



A G E N D A
REGULAR MEETING OF THE
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS
TUESDAY, FEBRUARY 22, 2022 at 6:00 P.M.

EARLY WORK SESSION

City Council Chambers – 6:00 P.M.

Convene Meeting in Open Session

1. Receive Presentations from Neighborhood Sports, Highland Village Area Baseball and Softball Association (HVABSA), Greater Lewisville Area Soccer Association (GLASA) and Bad Dawg Tennis
2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for February 22, 2022

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

CLOSED SESSION

City Manager's Conference Room

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)
 - (b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary

OPEN SESSION

City Council Chambers – 7:30 P.M.

4. Call Meeting to Order
5. Prayer led by Councilmember Jon Kixmiller
6. Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Jon Kixmiller: *"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."*

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

Anyone wishing to address the City Council on any item posted on the City Council agenda for possible action, including matters placed on the Consent Agenda or posted as a Public Hearing, must complete a Speakers' Request Form available at the entrance to the City Council Chambers and present it to the City Secretary prior to the Open Session being called to order. Speakers may be limited to three (3) minutes and given only one opportunity to speak on an item. Other procedures regarding speaking on matters posted for action on the City Council agenda are set forth on the Speakers' Request Form. Subject to applicable law, the City Council reserves the right to modify or waive at any time the procedures relating to members of the public speaking on matters placed the Council's agenda.

CONSENT AGENDA

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

10. **Consider approval of Minutes of the Regular City Council Meeting held on February 8, 2022**
11. **Consider Resolution 2022-2988 authorizing Annual Payment to Integrated Computer Systems (ICS) for Public Safety CAD/RMS Software Maintenance**
12. **Consider Resolution 2022-2989 awarding and authorizing an Agreement with SRH Landscapes for the FM 2499 Corridor Maintenance Services Project**

ACTION AGENDA

13. **Take action, if any, on Matters discussed in Closed Session in accordance with the following Sections of the Texas Government Code:**
 - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
 - (b) **Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the City Manager and City Secretary**

14. Consider approval of a Site Plan for the property located at Lot 1, Block A, Highland Village Town Center, Section One, commonly known as 2270 Justin Road
15. Conduct a Public Hearing and consider Ordinance 2022-1291 re-adopting in its entirety Article 14.04 "Parks and Recreation" Division 7 "Youth Services Standards of Care" of the City of Highland Village, Texas Code of Ordinances, setting forth and adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department (*1st of two reads*)

LATE WORK SESSION

(Items may be discussed during Early Work Session, time permitting)

16. Review and Discuss the City's Water Leak Adjustment Policy
17. 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 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.)
18. 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 18TH DAY OF FEBRUARY 2022 NOT LATER THAN 5:00 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 _____, 2022 at _____

am / pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 1

MEETING DATE: 02/22/2022

SUBJECT: Receive Presentations from Neighborhood Sports, Highland Village Area Baseball and Softball Association, Greater Lewisville Area Soccer Association and Bad Dawg Tennis

PREPARED BY: Angela Miller, City Secretary

COMMENTS

Representatives from each of the area sports associations will provide presentations on their respective organizations.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 8

MEETING DATE: 02/22/2022

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Karen McCoy, Executive Assistant

COMMENTS

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

- Presentation of a Proclamation celebrating Mayor for the Day

Proclamation

The City of Highland Village

Whereas, The City of Highland Village is served by and is proud to support the Lewisville Independent School District; and

Whereas, The City of Highland Village recognizes that current LISD students are the future leaders of our city, county, state and nation; and

Whereas, Highland Village Elementary School has provided Highland Village students in grades Kindergarten through Fifth Grade with a high quality education; and

Whereas, The City of Highland Village offered a “Mayor for the Day” opportunity to one lucky student and Highland Village Elementary second grade student Amaya Butler was the successful recipient.

NOW THEREFORE, on behalf of the City Council and City Staff, I, Charlotte J. Wilcox, Mayor of the City of Highland Village, do hereby congratulate and recognize

“Amaya Butler as Mayor for the Day”

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 22nd day of February 2022.

Charlotte J. Wilcox, Mayor

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 10

MEETING DATE: 02/22/2022

SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on February 8, 2022

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 Regular City Council Meeting held on February 8, 2022.



**MEETING MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, FEBRUARY 8, 2022**

EARLY WORK SESSION

Mayor Charlotte J. Wilcox called the meeting to order at 6:58 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Scott Kriston	Public Works Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist
	Karen McCoy	Executive Assistant

1. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for February 8, 2022

No items were discussed.

Mayor Wilcox adjourned Early Work Session at 6:59 p.m.

CLOSED SESSION

2. 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

3. **Call Meeting to Order**

Mayor Charlotte J. Wilcox called the meeting to order at 7:05 p.m.

Roll Call

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Doug Reim	Police Chief
	Karl Schlichter	Police Commander
	David Pittinger	Police Sergeant
	Scott Kriston	Public Works Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

4. **Prayer led by Mayor Charlotte J. Wilcox**

Mayor Wilcox gave the invocation.

5. **Pledge of Allegiance to the U.S. and Texas flags led by Mayor Charlotte J. Wilcox**

Mayor Wilcox led the Pledge of Allegiance to the U.S. and Texas flags.

6. **Visitor Comments**

No one wished to speak.

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

- **Presentation of the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting**

Mayor Wilcox recognized Assistant City Manager Ken Heerman and the Highland Village Finance Department for being awarded the GFOA Certificate of Achievement, which is the highest form of recognition in the area of governmental accounting and financial reporting.

- **Report on the Denton Central Appraisal District Board of Directors Meeting held on January 27, 2022**

Councilmember Kixmiller reported Denton County Commissioners (Commissioners) recently sent a letter notifying the DCAD Board of Directors (DCAD Board) of their concerns regarding operations at the Appraisal District. At the January 25, 2022 City Council meeting, Council discussed whether Council should send a letter of support for the Commissioners. To see if the Commissioner's concerns were addressed, Councilmember Kixmiller attended the January 27, 2022 DCAD Board meeting and reported regular business was discussed and a review of the organization, responsibilities, challenges and opportunities was presented, but the letter was not directly addressed during open session.

Some insight regarding the software conversion referenced in the Commissioners' letter was provided at the DCAD Board meeting, however no insight was gained regarding the other items mentioned. With little impact to the residents, Councilmember Kixmiller suggested no further action by Council and to let the DCAD Board work with the County Commissioners on their concerns.

8. City Manager/Staff Reports

- **The Village Report**

The Village Report featured a winter weather recap and home protection tips during the winter season. An invitation to the Our Village, Our Vision open house scheduled for Wednesday, February 23 was also provided. The event will give attendees the opportunity to learn about updates being made to the City's planning documents and to provide their input on the future vision of Highland Village.

CONSENT AGENDA

9. **Consider approval of Minutes of the Regular City Council Meeting held on January 25, 2022**
10. **Consider Resolution 2022-2984 adopting the Texas Subdivision and Special District Election and Release Form regarding the Endo/Par Texas Opioid Settlement**
11. **Consider Resolution 2022-2985 awarding and authorizing a contract with A&M Construction and Utilities, Inc. for the Southwood No. 2 Ground Storage Tank Repainting Project**
12. **Receive Investment Report for Quarter Ending December 31, 2021**
13. **Receive Budget Report for Period Ending December 31, 2021**

Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Heslep, to approve Consent Agenda Items #9 through #13. Motion carried 7-0.

ACTION AGENDA

14. Take action, if any, on Matters discussed in Closed Session in accordance with the following Sections of the Texas Government Code:

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

NO ACTION TAKEN

Council did not meet in Closed Session.

15. Consider approval of a Site Plan for the property located at Lot 5D, Celebrations Village, Phase II, commonly known as 2444 Justin Road

SITE PLAN APPROVED (7 – 0)

Public Works Director Scott Kriston reported an application was received to construct an approximately 6,400 square foot building for retail use. The property is currently zoned Planned Development Retail, which allows for retail and drive-thru uses. The owner is proposing three tenants for the building, which would include retail space, drive-thru use and a restaurant with an outdoor patio area. The proposed site plan conforms with applicable City ordinances and was unanimously approved by the Planning and Zoning Commission at their January 18, 2022 meeting to send the site plan forward to Council.

Motion by Mayor Pro Tem Lombardo, seconded by Councilmember Fiester, to approve the Site Plan for the property located at 2444 Justin Road. Motion carried 7-0.

16. Consider Resolution 2022-2986 authorizing the City Manager to amend the Personnel Policies and Procedures Manual to add Good Friday as an Official City Holiday

APPROVED (7 – 0)

Mayor Wilcox stated she requested this item be presented for Council consideration. With enhanced City benefits being essential to our recruitment and retention strategies, Human Resources Director Jana Onstead reported adding observed holidays is a cost-efficient option to show employees appreciation and also to remain competitive in the challenging job market. In a survey of other cities, 87% of responding cities observe Good Friday as an official city holiday.

Motion by Mayor Wilcox, seconded by Councilmember Jaworski, to approve Resolution 2022-2986. Motion carried 7-0.

17. Consider Resolution 2022-2987 calling a General Election to be held on May 7, 2022 for the purpose of electing Council Members to Places 1 (Mayor), 2, 4 and 6; calling a Special Election to be held on May 7, 2022 for the purpose of electing a Council Member to Fill an Unexpired Term to Place 7; and authorizing a Joint Election Agreement and Contract for Election Services with Denton County

APPROVED (7 – 0)

City Secretary Angela Miller reported City elections are conducted pursuant to the City Charter and Texas Election Code, which requires a General Election to be held on the uniform election date on the first Saturday in May for the offices of City Council Places 1 (Mayor), 2, 4 and 6. In addition, she reported the currently serving City Council Member

serving in Place 7 has filed the necessary paperwork to have his name on the May 2022 ballot for Place 1. Pursuant to Section 3.06 of the City Charter and because the term for Place 7 will not end until May 2023, a Special Election must also be held on May 7, 2022 to fill the unexpired term.

Mrs. Miller added that formal action by Council is required to call (order) the General Election and Special Election, which is addressed with proposed Resolution 2022-2987. Also included in the resolution is authority to enter into a contract with Denton County for Election Services.

Motion by Councilmember Jaworski, seconded by Councilmember Kixmiller, to approve Resolution 2022-2987. Motion carried 7-0.

- 18. Receive Highland Village Police Department's Annual Compliance Report under the Texas Code of Criminal Procedure (CCP) Section 2.131 through 2.138 prohibiting Racial Profiling**

REPORT RECEIVED (7 – 0)

Police Sergeant David Pittinger presented the report for 2021. He advised state law requires each law enforcement agency in the state to adopt a written policy on racial profiling and to submit a report containing the information compiled during the previous calendar year to its governing body. Sergeant Pittinger further advised the City has a policy in place prohibiting racial profiling and that the report complies with the Code of Criminal Procedure Requirements.

Councilmember Kixmiller asked if the information provided in the report would also include Highland Village resident data in the various categories. Sergeant Pittinger stated that is not currently done and not required as part of the report. Chief of Police Doug Reim added that Highland Village resident data could possibly be included and City staff would look into that for future reports.

Motion by Mayor Pro Tem Lombardo, seconded by Deputy Mayor Pro Tem Fleming, to accept the Highland Village Police Department's Annual Compliance Report. Motion carried 7-0.

LATE WORK SESSION

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

Mayor Wilcox asked if there were any updates on the traffic signal at Highland Village Road and the IH-35 Service Road. Public Works Director Scott Kriston reported he had spoken with the engineering firm working a preliminary design, however the firm is not designing the final build. To date he has not received information on the signal or when the final build will be funded or built.

Mayor Pro Tem Lombardo asked when the next security cameras update would be presented. Chief Reim reported updates would be approximately every six (6) months, with the next update tentatively targeted for the April 26, 2022 Council meeting.

20. Adjournment

Mayor Wilcox adjourned the meeting at 7:55 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

DRAFT

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11

MEETING DATE: 02/22/2022

SUBJECT: Consider Resolution 2022-2988 Authorizing Annual Payment to Integrated Computer Systems for Public Safety CAD/RMS Software Maintenance

PREPARED BY: Doug Reim, Chief of Police

BACKGROUND:

The City utilizes public safety dispatch and records management software provided by Integrated Computer Systems (“ICS”) originally purchased during FY 2015-2016. The ICS contract includes an annually renewable software maintenance agreement provides for technical support from ICS as well as software updates.

IDENTIFIED NEED/S:

Presented for approval is the renewal amount for FY 2022. This is a budgeted operational item. However, because the total amount exceeds the City Manager’s approval authority within our financial policies, it is presented to Council for authorization. For sake of administrative efficiency, the resolution drafted by the City Attorney includes authority for the City Manager to pay the annual renewal fee for software maintenance for future years provided funds are budgeted and available for that purpose.

OPTIONS & RESULTS:

This was a budgeted item in the FY 2022 Budget.

RECOMMENDATION:

Council to approve Resolution No. 2022-2988.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2022-2988

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AUTHORIZING ANNUAL PAYMENT TO INTEGRATED COMPUTER SYSTEMS FOR PUBLIC SAFETY CAD/RMS SOFTWARE MAINTENANCE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to authorize the payment of the annual software maintenance fee relating to the maintenance and operation of the Police Department's CAD/RMS software.

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 pay Integrated Computer Systems ("ICS") the amount of \$83,246.68 for annual software maintenance and support in accordance with that certain agreement with ICS effective on or about December 22, 2015, and is further authorized to make such payments in future fiscal years in accordance with said agreement without further approval of the City Council subject to current funds being budgeted for the fiscal year in which such payment is due and payable and available for such purpose.

SECTION 2. This resolution shall become effective immediately from and after its passage.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, THIS THE 22ND DAY OF FEBRUARY 2022.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 02/22/2022

SUBJECT: Resolution 2022-2989 Awarding a Bid and Authorizing an Agreement with SRH Landscapes for the FM 2499 Corridor Landscape Services

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND:

In the late nineties, the City began bidding out landscape and mowing services to maintain areas such as City right-of-ways, trails, trail nodes, medians, and other municipal sites. The FM 2499 Corridor is one of the sites that has been maintained by an outside contractor.

In some cases, it is more cost-effective to bid out services for areas that require less detailed maintenance (such as median mowing/maintenance) instead of hiring additional City staff. In other instances, hiring permanent City staff capable of providing significant attention to detailed needs such as performing sprinkler repairs, chemical applications, minor park construction projects, playground maintenance, special event set up, etc., is more beneficial to the City.

IDENTIFIED NEED/S:

To approve the bid received from SRH Landscapes on January 25, 2022.

OPTIONS & RESULTS:

If the bid is not approved, the parks staff will have to take on the turf and maintenance services in-house and will have to defer maintenance needs and reduce or eliminate services in other critical areas such as facility repairs, minor projects, irrigation repair, plant material replacement, athletic field maintenance, pesticide applications as examples.

PROGRESS TO DATE:

Bids for FM 2499 Corridor Maintenance Services were received and opened on January 25, 2022.

The three (3) bids that were received are summarized below.

Company	Base Bid Items	Alternate Bids	Both Base Bid and Alternate Bids
SRH Landscapes	\$109,125.00	\$62,340.00	\$171,465.00
Terracare Associates	\$119,616.64	\$93,451.14	\$213,067.78
Brightview Landscapes	\$189,154.00	\$60,302.00	\$249,456.00

SRH Landscapes provided the lowest qualified bid. Furthermore, when reviewing and tabulating the bids, staff found two mathematical errors, which would have decreased SRH's bid by \$1,000.00. City staff confirmed in writing with SRH Landscapes, and they have accepted their bid as submitted to include the omission of \$1,000.00. With mathematical corrections, the total for both base bid and alternate bids totaled \$170,465.00; SRH Landscapes did accept the corrected total.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Current amount budgeted: \$154, 860.75 (General Fund). Both the base bid and alternate bid reflects an amount of \$170,465.00, which exceeds the budgeted amount by \$15,604.25. A budget amendment will be requested to address the increase.

RECOMMENDATION:

To approve Resolution No. 2022-2989 as presented.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2022-2989

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AWARDED AND AUTHORIZING AN AGREEMENT WITH SRH LANDSCAPES FOR FM 2499 CORRIDOR MAINTENANCE SERVICES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, having solicited bids in accordance with state law, City staff received three proposals for the FM 2499 Corridor Maintenance Services (“the Services”), have determined that SRH Landscapes has submitted the lowest most responsible bid, and recommends an agreement for the Services be awarded to SRH Landscapes; and

WHEREAS, the City Council of the City of Highland Village, Texas, finds it to be in the public interest to approve this recommendation.

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

SECTION 1. The City Manager is hereby authorized to (i) negotiate and execute an agreement with SRH Landscapes in the amount of \$170,465.00 for the Services and is further authorized to execute such change orders and amendments as authorized by state law, city policy, and in the event of an increase in contract price, subject to the availability of current funds for such purpose; and (ii) if the City Manager determines it to be in the public interest and, subject to the availability of funds budgeted in the then current fiscal year for such purpose, the City Manager has the authority to exercise the options to extend the term of the such agreement as provided therein.

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

PASSED AND APPROVED THIS THE 22nd DAY OF FEBRUARY 2022.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:2/15.2022:127798)

CITY OF HIGHLAND VILLAGE
CITY COUNCIL

AGENDA# 14

MEETING DATE: 02/22/2022

SUBJECT: Review and Consider an application for a Site Plan for Lot 1, Block A, The Highland Village Town Center, Section One, located at 2270 Justin Road

PREPARED BY: Autumn Aman – Community Development Coordinator

BACKGROUND:

An application was received for a Site Plan to construct an approximately 2,553 square foot building for Retail Use. The building will be occupied by H Tea O. The site plan package includes a site plan, building elevations, lighting plan, and landscape plans.

The property is currently zoned Retail (R).

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

Options are to recommend approval of the site plan package as it has been submitted, to recommend approval subject to revisions, or to deny the site plan package upon a finding that it does not comply one or more requirements of City Ordinances for the property.

PROGRESS TO DATE: (if appropriate)

City staff has reviewed the site plan package and finds that the proposed site plan conforms with applicable City Ordinances.

At the February 15, 2022, Planning and Zoning Commission meeting, on a 5-0 vote, the Commission approved a motion sending the Site Plan forward to City Council with a recommendation for approval subject to the following modifications:

- Landscape Exhibit, L1.01 - Replace the (3) Yaupon Holly bushes within the medians at the end of the parking rows with (3) Crepe Myrtle trees (65 gallon).
- Landscape Exhibit, L1.02 - Revise the Plant schedule and quantities to reflect the above change.

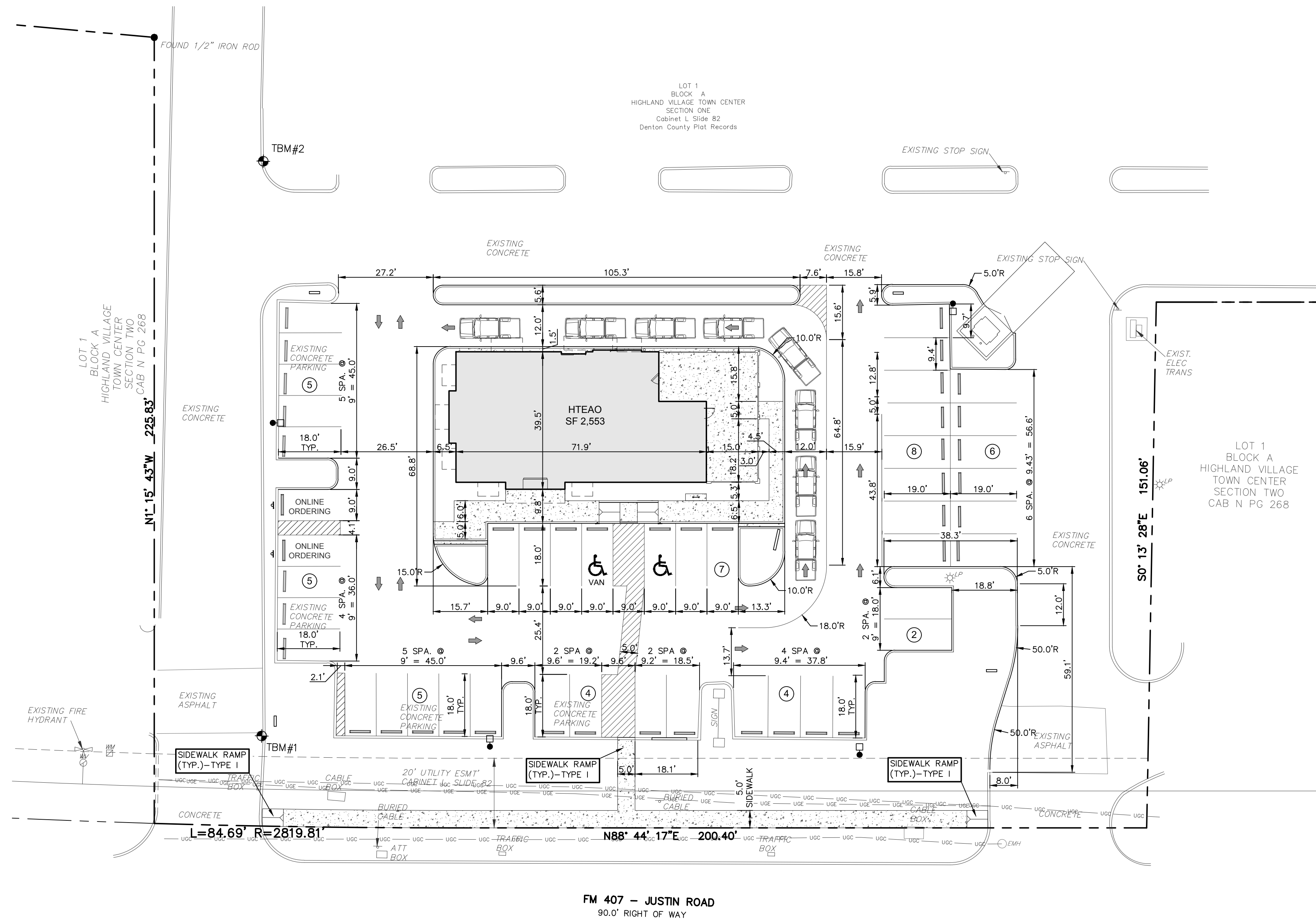
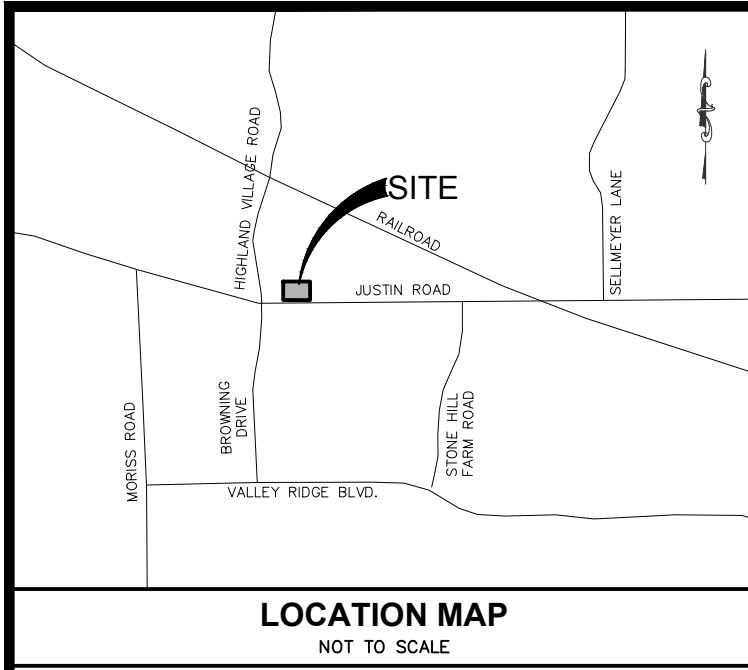
The version of the Site Plan presented to the City Council for consideration has been modified to reflect the requested changes.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

No Ordinance change is required.

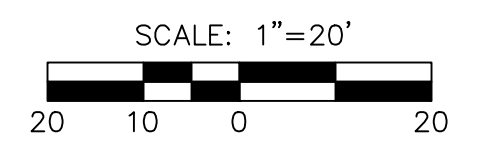
RECOMMENDATION:

Staff recommends City Council consider the recommendation made by Planning and Zoning Commission and determine to approve/disapprove the site plan as presented.



FM 407 - JUSTIN ROAD
90.0' RIGHT OF WAY

LEGEND		
EXISTING	PROPOSED	DESCRIPTION
(---)	(---)	PROPERTY (R.O.W.) LINE/ SUBDIVISION BOUNDARY
(---)	(---)	ADJACENT PROPERTY RECORD INFORMATION
(---)	(---)	BENCHMARK
(---)	(---)	LIGHT POLE
(---)	(---)	POWER POLE
(---)	(---)	DOWN GUY
(---)	(---)	TRANSFORMER (SIZE VARIES)
(---)	(---)	FIRE HYDRANT
(---)	(---)	WATER VALVE
(---)	(---)	WATER METER
(---)	(---)	WATER METER VAULT
(---)	(---)	WATER MANHOLE
(---)	(---)	TELEPHONE RISER
(---)	(---)	CABLE TV RISER
(---)	(---)	ELECTRIC BOX
(---)	(---)	ELECTRIC METER
(---)	(---)	GAS VALVE
(---)	(---)	GAS METER
(---)	(---)	TRAFFIC CONTROL BOX
(---)	(---)	TRAFFIC SIGNAL POST
(---)	(---)	UNDERGROUND GAS LINE MARKER
(---)	(---)	GREASE TRAP (SIZE VARIES)
(---)	(---)	STORMDRAIN LINE
(---)	(---)	WATER LINE
(---)	(---)	FIRE LINE
(---)	(---)	WASTEWATER LINE
(---)	(---)	GAS LINE
(---)	(---)	OVERHEAD ELECTRIC (PRIMARY)
(---)	(---)	UNDERGROUND ELECTRIC (PRIMARY)
(---)	(---)	UNDERGROUND ELECTRIC (SECONDARY)
(---)	(---)	UNDERGROUND TELEPHONE
(---)	(---)	UNDERGROUND CABLE
(---)	(---)	ELECTRIC MANHOLE (SIZE VARIES)
(---)	(---)	WASTEWATER MANHOLE (SIZE VARIES)
(---)	(---)	STORMDRAIN MANHOLE (SIZE VARIES)
(---)	(---)	TELEPHONE MANHOLE (SIZE VARIES)
(---)	(---)	FIRE DEPARTMENT CONNECTION
(---)	(---)	WASTEWATER CLEANOUT
(---)	(---)	CURB
(---)	(---)	HEADER CURB
(---)	(---)	SAWTOOTH CURB
(---)	(---)	RETAINING WALL
(---)	(---)	CHAINLINK FENCE
(---)	(---)	CONCRETE SIDEWALKS
(---)	(---)	CONTOUR
(---)	(---)	DIRECTION OF FLOW
(---)	(---)	SPOT ELEVATION/TOP OF CURB
(---)	(---)	SPOT ELEVATION
(---)	(---)	SWALE
(---)	(---)	CONCRETE PAVEMENT
(---)	(---)	ASPHALT PAVEMENT
(---)	(---)	FIRE LINE

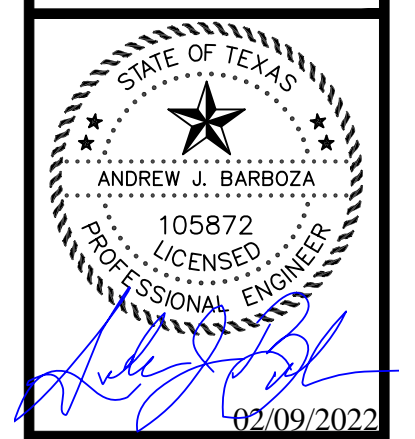


BUILDING USE	HTEAO
GROSS FLOOR AREA (FT ²)	2,553 SF
PARKING STORAGE STANDARDS	
MINIMUM PARKING RATIO	1 PER 150
REGULAR MINIMUM ALLOWED PARKING	17
ACTUAL/PROPOSED PARKING	46
HANDI-CAPPED (ADA) REQUIRED REGULAR H.C. PARKING	2
REQUIRED VAN ACCESSIBLE PARKING	1
PROPOSED H.C. PARKING	2 (INCLUDES 1 VAN)
BICYCLE PARKING	2

- SITE PLAN NOTES:**
- ALL CURB RADIUS DIMENSIONS ARE TO FACE OF CURB. CONTRACTOR TO VERIFY ALL PLAN DIMENSIONS PRIOR TO CONSTRUCTION.
 - ALL SIDEWALKS SHALL HAVE 2% MAX CROSS SLOPE.
 - BUILDING AND PARKING ARE PARALLEL TO THE SOUTH PROPERTY LINE (N88°44'17"W).
 - ALL CURB RADII ARE 3' UNLESS OTHERWISE NOTED.
 - ALL SIDEWALKS, CURBS, RAMPS, AND DRIVE APPROACHES IN THE RIGHT OF WAY SHALL BE IN COMPLIANCE WITH CURRENT TEXAS ACCESSIBILITY STANDARDS AND CITY OF HIGHLAND VILLAGE STANDARDS PRIOR TO FINAL INSPECTION APPROVAL.
 - ALL SIDEWALKS SHALL HAVE A MAX 5% LONGITUDINAL SLOPE.
 - ALL PARKING STALLS SHALL BE A MINIMUM OF 9' WIDE BY 18' LONG.

THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT OCCUR BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.

K LOVE ENGINEERING
Site Development Engineering Services
Firm No. 11042
www.kloveengineering.com (210) 485-5683



DATE	REVISIONS
11-18-21	1. CITY COMMENTS AND OWNER CHGS./VALUE ENG.
01-10-22	2. CITY COMMENTS
02-08-22	3. CITY COMMENTS

OWNER:
HTEAO-HIGHLAND VILLAGE
2270 JUSTIN ROAD
HIGHLAND VILLAGE, TEXAS 75007

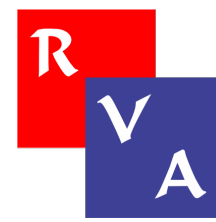
DESIGNED BY: AJB
DRAWN BY: RQ
SCALE: 1"=20"
DATE: 09-10-21
SHEET NO: **C2.0**

Date: Feb 09, 2022, 3:02pm
File: K:\Projects\1319_PVA\01_HIGHLAND_Village\Drawings\2.0_Site Plan_Exhibit.dwg





HTeaO Highland Village



Southwest

CITY OF HIGHLAND VILLAGE
CITY COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 02/22/2022

SUBJECT: Conduct a Public Hearing and Consider Ordinance 2022-1291 Re-adopting “Youth Standards of Care” of the Code of Ordinances of the City of Highland Village, Texas, Setting Forth and Adopting the Standards of Care for Youth Programs offered by the Parks and Recreation Department

PREPARED BY: Andra Foreman, Recreation Manager

BACKGROUND:

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

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

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

IDENTIFIED NEED/S:

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

OPTIONS & RESULTS:

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

RECOMMENDATION:

Conduct a public hearing and approve Ordinance 2022-1291 (1st of two reads).

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2022-1291

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

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

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

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

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

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

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

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

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

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 22ND DAY OF FEBRUARY 2022.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE _____ DAY OF MARCH 2022.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:1/7/2022:126968)

**Exhibit A to
Ordinance No. 2022-1291**

ARTICLE 14.04 PARKS AND RECREATION

Division 7. Youth Services Standards of Care

Sec. 14.04.221 Purpose

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

Sec. 14.04.222 General administration; definitions

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

Department. The parks and recreation department of the city.

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

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

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

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

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

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

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

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

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

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

(b) Organization.

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

(c) Inspection/monitoring/enforcement.

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

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

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

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

Sec. 14.04.223 Staff responsibilities and training

- (a) Site director qualifications. A site director must meet the following minimum qualifications:
- (1) Must be an employee of the city.
 - (2) Must be at least 19 years of age.
 - (3) Must have a high school diploma or GED.
 - (4) Must have two years' experience planning and implementing recreational activities.
 - (5) Must have previous experience in supervising children and possess knowledge of recreational games, crafts and activities.
 - (6) Must be skilled in supervising children of varying age levels in a group setting.
 - (7) Must pass a background investigation including a test for illegal substances.
 - (8) Must have a current certification in first aid, cardio pulmonary resuscitation (CPR) based on either American Heart Association or American Red Cross standards.

(b) Site director responsibilities.

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

(c) Program staff.

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

(d) Program staff responsibilities.

- (1) Program staff must be able to consistently exhibit competency, tolerance, and patience.
- (2) Program staff must relate to children with courtesy, respect, tolerance, and patience.
- (3) Program staff will provide participants with an environment in which they can feel safe, can enjoy wholesome recreation activities, and can participate in appropriate social opportunities with their peers.
- (4) Program staff will be responsible to know and follow all city, departmental, and program standards, policies and procedures that apply to the youth programs.
- (5) Program staff must ensure that participants are released only to a parent or an adult designated by the parent. All program sites will have a copy of the department approved plan to verify the identity of a person authorized to pick up a participant if that person is not known to the program staff.

(e) Training/orientation.

- (1) The department will provide training and orientation to program staff in working with participants and for specific job responsibilities. Each program staff will be provided with a program manual specific to each youth program.
- (2) Program staff will be trained in appropriate procedures to handle emergencies.
- (3) Program staff will receive a two-day training course in areas including city, departmental, and program policies and procedures, provision of recreation activities, safety issues, child psychology, and city organization.
- (4) Program staff will be required to sign an acknowledgment that they received the required training and are expected to conduct activities in accordance with training and these standards.

Sec. 14.04.224 Operations

(a) Staff-participant ratio. In a youth program, the standard ratio of participants to counselors will be twenty (20) participants to one (1) program staff member. In the event a program staff member is unable to report to the program site, a replacement will be assigned.

(b) Discipline.

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

(c) Programming.

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

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

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

(e) Transportation.

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

Sec. 14.04.225 Facility standards

(a) Safety.

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

(b) Fire.

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

(c) Health.

(1) Illness or injury to participant.

- (A) A participant who is considered to be a health or safety concern to other participants or program staff will not be admitted to the program.
- (B) Illnesses and injuries will be handled in a manner to protect the health of all participants and program staff.
- (C) Program staff will follow plans to provide emergency care for injured participants with symptoms of an acute illness as specified in the program manual.

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

- (4) Sanitation.
- (A) The facilities at the program site must have adequate light, ventilation, and heat.
 - (B) The program site must have an adequate supply of water meeting the standards of the state department of health for drinking water and ensure that it will be supplied to the participants in a safe and sanitary manner.
- (5) Special needs. Participants with special needs requiring personal assistance, i.e., feeding, changing of clothes, using the restroom, must provide an attendant for the duration of the program. Program staff will not provide personal assistance. The attendant will be admitted to the program free of charge.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 16

MEETING DATE: 02/22/2022

SUBJECT: Review Water Leak Adjustment Policy

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

Included in the City's Utility Ordinance regarding utility billing is provision for leak adjustments predicated on satisfaction of various criteria. The usage associated with a water leak is often accompanied by a substantially inflated water bill. Accordingly, as a courtesy to residents, the City does have a mechanism to provide an adjustment to mitigate the impact of an unexpected high bill. This policy has been in place for a number of years, and it is desired for Council to review this policy to ensure it still meets their intended expectation.

IDENTIFIED NEED/S:

The current leak adjustment policy:

A residential customer may be entitled to a billing adjustment upon providing proof of repairing a water leak in plumbing or water distributions lines on the customer side of the meter subject to the following:

- (1) Only one month's billing may be considered for adjustment;
- (2) The water use for the month during which the leak was found to exist must exceed a seasonal average by at least 50 percent;
- (3) The seasonal average may be established by using hourly read information to determine water loss related to the leak, water use in months preceding and following, the corresponding three months of previous years, or any combination thereof;
- (4) The customer must provide to the city proof the water leak has been repaired;
- (5) The billing adjustment provided may not exceed 50 percent of the difference of the billed water amount and water charges associated with the seasonal average usage; and
- (6) A resident may only receive one leak adjustment within a two-year period.

With the change in rate structure in 2017, there is a flat rate of \$3.00 per 1,000 gallons for water usage up to 50,000 gal for the City rates; however for usage over 50,000 gallons the rate increases substantially to \$15.00 per thousand gallons. In turn, water leaks that have substantial usage over this threshold have accompanying substantially higher charges compared to the previous rate structure. While the adjustment policy provides for the City absorbing one half of the difference from the normalized bill, there is still a hefty charge remaining for the resident.

OPTIONS & RESULTS:

A review of the current policy with Council will also provide alternate adjustment calculations for consideration. The alternate approaches focus on applying a reduced rate to the determined leak related usage – adding this to the amount associated with the resident's seasonal average usage for that month.

Other Suggested Changes:

- Add timeframe to request leak adjustment
 - Suggest requirement of request for leak adjustment to be received within 60 days of completed leak repair, not to exceed 90 days from start of leak.
- Change criterion for required usage variance
 - Suggest 2 times seasonal average rather than current 1.5

RECOMMENDATION:

No action. This is a discussion item only. .

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17

MEETING DATE: 02/22/2022

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

PREPARED BY: Karen McCoy, Executive Assistant

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 MEETINGS

February 22, 2022	Regular City Council Meeting - 7:30 pm
March 3, 2022	Zoning Board of Adjustment Meeting - 6:00 pm
March 8, 2022	Regular City Council Meeting - 7:00 pm
March 15, 2022	Planning & Zoning Commission Meeting – 7:00 pm
March 21, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
March 22, 2022	Regular City Council Meeting - 7:00 pm
April 7, 2022	Zoning Board of Adjustment Meeting - 6:00 pm
April 12, 2022	Regular City Council Meeting - 7:00 pm
April 15, 2022	City Offices Closed in Observance of Good Friday Holiday
April 18, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
April 19, 2022	Planning & Zoning Commission Meeting – 7:00 pm
April 26, 2022	Regular City Council Meeting - 7:00 pm
May 5, 2022	Zoning Board of Adjustment Meeting - 6:00 pm
May 10, 2022	Regular City Council Meeting - 7:00 pm

Note – The Zoning Board of Adjustment, Parks & Recreation Advisory Board, and the Planning & Zoning Commission meetings are held monthly, IF NEEDED. Please visit www.highlandvillage.org or the City Hall bulletin board for the latest meeting additions and updates.

By: Karen McCoy, Executive Assistant – City of Highland Village