<b>\$ 630,983</b>	<b>58%</b>

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 4,955	\$ 4,955	\$ 4,954	\$ 1	100%
<i>UTRWD - Water Volume Cost</i>	989,010	989,010	662,239	326,771	67%
<i>UTRWD - Water Demand Charges</i>	1,284,600	1,284,600	963,450	321,150	75%
<i>UTRWD - Sewer Effluent Volume Rate</i>	548,725	548,725	384,170	164,555	70%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,334,510	1,334,510	1,000,883	333,627	75%
<i>UTRWD - HV Sewer Line to UTRWD</i>	226,330	226,330	168,926	57,404	75%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,388,130</b>	<b>\$ 4,388,130</b>	<b>\$ 3,184,621</b>	<b>\$ 1,203,509</b>	<b>73%</b>

<b>Total Services / Supplies</b>	<b>\$ 5,904,815</b>	<b>\$ 5,904,815</b>	<b>\$ 4,070,323</b>	<b>\$ 1,834,492</b>	<b>69%</b>
----------------------------------	---------------------	---------------------	---------------------	---------------------	------------

Capital					
<i>Equipment / Vehicles</i>	285,000	285,000	201,169	83,831	71%
<b>Total Capital</b>	<b>\$ 285,000</b>	<b>\$ 285,000</b>	<b>\$ 201,169</b>	<b>\$ 83,831</b>	<b>71%</b>

<b>Total Utility Division - Operations</b>	<b>\$ 7,833,744</b>	<b>\$ 7,833,744</b>	<b>\$ 5,488,815</b>	<b>\$ 2,344,928</b>	<b>70%</b>
--	---------------------	---------------------	---------------------	---------------------	------------

# Utility Fund Working Capital FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
--	--------------

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,569,975	\$ 5,569,975	\$ 4,179,890	\$ 1,390,085	75%
<i>Sewer Sales</i>	4,397,099	4,397,099	3,479,456	917,643	79%
<i>Other Fees / Charges</i>	100,250	100,250	82,075	18,175	82%
<i>Electronic Payment Credit</i>	(100,000)	(100,000)	(138,385)	38,385	138%
<i>Interest</i>	18,500	18,500	23,645	(5,145)	128%
<b>Total Revenues</b>	<b>\$ 9,985,824</b>	<b>\$ 9,985,824</b>	<b>\$ 7,626,682</b>	<b>\$ 2,359,142</b>	<b>76%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$346,132	\$346,132	\$ 261,450	\$ 84,682	76%
<i>Operations</i>	2,814,481	2,814,481	1,841,575	972,906	65%
<i>UTRWD</i>	4,388,130	4,388,130	3,184,621	1,203,509	73%
<i>Debt Service</i>	1,076,878	1,076,878	978,097	98,781	91%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	285,000	285,000	201,169	83,831	71%
<b>Total Expenditures</b>	<b>\$ 8,910,622</b>	<b>\$ 8,910,622</b>	<b>\$ 6,466,913</b>	<b>\$ 2,443,709</b>	<b>73%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	455,202	455,202	1,309,769
<i>Beginning Working Capital</i>			
<i>Operations</i>	1,580,413	1,580,413	1,580,413
<i>Available Impact Fees</i>	853,398	853,398	853,398
<b>Total Available Working Capital</b>	<b>\$ 2,433,811</b>	<b>\$ 2,433,811</b>	<b>\$ 2,433,811</b>
<i>Ending Working Capital</i>			
<i>Operations</i>	2,035,615	2,035,615	2,890,182
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	968,398	968,398	787,977
<b>Total Available Working Capital</b>	<b>\$ 3,004,013</b>	<b>\$ 3,004,013</b>	<b>\$ 3,678,159</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	853,398	853,398	853,398
<i>+ Collections</i>	265,000	265,000	84,579
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<i>Ending Balance</i>	968,398	968,398	787,977

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

# Corps Leased Parks Fund FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 355,650	\$ 355,650	\$ 282,379	\$ 73,271	79%
<i>Annual Park Passes</i>	25,000	25,000	24,664	336	99%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	800	800	191	609	24%
<i>I-35 Mitigation</i>	50,000	50,000	-	50,000	0%
<b>Total Revenues</b>	<b>\$ 431,450</b>	<b>\$ 431,450</b>	<b>\$ 307,234</b>	<b>\$ 124,216</b>	<b>71%</b>

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

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 204,197	\$ 204,197	\$ 128,191	\$ 76,006	63%
<i>Services / Supplies</i>	129,171	129,171	126,085	3,086	98%
<i>Capital</i>	280,300	280,300	215,254	65,046	77%
<b>Total Expenditures</b>	<b>\$ 613,667</b>	<b>\$ 613,667</b>	<b>\$ 469,530</b>	<b>\$ 144,138</b>	<b>77%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 212,152	\$ 500,407	\$ 500,407
<i>+ Net Increase (Decrease)</i>	(182,217)	(182,217)	(162,295)
<b>Ending Fund Balance</b>	<b>\$ 29,935</b>	<b>\$ 318,190</b>	<b>\$ 338,112</b>

Audited FY17

# Debt Service Fund

## FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
--	--------------

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,525,882	\$ 1,525,882	\$ 1,514,555	\$ 11,327	99%
<i>Interest Income</i>	1,400	1,400	4,061	(2,661)	290%
<b>Total Revenues</b>	<b>\$ 1,527,282</b>	<b>\$ 1,527,282</b>	<b>\$ 1,518,616</b>	<b>\$ 8,666</b>	<b>99%</b>

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

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 149,942	\$ 161,180	\$ 161,180
<i>+ Net Increase (Decrease)</i>	7,399	7,399	134,737
<b>Ending Fund Balance</b>	<b>\$ 157,341</b>	<b>\$ 168,579</b>	<b>\$ 295,917</b>

**Audited FY17**

# Capital Projects Fund

## FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
--	--------------

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	25,000	25,000	49,129	(24,129)	197%
<b>Total Revenues</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 49,129</b>	<b>\$ (24,129)</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2018 Bond Issue</b> (Parks / Streets)	6,982,931	6,982,931	77,638	6,905,293	1%
2018 Bond Issue (Streets)		2,800,000	36,083	2,763,917	1%
2018 Bond Issue (Parks)		4,182,931	41,555	4,141,376	1%
<b>Total Expenditures</b>	<b>\$ 6,982,931</b>	<b>\$ 6,982,931</b>	<b>\$ 77,638</b>	<b>\$ 6,905,293</b>	<b>1%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ -	\$ 45,662	\$ 45,662
<i>+Net Increase (Decrease)</i>	25,000	25,000	6,979,172
<b>Ending Fund Balance</b>	<b>\$ 25,000</b>	<b>\$ 70,662</b>	<b>\$ 7,024,834</b>

Audited FY17

# Drainage Utilities FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Drainage Fee Receipts</i>	490,000	490,000	391,200	98,800	80%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	2,536	(2,461)	3381%
<b>Total Revenues</b>	<b>\$ 490,075</b>	<b>\$ 490,075</b>	<b>\$ 393,736</b>	<b>\$ 96,339</b>	<b>80%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 359,292	\$ 359,292	\$ 265,218	\$ 94,073	74%
<i>Services / Supplies</i>	154,470	154,470	55,147	99,323	36%
<i>Capital</i>	24,700	24,700	24,695	5	100%
<b>Total Expenditures</b>	<b>\$ 538,462</b>	<b>\$ 538,462</b>	<b>\$ 345,060</b>	<b>\$ 193,402</b>	<b>64%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date	Audited FY17
<i>Beginning Fund Balance</i>	\$ 257,624	\$ 298,327	\$ 298,327	
<i>+ Net Increase (Decrease)</i>	(48,387)	(48,387)	48,676	
<b>Ending Fund Balance</b>	<b>\$ 209,238</b>	<b>\$ 249,941</b>	<b>\$ 347,003</b>	

# Park Development Fee Fund FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
--	--------------

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ -	\$ -	\$ 14	\$ (14)	0%
<i>Community Park Fees</i>	-	-	68,400	(68,400)	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	\$ -	\$ -	\$ 68,414	\$ (68,414)	0%

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

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ -	\$ -	\$ -
<b>+ Net Increase (Decrease)</b>	-	-	68,414
<b>Ending Fund Balance</b>	\$ -	\$ -	\$ 68,414

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ -	68,414
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ -	\$ 68,414

# Public Safety Special Revenue Fund FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
--	--------------

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 36,726	\$ (11,126)	143%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	11,091	(7,491)	308%
Capital	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ 11,091</b>	<b>\$ (7,491)</b>	<b>0%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 26,892	\$ 23,610	\$ 23,610
+ Net Increase (Decrease)	-	-	25,635
Ending Fund Balance	\$ 26,892	\$ 23,610	\$ 49,245

**Audited FY17**

# Municipal Court Technology Fee Fund FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
--	--------------

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 2,587	913	74%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 5,500	\$ 5,500	\$ 5,402	\$ 98	98%
<b>Total Expenditures</b>	<b>\$ 5,500</b>	<b>\$ 5,500</b>	<b>\$ 5,402</b>	<b>\$ 98</b>	<b>98%</b>

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 34,449	\$ 34,172	\$ 34,172
+ Net Increase (Decrease)	(2,000)	(2,000)	(2,816)
Ending Fund Balance	\$ 32,449	\$ 32,172	\$ 31,356

Audited FY17

# Municipal Court Building Security Fund FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
--	--------------

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,700	\$ 2,700	\$ 1,940	\$ 760	72%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 31,374	\$ 30,119	\$ 30,119
+ Net Increase (Decrease)	2,700	2,700	1,940
Ending Fund Balance	\$ 34,074	\$ 32,819	\$ 32,059

Audited FY17

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

	<i>Actual 2015-2016</i>	<i>Projected 2016-2017</i>	<i>Budget 2017-2018</i>	<i>YTD 2017-2018</i>
<b>Beginning Fund Balance</b>	\$ 824,241	\$ 373,514	\$ 235,485	\$ 235,485
<b>Revenues</b>				
4B Sales Tax	1,231,754	1,256,098	1,291,796	736,718
Park Fees (Rental)	1,263	43,992	57,670	47,703
Linear Park Fees	287	287	574	-
Miscellaneous Income	-	-	-	-
Interest Income	2,601	600	800	462
<b>Total</b>	<b>\$ 1,235,905</b>	<b>\$ 1,300,977</b>	<b>\$ 1,350,840</b>	<b>\$ 784,883</b>
<b>Expenditures</b>				
Personnel	164,137	200,939	258,465	186,223
Services / Supplies	261,960	181,928	184,676	168,201
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	889,309	890,071	870,685	753,926
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,343,406</b>	<b>\$ 1,300,938</b>	<b>\$ 1,341,826</b>	<b>\$ 1,108,350</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ 300,000	\$ 138,068	\$ -	\$ -
Equipment	43,226	-	40,000	-
Net Increase / (Decrease)	(450,727)	(138,029)	(30,986)	(323,467)
<b>Working Capital Balance</b>	<b>\$ 373,514</b>	<b>\$ 235,485</b>	<b>\$ 204,499</b>	<b>\$ (87,982)</b>

## Highland Village Community Development Corporation Capital Projects

	<i>Actual 2015-2016</i>	<i>Actual 2016-2017</i>	<i>Budget 2017-2018</i>	<i>YTD 2017-2018</i>
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>Funding</b>				
Debt Issuance	-	-	-	-
Bond Discount	-	-	-	-
Debt Issuance Cost	-	-	-	-
Funding from Operations	300,000	138,068	-	-
Capital Projects (HV RR Crossing)	-	-	-	-
Denton County	-	-	-	-
I-35 Mitigation	-	-	-	-
Interest Earnings	-	-	-	-
<b>Total Available Project Funding</b>	<b>\$ 300,000</b>	<b>\$ 138,068</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
<b>Castlewood Trail</b>				
Engineering - \$131,200	-	-	-	-
Project Cost - \$1.312M (Estimated)	-	-	-	-
<b>Copperas Trail</b>				
Engineering - \$112,380	-	-	-	-
Project Cost - \$1.5M (Estimated)	-	-	-	-
<b>HV Rd Trail (Phase IIa - CH to Svc Cntr)</b>				
Engineering - \$25,000	-	-	-	-
Project Cost - \$250,982 (Estimated)	-	-	-	-
<b>HV Rd Trail (Phase IIb - Lions Club Park to Doubletree Ranch Park)</b>				
Engineering (Mostly included in Copperas Trail Eng.) - \$25,714 (Remain)	-	-	-	-
Project Cost - \$250,000 (Estimated)	-	-	-	-
<b>FM 2499 Sidewalk</b>				
Engineering - \$12,500	-	-	-	-
Project Cost - \$117,678 (Estimated)	-	-	-	-
<b>Pedestrian Crosswalk Enhancement</b>				
Engineering	-	-	-	-
Project Cost - \$26,000/Crossing	-	-	-	-
<b>Marauder Park Lake Access</b>				
Engineering - \$31,000 (Estimated)	-	-	-	-
Project Cost - \$58,178 (Estimated)	-	-	-	-
<b>HV Rd RR Crossing</b>				
Engineering - \$7,200 (Estimated)	-	-	-	-
Project Cost - \$48,000 (Estimated)	-	-	-	-
<b>Lakeside Community Park (707 HV Rd Trailhead)</b>				
Engineering - \$40,000	-	-	-	-
Project Cost - \$420,000	-	-	-	-
<b>Misc. Small, Fill-In/Connector Sections</b>				
Project Cost - \$20,000 (Per Year)	1,875	5,400	-	-
<b>Doubletree Ranch Park</b>				
Engineering - \$779,300	-	-	-	-
Project Cost - \$8,500,000 (Estimated)	1,444,637	511,000	-	-
<b>Total Capital Projects</b>	<b>\$ 1,446,512</b>	<b>\$ 516,400</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Remaining Project Funding</b>	<b>\$ 378,333</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# PEG Fee Fund FY 2017/2018 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
--	--------------

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

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	3,000	3,000	3,888	(888)	130%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 3,000	\$ 3,000	\$ 3,888	\$ (888)	130%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 68,592	\$ 65,266	\$ 65,266
<i>+Net Increase (Decrease)</i>	49,000	49,000	22,655
<b>Ending Fund Balance</b>	\$ 117,592	\$ 114,266	\$ 87,921

Audited FY17

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

**AGENDA# 18**

**MEETING DATE: 8/14/18**

**SUBJECT: Discuss the Ad Valorem Tax Rate for Tax Year 2018 and Consider Taking a Record Vote if the Proposed Rate Exceeds the Lower of the Rollback or the Effective Tax Rate and Consider Setting Public Hearing Dates of August 28, 2018 and September 11, 2018 on the Proposed Fiscal Year 2018-2019 Budget and Tax Rate**

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

**BACKGROUND:**

Truth in Taxation requires two public hearings, preceded by certain required public notices of the public hearings and the proposed real property tax rate before implementing a property tax rate if a rate is **considered** which will exceed the lower of the Rollback or Effective Rate. The Effective Rate is generally equal to the prior year's taxes divided by the current taxable value or properties that were also on the tax roll in the prior year.

**IDENTIFIED NEED/S:**

As the current tax rate of \$0.56802 is below the rollback rate of \$.602583, but however exceeds the Effective Rate of \$0.54959, Council must vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item for any rate that exceeds the Effective Tax Rate of \$0.54959. This vote must be recorded, and the proposal must specify the desired rate – the Council cannot vote to adopt a proposal to increase taxes by an unspecified amount. If the motion passes, the governing body must schedule two public hearings on the proposal.

**OPTIONS & RESULTS:**

**This vote does not commit Council to a tax rate; however, the Council cannot ultimately adopt a tax rate that exceeds the rate that is proposed in the motion approved by the Council.** In other words, the tax rate in the Ordinance adopting the tax rate for Tax Year 2018 to fund the Fiscal Year 2018-19 budget can be less than the rate contained in the motion approved at tonight's meeting, but cannot be greater than said rate. Staff discussed with Council at the last Council Meeting that with the current year increase in the tax roll, budget projections indicate that we have opportunity to decrease the tax rate and still provide sufficient revenues to fund expenditures necessary to maintain current service levels. Accordingly, Staff recommendation is for Council to consider a motion at tonight's meeting that proposes adoption of a tax rate of \$.56302, which is a ½ cent decrease, so that notices to that effect can be published in accordance with state law. Council will set the tax rate at a subsequent meeting following adoption of the budget.

The City Charter also calls for a public hearing on the budget – Staff suggests that this be combined with the public hearing on the tax rate.

Suggested Calendar:

- August 24<sup>th</sup>
  - Post recommended budget on City Web site
- August 28<sup>th</sup> (Regular Council Meeting)
  - Presentation of City Manager Recommended Budget
  - Public Hearing on tax rate and budget
- September 11<sup>th</sup> (Regular Council Meeting)
  - Public Hearing on tax rate and budget
  - 1<sup>st</sup> read on tax rate and budget
- September 25<sup>th</sup> (Regular Council Meeting)
  - 2<sup>nd</sup> read on tax rate and budget

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

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

**RECOMMENDATION:**

To approve the following motion:

***I move that \$0.56302 per \$100 valuation be proposed for adoption as the City's Ad Valorem tax rate for the 2018 tax year and set August 28, 2018, and September 11, 2018, as the dates for holding the public hearings to receive public comment on said tax rate and the 2018-2019 Fiscal Year budget.***

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

**AGENDA# 19**

**MEETING DATE: 08/14/18**

**SUBJECT: Consider Resolution 2018-2765 Ratifying the Emergency Declaration by the City Manager and Authorizing Work to be Performed by Layne Christensen Company for the FM 407 and Lake Vista Well Pump Repairs; Authorizing Additional Agreements and Change Orders**

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

**BACKGROUND:**

On July 18, 2018, the City's Lake Vista well, located in the Lake Vista subdivision, was taken out of service as it revealed motor start up issues. On July 24, 2018, the City's FM407 well, located in the 2000 block of Justin Road, was also taken out of service as it revealed pump flow issues. After troubleshooting the problems, City staff discovered the Lake Vista well exhibited a direct short on the power lead to the submersible well motor and the FM407 well was producing brass shavings in the raw water. Utility records show that the Lake Vista well pump was replaced in 2015 and the FM407 well pump was replaced in 2012. The typical life expectancy of a well pump is approximately 5 years.

Both wells are used as a source of potable water supply for the City of Highland Village. The public health hazard posed to the citizens of the City of Highland Village by the unexpected failure of the well is significant and constitutes an emergency. Therefore, pursuant to Section 6.17.B. of the City Charter of the City of Highland Village, upon staff recommendation, the City Manager declared that an emergency existed, that the immediate procurement of goods and services related to returning the Lake Vista and FM407 wells into proper working condition was necessary for (i) the preservation of the public health and safety of the City's residents and (ii) the repair of unforeseen damage to public machinery, equipment, or other property, and that, pursuant to Texas Local Government Code §§252.022(a)(2) and (3), such procurement shall be exempt from the bidding requirements set forth in Chapter 252 of the Texas Local Government Code.

**IDENTIFIED NEED/S:**

Ratify the City Manager's emergency declaration and authorization of the emergency repairs to the Lake Vista and FM407 wells conducted to date and authorize additional agreements and change orders relating to completion of the well repairs subject to availability of current funds.

**OPTIONS & RESULTS:**

With increasing water demands, if the City did not repair the Lake Vista and FM407 wells, the City's water supply decrease of 1.6MGD could pose a public health hazard.

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

Staff contacted both Weisinger Inc. (who has performed repairs on the City's wells previously), and Layne Christensen Company to obtain quotes to pull both wells pumps and take them back to their shop for inspection and provide repair quotes. Layne Christensen Company provided the lowest cost for this service and was able to mobilize more quickly than Weisinger. Utility staff scheduled Layne Christensen Company to mobilize on July 26, 2018 to pull the well pumps, take them back to their shop and troubleshoot them. To date, purchase orders in the amount of \$40,900 have been authorized by the City Manager relating to the repair services performed or authorized.

Staff is monitoring the City's water supply vs. water demands closely to determine when, if needed, the City would need to move into more restrictive water conservation measures (Phase 2 – No watering on Monday's & Friday's).

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

Funded through the Utility fund.

**RECOMMENDATION:**

To approve Resolution 2018-2765 as presented.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2018-2765**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, RATIFYING THE EMERGENCY DECLARATION BY THE CITY MANAGER AUTHORIZING WORK TO BE PERFORMED BY LAYNE CHRISTENSEN COMPANY FOR REPAIR OF THE LAKE VISTA AND FM 407 WATER WELLS; AUTHORIZING ADDITIONAL AGREEMENTS AND CHANGE ORDERS RELATING TO THE REPAIR OF SAID WELLS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the pump motor for the City's Lake Vista Water Well failed on July 18, 2014, and, as of July 24, 2018, the drop off in production of the FM 407 Water Well was indicating the eminent failure of the pump in the FM 407 Water Well (the Lake Vista Water Well and the FM 407 Water Well referred to hereafter collectively as "the Wells"); and

**WHEREAS**, collectively, the Wells produce up to 1.6 million gallons of water per day; and

**WHEREAS**, the public health hazard posed to the citizens of the City of Highland Village by the unexpected failure of the Wells is significant and constitutes an emergency; and

**WHEREAS** pursuant to Section 6.17.B. of the City Charter of the City of Highland Village, the City Manager declared that an emergency existed, that the immediate procurement of goods and services related to returning the Wells to proper working condition was necessary for (i) the preservation of the public health and safety of the City's residents and (ii) the repair of unforeseen damage to public machinery, equipment, or other property, and, that, pursuant to Texas Local Government Code §§252.022(a)(2) and (3), such procurement shall be exempt from the bidding requirements set forth in Chapter 252 of the Texas Local Government Code; and

**WHEREAS**, pursuant to the foregoing declaration, the City Manager entered into an agreement on behalf of the City with Layne Christensen Company to provide the initial equipment, supplies and services related to repairing the Wells in the amount of up to \$40,900.00; and

**WHEREAS**, it is anticipated that completion of repairs on the Wells will exceed what has previously been authorized by the City Manager; and

**WHEREAS** the City Council of the City of Highland Village, Texas, finds it to be in the public interest to approved, ratify and authorize the actions of the City Manager described above;

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

**SECTION 1.** The emergency declaration of the City Manager and the City Manager's acts in entering into an agreement on behalf of the City with Layne Christensen Company to provide the above described services relating to repair of the Wells are hereby ratified, approved and authorized as if originally approved by the City Council prior to such actions being taken.

**SECTION 2.** Subject to applicable state laws, city policies, and the availability of current funds for such purpose, the City Manager is further authorized to negotiate and sign such other

agreements and change orders as the City Manager determines to be in the best interest of the City and necessary for completion of the repairs to the Wells.

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

**PASSED AND APPROVED THIS THE 14<sup>TH</sup> DAY OF AUGUST 2018.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

\_\_\_\_\_  
**Kevin B. Laughlin, City Attorney**  
(kbl:8/7/18:101643)

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

**AGENDA# 20**

**MEETING DATE: 08/14/18**

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

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

**COMMENTS**

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



## UPCOMING EVENTS

<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) - <b>CANCELLED</b>
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>
October 4, 2018	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<b>October 9, 2018</b>	<b>Regular City Council Mtg. 7:30 pm</b>
October 15, 2018	Park Board Mtg. 6:00 pm (if needed)
October 16, 2018	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<b>October 23, 2018</b>	<b>Regular City Council Mtg. 7:30 pm</b>
November 1, 2018	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<b>November 13, 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