



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, JUNE 28, 2022 at 6:00 P.M.

EARLY WORK SESSION
Training Room – 6:00 P.M.

Convene Meeting in Open Session

1. Receive an Update from the Presiding Judge of the Highland Village Municipal Court of Record
2. Discuss the Denton Central Appraisal District (DCAD) Annual Budget, Report from Western Valuation and Consulting, and Related Correspondence from the Denton County Judge
3. Review the Capital Improvement Program (CIP) Budget for Fiscal Year 2022-2023
4. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for June 28, 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
Training Room

5. Hold a Closed Meeting in accordance with the following Sections of the Texas Government Code:
 - (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
 - (b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the Highland Village Municipal Court Judge

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

6. Call Meeting to Order
7. Prayer led by Councilmember Shawn Nelson

8. **Pledge of Allegiance to the U.S. and Texas flags led by Councilmember Shawn Nelson:** *“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”*
9. **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.)*
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
11. **City Manager/Staff Reports**
 - **The Village Report**

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.

12. **Consider approval of Minutes of the Regular City Council Meeting held on June 14, 2022**
13. **Consider Ordinance 2022-1294 amending Chapter 4 “Animal Control” of the Code of Ordinances ” by Amending Section 4.01.003 “Fee Schedule” Relating to the Reduction, Refund, or Waiver of Fees; and Retitling and Amending Section 4.05.005 “Keeping of Chickens and Roosters” by Changing the Word “Bird” to “Fowl” and Establishing Exceptions to the Distance Requirements for Coop, Cage or Pen Locations (2nd and final read)**
14. **Receive the Capital Improvement Program (CIP) for Fiscal Year 2022-2023**
15. **Receive Budget Reports for Period ending April 30, 2022**
16. **Consider Resolution 2022-3003 authorizing a Task Order with Schaumburg & Polk, Inc. to provide Professional Engineering Services for the Sandero Drive, Bexar Drive, Victoria Drive and Malibu Drive Water Lines Project**

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)
 - (b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the Highland Village Municipal Court Judge
18. Consider Resolution 2022-3004 Reappointing the Presiding Judge to the City of Highland Village Municipal Court of Record

LATE WORK SESSION

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

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

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 24TH DAY OF JUNE 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: 06/28/2022

SUBJECT: Receive an Update from the Presiding Judge of the Highland Village Municipal Court of Record

PREPARED BY: Ken Heerman, Assistant City Manager

COMMENTS

Judge Colette Sallas will provide an update regarding the Highland Village Municipal Court.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2

MEETING DATE: 06/28/2022

SUBJECT: Discuss the Denton Central Appraisal District (DCAD) Annual Budget, the Operations Assessment of DCAD conducted by Western Valuation and Consulting, and Related Correspondence from Denton County Judge

PREPARED BY: Angela Miller, City Secretary

COMMENTS

The Denton Central Appraisal District's annual budget and results of a recently prepared operations assessment conducted by Western Valuation and Consulting have been provided to City Council for review previously. Upon review of the DCAD annual budget, Denton County area taxing entities may take action to approve/disapprove the proposed budget. The Denton County Judge has requested that Denton County taxing entities review and provide comments and/or consider taking action on DCAD's proposed FY 2022-2023 budget. Mayor Jaworski requested this item be placed on the agenda to allow Council an opportunity to discuss and determine if any future action is desired.

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 3

MEETING DATE: 06/28/2022

SUBJECT: Receive Capital Improvement Program (CIP) for Fiscal Year 2022-2023

PREPARED BY: Ken Heerman, Assistant City Manager

COMMENTS

The City Charter calls for submission to Council of a five-year capital budget. This provides an opportunity for Council to see a multi-year outlook for planning purposes. In essence, this should provide the framework for consideration of the current year's budget and resulting tax rate.

Capital improvements currently in process, as well as additional proposed programs have been identified by City Staff. The potential programs can come from various sources including City Council, boards/commissions, residents, and Staff members. These projects are non-operational, "big-ticket" items that typically require outside funding sources such as debt issuance, grant, or lease/purchase arrangements.

A summary of the identified programs follows – presented in context of a five-year window. With the City nearing build-out, there are limited capital programs anticipated in relation to primary City infrastructure.

As substantial build-out approaches, capital improvements are largely related to basic infrastructure. Improvements related to amenities/improved services, while desired, are viewed in context of affordability. The primary emphasis in the five-year outlook for will continue to be that of controlling on-going operating costs in a context of sustainability within the anticipated revenue base. A focus on staffing has been to maintaining existing staffing levels if possible – with emphasis on efficiency and leveraging technology enhancements to not compromise the high level of service that currently exists, with new positions to be evaluated only if a demonstrated need warrants consideration.

A five-year outlook will be developed including the capital program recommendations, with the current year of the five-year outlook serving as the proposed FY 2023 Budget. The capital program recommendations were largely developed last year in conjunction with a bond issuance, and will be continued – and refined over the next few years. The multi-year outlook is intended to provide a larger picture to serve as framework for the current year consideration. Outstanding projects at this time are related to the Capital Projects Fund, specifically the 2022 bond program. The following tables depict a summary of the capital projects in process as well as potential projects to be considered in the subsequent five years. Debt issuances are timed to coincide with reduction in scheduled debt service to minimize impact to the tax rate. The next issuance opportunity would likely be at the end of the five-year outlook in FY 2028.

Current-Year Capital Projects

A \$7M general obligation bond was issued in 2018 to address targeted Parks and Public Works issues as follows:

Bond Election 2018	
Streets Projects	\$2,800,000
Parks Projects	4,105,000
Bond Discount / Premium	173,588
Issuance Costs	<u>(70,907)</u>
Total Bond Proceeds	\$7,007,681

There is only two remaining projects associated with this issue:

Highland Village Road Sidewalk

Construction of the sidewalk on Highland Village Road from the Municipal Complex to Sellmeyer Lane to increase pedestrian safety and connect residents to amenities along Highland Village Road. A large number of residents adjacent to this section have no access to the Inland Trail System to connect to Lions Club Park, Lakeside Community Park, and Doubletree Ranch Park. This presents a potential safety issue as people walk the two-lane Highland Village Road to access these amenities. Construction on this project was anticipated for Summer 2021, however being delayed due to bankruptcy of the vendor. After securing another vendor, the project is in process, with now expected completion in Summer 2022.

Denton County Transportation Authority (DCTA) initiated a new program to reallocate a portion of collected sales tax back to participating cities for approved transportation projects. This project was submitted for approval of the DCTA Board, resulting in an additional funding source totaling \$288,794.

Original estimate: \$922,300 (Highland Village Road Sidewalk)

Projected Cost: Contract price is \$861,737.

Chapel Hill Trail Connection

An identified top priority for the trail system is to provide connection to the City Trail for a major subdivision – Chapel Hill. The initial anticipated cost for this trail segment is \$220,908. This would typically be addressed in the Highland Village Community Development Corporation (4B) budget as a trail project. However, this fund is not anticipated to have sufficient funding ability for a few years. With desire to accelerate this project, associated engineering was funded previously in the General Fund. For the construction, this project involves coordination with the KCS Railroad with an at-grade crossing. Once approval is obtained we will proceed with bidding.

Original estimate: Not in original bond program – added at Council recommendation

Projected Cost: \$400,000

Projects In Process

Projected Operating Costs

Dept	Description	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Parks	Highland Village Road sidewalk	2,000	2,000	2,000	2,000	2,000
	Chapel Hill Trail connection					
	Total	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

Highland Village Rd sidewalk and Chapel Hill Trail connection anticipates annual increase in mowing contracted maintenance combined of \$2,000 annually.

	<u>2021</u>	<u>2027</u> <u>(Projected)</u>
2021 Bond Issue		
Street / Drainage Improvements	\$8,850,000	\$1,600,000
Park Improvements	6,413,400	8,541,600
Total	\$15,263,400	\$10,141,600

Projects Associated with \$8.85M Bond Issue (Streets)

<u>Reconstruction Projects</u>	<u>Cost</u>	<u>Status</u>
Various (28 streets meeting criteria)	3,600,000	Expected to be completed in several stages over next two to three years
Highland Shores Blvd (Briarhill to Twin Covers-engineering)	\$500,000	Engineering Scheduled for FY2024
Highland Village Rd (Brazos to KCS RR - engineering)	250,000	Engineering Scheduled for FY2023
(For the two preceding projects, there is discussion with Denton County to include the related construction of these projects in their next bond issuance)		
<u>Overlay Projects</u>		
Sellmeyer Lane (Foggy Glen to Brazos)	250,000	Scheduled for FY2024
Sellmeyer Lane (Brazos to Victoria)	275,000	Scheduled for FY2025
Sellmeyer Lane (Victoria to FM 407)	275,000	Scheduled for FY2026
Highland Shores Blvd (HV Rd to Briarhill)	600,000	Scheduled for FY2023
<u>Traffic Control</u>		
Traffic signal Imp. Brazos / HV Rd	345,000	Scheduled for FY2024
Pedestrian crossing HS Blvd. at Community Center Dr.	230,000	Scheduled for FY2024
<u>Drainage Projects</u>		
Drainage pond adjacent to Wal-Mart dredge	300,000	Scheduled for FY2023
Quail Cove pond dredge	200,000	Scheduled for FY2025
Turpin Dr / Sellmeyer Lane drainage Improvements	500,000	Scheduled for FY2024
Silverthorne Park creek bank stabilization	400,000	Scheduled for FY2024
Highland Shores Blvd. underdrain	600,000	Scheduled for FY2023
Contingency	525,000	
Total	\$8,850,000	

	<u>2021</u>	<u>2027</u> <u>(Projected)</u>
2021 Bond Issue		
Street / Drainage Improvements	\$8,850,000	\$1,600,000
Park Improvements	6,413,400	8,541,600
Total	\$15,263,400	\$10,141,600

Park Improvements				
Part 1		Amount	Net	Notes
HV Tennis Center Improvements			\$ 170,000	\$ 170,000
	HVTC LED lighting upgrades	170,000		
Pilot Knoll Improvements			3,745,000	2,530,000
	PK campground restroom improve.	50,000		
	PK shelter upgrades, roofs, ADA, (33 shelters 3 pavilions)	375,000		
	PK gate house replacement	400,000		
	Boat ramp improvements, lighting and electrical, dock improvements, add kayak/watercraft launch areas with ADA accommodations.	620,000		
	PK Cabins (16)	2,300,000		
Various			435,000	435,000
	Sellmeyer tennis parking and ADA compliance upgrades	160,000		
	Sellmeyer Playground replacement	140,000		
	Brazos athletic field renovations	135,000		
Contingency			627,000	627,000
Total			\$ 4,977,000	\$ 3,762,000

Part 2		Amount	Net	Notes
Unity Park Improvements			\$ 1,932,000	\$ 1,932,000
	Unity Park tennis court resurfacing	\$ 26,000		
	Unity Park flex field renovation	215,000		
	Unity Park gabion retainage baskets	685,000		
	Unity Park lighted basketball courts (engineering included)	230,000		
	Unity Park backstop and baseline netting	125,000		
	Unity Dog Park - replace a portion of natural grass with synthetic	84,000		
	Unity Park irrigation baseball and common areas	336,000		
	Unity Park baseball fencing replace	231,000		
Various Park Improvements			277,500	277,500
	Sellmeyer tennis fencing and wind screen replacement	\$ 37,500		
	Lions Club parking lot replacement ADA compliance	200,000		
	Village Park fishing pier renovation	40,000		
Contingency			\$ 441,900	441,900
Total			\$ 2,651,400	\$ 2,651,400
Grand Total (2021 Issue)			\$ 7,628,400	\$ 6,413,400

Part 3 (FY 2027)		Amount		Net	Notes
Copperas Park Improvements			3,100,000	2,400,000	Boat launch - Potential for \$500K Grant (75/25) with \$175K Match Park Road - Potential for \$200K Grant (80/20) with \$50K Match
	Copperas Branch Master Plan engineering for Copperas (partial)	450,000			
	Copperas Branch Master Plan boat launch relocation	1,450,000			
	Copperas Branch Master Plan park road, trails and electrical	1,200,000			
Copperas Park Improvements			5,718,000	4,718,000	Civic Extension - Potential for \$1M Grant (50/50) with \$1M Match
	Copperas Branch Master Plan The Point	1,450,000			
	Copperas Branch Master Plan Skate Park	750,000			
	Copperas Branch Master Plan Civic Extension	3,500,000			
	Trail markers throughout City Trail	18,000			
Contingency				1,423,600	
Total			\$ 8,818,000	\$ 8,541,600	

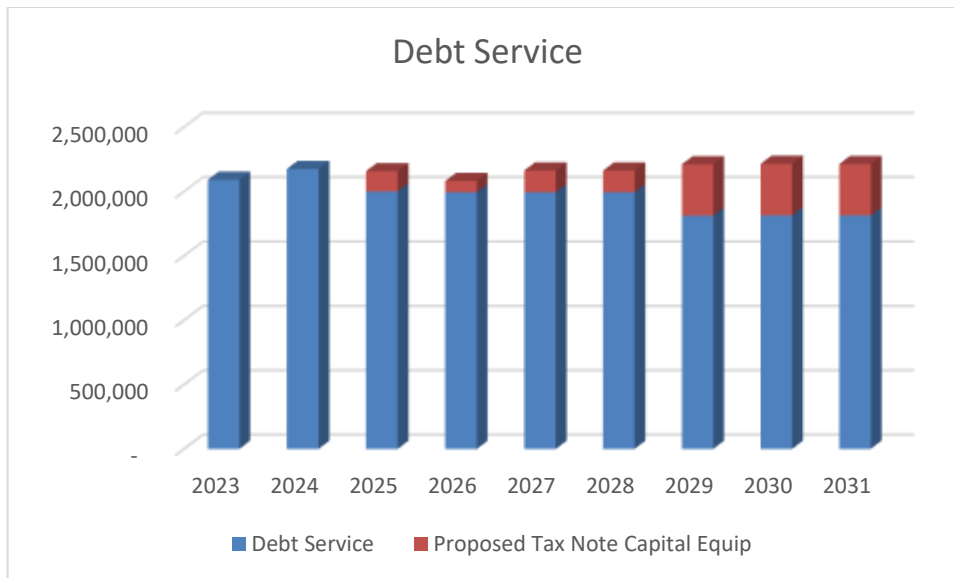
<u>Project Summary - 2021 Parks Projects</u>		<u>Status</u>
<u>Highland Village Tennis Center Improvements</u>		
	LED lighting upgrades and Musco controls	Scheduled for FY 2024
<u>Pilot Knoll Improvements</u>		
	Campground / Shelters improvements	Waiting for signed agreement from CORPS for lease renewal before initiating engineering
	Replace gatehouse	
	Boat Ramp improvements	
	also providing ongoing revenue stream for Corps parks	
<u>Unity Park Improvements</u>		
	Tennis court resurfacing	In process of obtaining quotes - anticipate completion in FY 2022
	Lighted basketball courts	Scheduled for FY 2024
	Field renovations	Scheduled for FY 2025
	Replace portion of turf in Dog Park with synthetic grass	Anticipate completion in FY 2022
	Replace baseball fencing	Scheduled for FY 2024
	Add backstop netting	Scheduled for FY 2024
<u>Other Parks</u>		
	Sellmeyer tennis fencing / windscreen replace	Scheduled for FY 2025
	Lions Club Park parking lot	Public Works engineering in process
	Village Park fishing pier renovation	Scheduled for FY 2023
	Brazos Park field renovation	Scheduled for FY 2025
	Sellmeyer Park playground replace	Scheduled for FY 2024

Ongoing maintenance associated with projects

<u>Project Summary - 2021 Parks Projects</u>		<u>Ongoing increase / decrease in annual operating costs</u>	<u>5 Yr Avg Annual Cost</u>
<u>Highland Village Tennis Center Improvements</u>			
	LED lighting upgrades and Musco controls	Decreased energy costs	\$ (700)
<u>Pilot Knoll Improvements</u>			
	Campground / Shelters improvements		
	Replace gatehouse	Reduced energy / repairs	(2,000)
	Boat Ramp improvements	Reduced energy / repairs	(200)
	Expand camping options with rental cabins (16) - also providing ongoing revenue stream for Corps parks	With potential annual revenues of \$400,000, net revenues projected at \$261,000 annually	(261,000)
<u>Unity Park Improvements</u>			
	Tennis court resurfacing		
	Lighted basketball courts	Energy cost / maintenance	1,500
	Field renovations	Increased field maintenance	4,500
	Replace portion of turf in Dog Park with synthetic grass	Decreased repair costs	(3,000)
	Replace baseball fencing	Decreased repair costs	(500)
	Add backstop netting	Ongoing netting repair	2,000
<u>Other Parks</u>			
	Sellmeyer tennis fencing / windscreen replace	Decreased repair costs	(125)
	Lions Club Park parking lot		
	Village Park fishing pier renovation	Decreased repair costs	(150)
	Brazos Park field renovation	Increased field maintenance	4,500
	Sellmeyer Park playground replace		
Total			\$ (255,175)

Anticipated Future Projects

Primary considerations of the City for debt issuance related to capital projects are identified needs / desires coupled with ability to fund within current tax rate. And this is largely accomplished by pairing debt issuance with retirement of existing debt. Targeting a ratio of 14-15% debt component of the tax rate, the next such opportunity in the immediate future is likely FY 2027 or 2028. There are \$10M of identified projects that could be considered in the next bond issuance, but the level of funding will be predicated on the ability of the City to incur the associated debt service as well as any accompanying ongoing maintenance costs.



With the City nearing buildout, the two primary capital needs will continue to be in the areas of parks, streets / drainage, and utility infrastructure. Utility debt issuance is generally supported by rates paid by residents for utility service, while parks and streets are supported by the tax rate. The Parks Department conducted a comprehensive assessment of parks and related amenities, identifying both current infrastructure in need of replacement, as well as opportunities for new development. These are to be largely addressed in the current bond program, with the exception of development of Copperas Branch Park. With uncertainty of timing for expansion of the I-35 bridge over Lewisville Lake and need for potential staging in this park, any capital improvements will be delayed until certainty is achieved. Public Works provides an ongoing assessment of streets that are at the end of their useful life and thus targeted for reconstruction with periodic bond issues.

Five Year Outlook

In general, the focus of the CIP five-year outlook is to evaluate funding **ability** with suggested capital improvement programs – in regard to issued debt and associated debt service, as well as related ongoing operations costs. Maintaining sufficient fund balance levels is a key measure of evaluation. Financial policies require a minimum 20% fund balance with a targeted range of 20 - 25%.

A five year financial outlook will be developed as part of the budget process through the summer months, to properly evaluate current year expenditures in relation to an extended outlook and determine what capacity is available to consider the proposed debt issues. Property values have experienced significant increases the past few years. However, with uncertainty in the overall economy, coupled with State legislative action the past session to limit property tax revenue growth in cities, this will prompt a more conservative future outlook. This necessitates a disciplined approach to manage growth in operations cost and reduction in overall debt-service load. In the ten years prior to FY 2015, debt service represented about 20% of the tax rate. Current debt service now reflects roughly 14% of the tax rate. As revenues flatten with build-out, a continued focus on managing debt service is critical – both in terms of avoiding spikes, but also reducing to a lower, more manageable level for the future.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 10

MEETING DATE: 06/28/2022

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.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 12

MEETING DATE: 06/28/2022

SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on June 14, 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 June 14, 2022.



**MINUTES OF THE REGULAR MEETING
HIGHLAND VILLAGE CITY COUNCIL
HIGHLAND VILLAGE MUNICIPAL COMPLEX
1000 HIGHLAND VILLAGE ROAD
TUESDAY, JUNE 14, 2022**

EARLY WORK SESSION

Mayor Daniel Jaworski called the meeting to order at 6:04 p.m.

Roll Call

Present:	Daniel Jaworski	Mayor
	Michael Lombardo	Mayor Pro Tem
	Jon Kixmiller	Deputy Mayor Pro Tem
	Shawn Nelson	Councilmember
	Tom Heslep	Councilmember
	Brian A. Fiorenza	Councilmember
Absent:	Robert A. Fiester	Councilmember
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Mark Stewart	Assistant Police Chief
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

1. Discuss Appointment of the Primary and Alternate Representatives for the Town of Flower Mound, City of Lewisville and City of Highland Village to the Regional Transportation Council of the North Central Texas Council of Governments

City Secretary Angela Miller reported the Cities of Lewisville, Highland Village and Town of Flower Mound share a seat on the Regional Transportation Council (RTC), which allows for a primary member and an alternate member. Our current primary presentative is City of Lewisville Mayor Pro Tem Brandon Jones, with Charlotte Wilcox serving as the alternate. Their terms expire this year and new appointments will begin serving in July. Mrs. Miller added that the City of Lewisville plans to re-appoint Mr. Jones and will consider appointing Mayor Jaworski as the alternate representative. Mayor Jaworski stated he would be interested in serving if there were a consensus of Council.

Councilmember Fiorenza asked for clarification on the duties of the RTC. City Manager Paul Stevens reported the RTC is the independent transportation policy body for the Metropolitan Planning Organization. The RTC is made up of 44 members, composed primarily of local elected officials from the metropolitan area and representatives of each of the area's transportation providers. The RTC oversees the metropolitan transportation planning process. The RTC plays an important role as their primary activities include guiding the development of multimodal transportation plans and programs, determining the allocation of federal, state and regional transportation funds, selecting transportation projects in some programs and recommending projects to the Texas Transportation Commission for other programs, ensuring transportation providers coordinate services, and ensuring the metropolitan area complies with state and federal laws and regulations regarding transportation and air quality.

Consensus of Council is to reappoint Brandon Jones as primary and appoint Mayor Jaworski as alternate. Council also requested Mr. Jones provide an update at a future meeting.

2. Clarification of Consent or Action Items listed on Today's City Council Meeting Agenda for June 14, 2022

Relating to Agenda Item #13, Mayor Pro Tem Lombardo asked if existing chicken coops or cages that are located less than fifty (50) feet from a residential structure located on an adjacent lot would be grandfathered or would they no longer be allowed under the proposed ordinance. City Attorney Kevin Laughlin reported they would be allowed in the proposed ordinance with a fowl permit, and with written consent of the adjacent property owner and tenant, if the property is being leased. He added that if the adjacent property ownership and/or tenant changes, the fowl permit is revoked and the process starts over. Councilmember Fiorenza asked if there will be a fee for the fowl permit, and how the City plans to communicate information about the new permit to residents. City Manager Stevens stated there is no fee for the fowl permit and that City staff would use social media and other communication opportunities to educate the community.

Mayor Jaworski announced that Council would meet in Closed Session and read Agenda Items #3(a) and #3(b).

CLOSED SESSION

Council convened into Closed Session at 6:25 p.m.

- 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 Highland Village Municipal Court Judge**

Council concluded Closed Session at 7:08 p.m. and returned to Early Work Session, which was immediately adjourned.

OPEN SESSION

4. Call Meeting to Order

Mayor Daniel Jaworski called the meeting to order at 7:10 p.m. and announced our Mayor for the Day, Allen Wehkamp.

Roll Call

Present:	Daniel Jaworski	Mayor
	Michael Lombardo	Mayor Pro Tem
	Jon Kixmiller	Deputy Mayor Pro Tem
	Shawn Nelson	Councilmember
	Tom Heslep	Councilmember
	Brian A. Fiorenza	Councilmember
Absent:	Robert A. Fiester	Councilmember
Staff Members:	Paul Stevens	City Manager
	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Angela Miller	City Secretary
	Mark Stewart	Assistant Police Chief
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

5. Prayer led by Mayor Pro Tem Mike Lombardo

Mayor Pro Tem Lombardo gave the invocation.

6. Pledge of Allegiance to the U.S. and Texas flags led by Mayor Pro Tem Mike Lombardo

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

7. Visitor Comments

The following person spoke:

Christopher Scott – Mr. Scott spoke regarding an ordinance relating to animal control that was amended in its entirety in September 2021. He stated in April 2020 a complaint was made to the City regarding the animals being kept at Mr. Brenten Szekely's property, which resulted in a visit from an Animal Control Officer (ACO). Mr. Scott stated the ACO was satisfied with the care, enclosures and well-being of all of their animals, and were told a review of the City's ordinance would need to be done to determine if the animals could remain. Mr. Scott presented a timeline of events and reported he asked multiple times to present his case to Council and was denied due to Covid-19. Mr. Scott stated he wanted to present his case when Council meetings resumed but was never given an opportunity.

Mr. Scott stated the City did issue permits allowing them to keep their animals. He further stated that changes to the animal control ordinance were discussed in August 2021 and an ordinance passed unanimously by City Council on September 14, 2021. Upon renewal of their permits in 2022, Mr. Scott reported being notified of the ordinance changes and

having to resubmit their application, which was denied. Notice was received stating the animals would need to be removed and an extension was granted. Mr. Scott stated he had submitted numerous emails and phone calls requesting to address Council, which was never granted. Mr. Scott requested Council consider including a grandfather clause in the ordinance. Additionally he stated the animals are pets, are well cared for and not causing any issues with their neighbors.

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**

Mayor Pro Tem Lombardo reported Celebrate Highland Village was a great event and thanked City staff and the Highland Village Lions Club for their hard work.

Mayor Jaworski reported the Clark family of Highland Village lost their home and most of their belongs in a residential fire. He announced a *Go Fund Me* has been set up if anyone would like to help. A video has been published on the City's social media pages with information on making a donation.

- **Presentation of a Proclamation for our Mayor for the Day**

Mayor Jaworski presented a proclamation to Allen Wehkamp celebrating him as our Mayor for the Day.

9. **City Manager/Staff Reports**

City Manager Paul Stevens reported Highland Village has been recognized by SafeWise as the 7th safest city in Texas.

Councilmember Fiorenza reported City staff had worked to get the splash pad open this summer but saw a Cross Timbers Gazette article reporting it is closed. He requested City staff provide information to alert patrons that it is actually open this season.

- **The Village Report**

The Village Report featured different ways to enjoy summer in Highland Village, as well as a thank you to the community for attending the recent Celebrate Highland Village event.

CONSENT AGENDA

10. **Consider approval of Minutes of the Regular City Council Meeting held on May 24, 2022**

Motion by Councilmember Fiorenza, seconded by Councilmember Heslep, to approve Consent Agenda Item #10. Motion carried 6-0.

ACTION AGENDA

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

- (a) Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)
- (b) Section 551.074 – Personnel – Deliberate the Employment and Evaluation of the Highland Village Municipal Court Judge

NO ACTION TAKEN

No action was taken on Items #11(a) or #11(b).

12. Consider Resolution 2022-3002 joining the Appointment of the Primary and Alternate Representatives for the Town of Flower Mound, City of Lewisville and City of Highland Village to the Regional Transportation Council of the North Central Texas Council of Governments

APPOINTMENTS MADE AND APPROVED (6 - 0)

City Secretary Angela Miller reported the current primary representative is City of Lewisville Mayor Pro Tem Brandon Jones, with Charlotte Wilcox serving as the alternate. She added this was discussed during Early Work Session and this item provides an opportunity for Council to take any formal action.

Motion by Mayor Pro Tem Lombardo, seconded by Councilmember Kixmiller, to reappoint Brandon Jones as primary representative and Mayor Daniel Jaworski as alternate representative to the Regional Transportation Council. Motion carried 6-0.

13. Consider Ordinance 2022-1294 amending Chapter 4 “Animal Control” of the Code of Ordinances ” by Amending Section 4.01.003 “Fee Schedule” Relating to the Reduction, Refund, or Waiver of Fees; and Retitling and Amending Section 4.05.005 “Keeping of Chickens and Roosters” by Changing the Word “Bird” to “Fowl” and Establishing Exceptions to the Distance Requirements for Coop, Cage or Pen Locations (1st of two reads)

APPROVED 1st READ (6 – 0)

Assistant Chief Stewart reported City staff had presented and discussed with Council the proposed amendments at their April 12 and 26, 2022 meetings. Chief Stewart reviewed the changes proposed in Ordinance 2022-1294, which included:

- Authorizes the City Manager or designee to reduce, refund or waive animal fees
- Clarifies the definition of fowl
- Establishes a fowl permit
- Establishes exceptions to the distance requirements for coop, cage or pen locations that are less than fifty feet (50') from a residential structure of an adjacent property

Motion by Councilmember Heslep, seconded by Councilmember Fiorenza, to approve the first read of Ordinance 2022-1294. Motion carried 6-0.

LATE WORK SESSION

14. 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.)

Councilmember Fiorenza requested a future agenda item to review of traffic counts and speed limits for certain intersections on FM 407 and on FM 2499.

Councilmember Heslep inquired as to when his request to review the contract with Denton County Transportation Authority (DCTA) would take place; City attorney Kevin Laughlin reported he is working to put the information together and would have it ready in the near future. Councilmember Nelson reported that DCTA was awarded funds in 2020 from the Federal Transit Authority to conduct high level preliminary planning for transit-oriented development along the Kansas City Southern line, which runs through Highland Village. If the study has been completed, Councilmember Nelson requested getting the information from DCTA. City Manager Paul Stevens reported that project has just begun and is in the preliminary stage. Mr. Stevens added he would get information to Council regarding the project timeframe and when the study would be complete.

Councilmember Kixmiller stated the new sidewalk along Highland Village Road looked good and asked for an update. Public Works Director Scott Kriston reported no problems with the project and that it is moving along at a good pace.

Mayor Jaworski asked if the City is phasing out its pedestrian crossing lights. Mr. Kriston reported they have reached the end of their life cycle and are being phased out. Replacement equipment will be requested in next year's budget.

15. Adjournment

Mayor Jaworski adjourned the meeting at 7:42 p.m.

ATTEST:

Daniel Jaworski, Mayor

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 13

MEETING DATE: 06/28/2022

SUBJECT: Consider Ordinance No. 2022-1294 Amending Chapter 4 “Animal Control” of the Code of Ordinances by Amending Section 4.01.003 “Fee Schedule” to authorize the City Manager to Reduce, Refund or Waive Fees in Certain Instances, and retitling and amending Section 4.05.005 “Keeping of Chickens and Roosters” to apply to all Fowl and to add Certain Exceptions regarding the Location of Chicken Coops (*2nd and final read*)

PREPARED BY: Doug Reim, Chief of Police

BACKGROUND:

City staff reviewed the existing animal control ordinance requirements for reducing, refunding and waiving animal fees and determined the ordinance provision under Section 4.01.003 Fee Schedule, which requires City Council approval of waiver, reduction, and refund of fees in certain instances, would cause unnecessary delay and not allow for timely action when these situations were warranted.

In addition, under Section 4.05.005 Keeping of Chickens and Roosters, it was determined the section title should be amended to “Keeping of Fowl” and all section references to “bird” changed to “fowl.” City ordinance already provides a definition of “Fowl” but not “Bird.” These changes are necessary to provide consistency and reduce confusion in definitions regarding what types of birds the ordinance is applicable to.

It was also determined an exception should be added to Section 4.05.005 Keeping of Chickens and Roosters regarding the prohibition of locating a coop, cage or pen location less than fifty (50) feet from a residential structure of an adjacent property. The proposed ordinance would allow a shorter distance between the coop and the residential structure on the adjacent property with the written consent of the owner and residents of the adjacent property, which consent can be rescinded by providing thirty (30) days written notice, after which the fowl permit would expire. Fowl permits would also expire thirty (30) days after a change in ownership or residents of an affected adjacent property.

IDENTIFIED NEED/S:

Existing ordinance permits the City Manager to reduce, refund or waive the animal fees but only after council resolution. This process does not allow for timely action when these situations are deemed appropriate.

Other identified ordinance amendments will provide clarification and consistency regarding the keeping of fowl and reduce unnecessary restrictions when affected adjacent property owners do not object.

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

Staff has presented and discussed with the City Council the proposed amendments on April 12, 2022, and April 26, 2022. An ordinance adopting these amendments was presented and the first read approved by Council at their June 14, 2022 meeting.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

It is anticipated there will be little or no budgetary impact in removing the resolution requirement when it is deemed appropriate to reduce, refund or waive an animal service fee. An example would be waiving animal adoption fees to increase adoption rates in order to reduce overcrowding or capacity issues at the animal shelter. The savings on personnel time, daily boarding and shelter expenses would more than make up for any reduction in adoption fees.

RECOMMENDATION:

To approve the second and final read of Ordinance 2022-1294 amending Chapter 4 of the City's Code of Ordinance relating to "Animal Control".

CITY OF HIGHLAND VILLAGE, TEXAS

ORDINANCE NO. 2022-1294

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AMENDING THE CODE OF ORDINANCES OF THE CITY OF HIGHLAND VILLAGE, CHAPTER 4 "ANIMAL CONTROL" BY AMENDING SECTION 4.01.003 "FEE SCHEDULE" RELATING TO THE REDUCTION, REFUND, OR WAIVER OF FEES; AND RETITLING AND AMENDING SECTION 4.05.005 "KEEPING OF CHICKENS AND ROOSTERS" BY CHANGING THE WORD "BIRD" TO "FOWL" AND ESTABLISHING EXCEPTIONS TO THE DISTANCE REQUIREMENTS FOR COOP, CAGE OR PEN LOCATIONS; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY OR FINE NOT TO EXCEED \$500.00 PER OFFENSE; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council finds it to be in the public interest to amend Code of Ordinances §4.01.003 to authorize the City Manager to reduce, refund or waive fees in certain instances; and

WHEREAS, the City Council further finds it to be in the public interest to amend retitle Code of Ordinances §4.05.005 and to amend said section to change the word "Birds" to "Fowl" in certain instances and to provide certain exceptions regarding the locations of coops, cages, and pens.

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

SECTION 1. City of Highland Village Code of Ordinances Chapter 4 "Animal Control," Article 4.01 "General Provisions," Section 4.01.003 "Fee Schedule" is amended to read as follows:

Sec. 4.01.003 Fee Schedule

- (a) The following fees shall be adopted from time-to-time by resolution or ordinance approved by the city council and included in the city's master fee schedule:
 - (1) Impoundment fee;
 - (2) Boarding fees;
 - (3) Rabies vaccination;
 - (4) Registration;
 - (5) Veterinary bills;
 - (6) Rabies quarantine;
 - (7) Rabies specimen testing;
 - (8) Owner release;

- (9) Deceased animal removal;
 - (10) Flea treatment; and
 - (11) Bordetella vaccination.
- (b) The city manager or designee is authorized to reduce, refund, or waive any fees under this chapter when such action is necessary or deemed in the best interest of the City of Highland Village.

SECTION 2. City of Highland Village Code of Ordinances Chapter 4 “Animal Control,” Article 4.01 “General Provisions,” Section 4.05.005 “Keeping of Chickens or Roosters” is re-titled and amended to read as follows:

Sec. 4.05.005 Keeping of Fowl

- (a) The keeping of roosters on less than one (1) acre is prohibited. No more than one (1) rooster per lot will be permitted.
- (b) More than two (2) fowl, but not more than twenty (20) fowl, may be kept on one (1) single family residentially zoned property in the city if the owner of the fowl complies with the following restrictions:
 - (1) The fowl must be kept on a lot or tract of land with an area of not less than 10,000 square feet;
 - (2) All fowl must be contained in a coop, cage, or pen at all times located not less than fifty (50) feet from any residential structure located on an adjacent lot or tract;
 - (3) The fowl must be kept in a manner that does not create a public nuisance;
 - (4) If exceeding twenty (20) fowl, an animals-in-excess permit must be obtained in accordance with section 4.04.001, the fowl must be kept on a lot size of at least one (1) acre, and the owner must also possess a current Texas Pullorum-Typhoid Certificate issued by the Texas Veterinary Medical Diagnostic Laboratory for the fowl; and
 - (5) Obtain a fowl permit from animal care services. No fee shall be charged for such permit.
- (c) Less than three (3) fowl may be kept on one (1) single-family residentially zoned property in the city if the owner of the fowl complies with the following:
 - (1) All fowl must be contained in a coop, cage, or pen at all times located not less than fifty (50) feet from any residential structure located on an adjacent lot or tract; and

- (2) The fowl must be kept in a manner that does not create a public nuisance.
- (d) Notwithstanding anything in Sections 4.05.005(b)(2) and (c)(1) to the contrary, a fowl permit may be issued to a person for fowl kept or housed in a coop, cage, or pen less than fifty (50) feet from a residential building located on an adjacent lot or tract if:
 - (1) The record owner(s) of such adjacent lot or tract and, if someone other than the record owner(s) of the adjacent lot or tract reside on such property, the resident(s) of such adjacent lot or tract, sign the application for the fowl permit consenting to the location of the coop, cage, or pen shown on the permit application;
 - (2) The coop, cage, or pen is not placed closer to said residential building than the distance to which the record owner and, when applicable, resident(s) of such adjacent lot or tract have consented in writing;
 - (3) The applicant for the fowl permit is otherwise in compliance with the remaining provisions of Section 4.05.005(b) or Section 4.05.005(c), whichever is applicable; and
 - (4) The consent provided by the owner and, when applicable resident(s) of such adjacent lot or tract in said application has not been revoked by:
 - (i) the owner and, when applicable, resident(s) of said adjacent lot or tract delivering a written revocation to City's Animal Control division, in which case the fowl permit shall be revoked and terminated effective on the 31st day after receipt of written notice from the City of the withdrawal of consent by said owner and/or resident(s), unless the holder of the fowl permit relocates the coop, cage, or pen to the distance required by Sections 4.05.005(b)(2) and (c)(1) prior to said 31st day; or
 - (ii) the adjacent residential building being conveyed to a new owner or occupied by different resident(s), in which case the fowl permit shall be revoked and terminated effective on the 31st day after receipt of written notice from the City of the change in ownership and/or occupancy of the adjacent residential building, unless prior to said 31st day:
 - a. the holder of the fowl permit relocates the coop, cage, or pen to the distance required by Sections 4.05.005(b)(2) and (c)(1); or
 - b. the new owner and, if different than the owner, resident(s) of the adjacent lot or tract delivers written

consent to the City for the coop, cage, or pen to remain at its then current location.

SECTION 3. Should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinance as a whole.

SECTION 4. An offense committed before the effective date of this ordinance is governed by prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 5. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be punished by a fine not to exceed the sum of Five Hundred Dollars (\$500) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

SECTION 6. This ordinance shall take effect upon 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 14TH DAY OF JUNE 2022.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 28TH DAY OF JUNE 2022.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:6/7/2022:129356)

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 14

MEETING DATE: 06/28/2022

SUBJECT: Receive Capital Improvement Program (CIP) for Fiscal Year 2022-2023

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

The City Charter calls for submission to Council of a five-year capital budget. This provides an opportunity for Council to see a multi-year outlook for planning purposes. In essence, this should provide the framework for consideration of the current year's budget and resulting tax rate.

IDENTIFIED NEED/S:

Capital improvements currently in process, as well as additional proposed programs have been identified by City Staff. The potential programs can come from various sources including City Council, boards/commissions, residents, and Staff members. These projects are non-operational, "big-ticket" items that typically require outside funding sources such as debt issuance, grant, or lease/purchase arrangements.

PROGRESS TO DATE: (if appropriate)

A summary of the identified programs follows – presented in context of a five-year window. With the City nearing build-out, there are limited capital programs anticipated in relation to primary City infrastructure.

As substantial build-out approaches, capital improvements are largely related to basic infrastructure. Improvements related to amenities/improved services, while desired, are viewed in context of affordability. The primary emphasis in the five-year outlook for will continue to be that of controlling on-going operating costs in a context of sustainability within the anticipated revenue base. A focus on staffing has been to maintaining existing staffing levels if possible – with emphasis on efficiency and leveraging technology enhancements to not compromise the high level of service that currently exists, with new positions to be evaluated only if a demonstrated need warrants consideration.

A five-year outlook will be developed including the capital program recommendations, with the current year of the five-year outlook serving as the proposed FY 2023 Budget. The capital program recommendations were largely developed last year in conjunction with a bond issuance, and will be continued – and refined over the next few years. The multi-year outlook is intended to provide a larger picture to serve as framework for the current year consideration. Outstanding projects at this time are related to the Capital Projects Fund, specifically the 2022 bond program. The following tables depict a summary of the capital projects in process as well as potential projects to be considered in the subsequent five years. Debt issuances are timed

to coincide with reduction in scheduled debt service to minimize impact to the tax rate. The next issuance opportunity would likely be at the end of the five-year outlook in FY 2028.

Current-Year Capital Projects

A \$7M general obligation bond was issued in 2018 to address targeted Parks and Public Works issues as follows:

Bond Election 2018	
Streets Projects	\$2,800,000
Parks Projects	4,105,000
Bond Discount / Premium	173,588
Issuance Costs	(70,907)
Total Bond Proceeds	\$7,007,681

There is only two remaining projects associated with this issue:

Highland Village Road Sidewalk

Construction of the sidewalk on Highland Village Road from the Municipal Complex to Sellmeyer Lane to increase pedestrian safety and connect residents to amenities along Highland Village Road. A large number of residents adjacent to this section have no access to the Inland Trail System to connect to Lions Club Park, Lakeside Community Park, and Doubletree Ranch Park. This presents a potential safety issue as people walk the two-lane Highland Village Road to access these amenities. Construction on this project was anticipated for Summer 2021, however being delayed due to bankruptcy of the vendor. After securing another vendor, the project is in process, with now expected completion in Summer 2022.

Denton County Transportation Authority (DCTA) initiated a new program to reallocate a portion of collected sales tax back to participating cities for approved transportation projects. This project was submitted for approval of the DCTA Board, resulting in an additional funding source totaling \$288,794.

Original estimate: \$922,300 (Highland Village Road Sidewalk)

Projected Cost: Contract price is \$861,737.

Chapel Hill Trail Connection

An identified top priority for the trail system is to provide connection to the City Trail for a major subdivision – Chapel Hill. The initial anticipated cost for this trail segment is \$220,908. This would typically be addressed in the Highland Village Community Development Corporation (4B) budget as a trail project. However, this fund is not anticipated to have sufficient funding ability for a few years. With desire to accelerate this project, associated engineering was funded previously in the General Fund. For the construction, this project involves coordination with the KCS Railroad with an at-grade crossing. Once approval is obtained we will proceed with bidding.

Original estimate: Not in original bond program – added at Council recommendation

Projected Cost: \$400,000

Projects In Process

Projected Operating Costs

Dept	Description	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027
Parks	Highland Village Road sidewalk	2,000	2,000	2,000	2,000	2,000
	Chapel Hill Trail connection					
	Total	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

Highland Village Rd sidewalk and Chapel Hill Trail connection anticipates annual increase in mowing contracted maintenance combined of \$2,000 annually.

2021 Bond Issue	<u>2021</u>	<u>2027</u> (Projected)
Street / Drainage Improvements	\$8,850,000	\$1,600,000
Park Improvements	6,413,400	8,541,600
Total	\$15,263,400	\$10,141,600

Projects Associated with \$8.85M Bond Issue (Streets)

<u>Reconstruction Projects</u>	<u>Cost</u>	<u>Status</u>
Various (28 streets meeting criteria)	3,600,000	Expected to be completed in several stages over next two to three years
Highland Shores Blvd (Briarhill to Twin Covers-engineering)	\$500,000	Engineering Scheduled for FY2024
Highland Village Rd (Brazos to KCS RR - engineering)	250,000	Engineering Scheduled for FY2023
(For the two preceding projects, there is discussion with Denton County to include the related construction of these projects in their next bond issuance)		
<u>Overlay Projects</u>		
Sellmeyer Lane (Foggy Glen to Brazos)	250,000	Scheduled for FY2024
Sellmeyer Lane (Brazos to Victoria)	275,000	Scheduled for FY2025
Sellmeyer Lane (Victoria to FM 407)	275,000	Scheduled for FY2026
Highland Shores Blvd (HV Rd to Briarhill)	600,000	Scheduled for FY2023
<u>Traffic Control</u>		
Traffic signal Imp. Brazos / HV Rd	345,000	Scheduled for FY2024
Pedestrian crossing HS Blvd. at Community Center Dr.	230,000	Scheduled for FY2024
<u>Drainage Projects</u>		
Drainage pond adjacent to Wal-Mart dredge	300,000	Scheduled for FY2023
Quail Cove pond dredge	200,000	Scheduled for FY2025
Turpin Dr / Sellmeyer Lane drainage Improvements	500,000	Scheduled for FY2024
Silverthorne Park creek bank stabilization	400,000	Scheduled for FY2024
Highland Shores Blvd. underdrain	600,000	Scheduled for FY2023
Contingency	525,000	
Total	\$8,850,000	

2021 Bond Issue	<u>2021</u>	<u>2027</u> <u>(Projected)</u>
Street / Drainage Improvements	\$8,850,000	\$1,600,000
Park Improvements	6,413,400	8,541,600
Total	\$15,263,400	\$10,141,600

Park Improvements				
Part 1		Amount	Net	Notes
HV Tennis Center Improvements		\$ 170,000	\$ 170,000	
HVTC LED lighting upgrades	170,000			
Pilot Knoll Improvements		3,745,000	2,530,000	
PK campground restroom improve.	50,000			Cabins - Eligible for \$750K Grant (50/50) with \$750K Match
PK shelter upgrades, roofs, ADA, (33 shelters 3 pavilions)	375,000			
PK gate house replacement	400,000			
Boat ramp improvements, lighting and electrical, dock improvements, add kayak/watercraft launch areas with ADA accommodations.	620,000			Boat Ramp - Potential for \$465,000 Grant (75/25) with \$155,000 Match
PK Cabins (16)	2,300,000			
Various		435,000	435,000	
Sellmeyer tennis parking and ADA compliance upgrades	160,000			Sellmeyer playground equip - Lower Priority for PARB. Suggest holding public meeting in neighborhood for direction
Sellmeyer Playground replacement	140,000			
Brazos athletic field renovations	135,000			
Contingency		627,000	627,000	
Total		\$ 4,977,000	\$ 3,762,000	

Part 2		Amount	Net	Notes
Unity Park Improvements		\$ 1,932,000	\$ 1,932,000	
Unity Park tennis court resurfacing	\$ 26,000			
Unity Park flex field renovation	215,000			
Unity Park gabion retainage baskets	685,000			
Unity Park lighted basketball courts (engineering included)	230,000			
Unity Park backstop and baseline netting	125,000			
Unity Dog Park - replace a portion of natural grass with synthetic	84,000			
Unity Park irrigation baseball and common areas	336,000			
Unity Park baseball fencing replace	231,000			
Various Park Improvements		277,500	277,500	
Sellmeyer tennis fencing and wind screen replacement	\$ 37,500			
Lions Club parking lot replacement ADA compliance	200,000			
Village Park fishing pier renovation	40,000			
Contingency		\$ 441,900	441,900	
Total		\$ 2,651,400	\$ 2,651,400	
Grand Total (2021 Issue)		\$ 7,628,400	\$ 6,413,400	

Part 3 (FY 2027)		Amount		Net	Notes
Copperas Park Improvements			3,100,000	2,400,000	Boat launch - Potential for \$500K Grant (75/25) with \$175K Match Park Road - Potential for \$200K Grant (80/20) with \$50K Match
	Copperas Branch Master Plan engineering for Copperas (partial)	450,000			
	Copperas Branch Master Plan boat launch relocation	1,450,000			
	Copperas Branch Master Plan park road, trails and electrical	1,200,000			
Copperas Park Improvements			5,718,000	4,718,000	Civic Extension - Potential for \$1M Grant (50/50) with \$1M Match
	Copperas Branch Master Plan The Point	1,450,000			
	Copperas Branch Master Plan Skate Park	750,000			
	Copperas Branch Master Plan Civic Extension	3,500,000			
	Trail markers throughout City Trail	18,000			
Contingency				1,423,600	
Total			\$ 8,818,000	\$ 8,541,600	

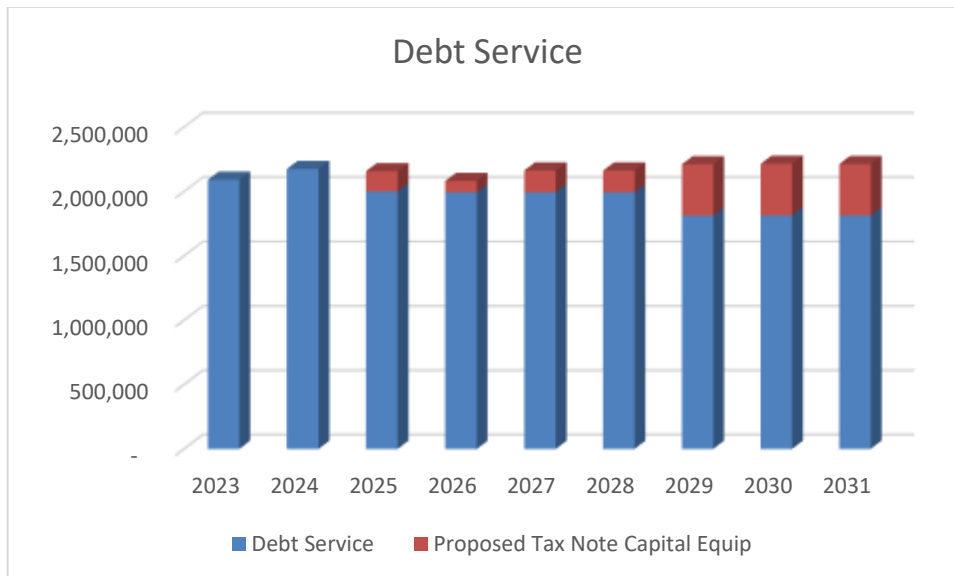
<u>Project Summary - 2021 Parks Projects</u>		<u>Status</u>
<u>Highland Village Tennis Center Improvements</u>		
	LED lighting upgrades and Musco controls	Scheduled for FY 2024
<u>Pilot Knoll Improvements</u>		
	Campground / Shelters improvements	Waiting for signed agreement from CORPS for lease renewal before initiating engineering
	Replace gatehouse	
	Boat Ramp improvements	
	also providing ongoing revenue stream for Corps parks	
<u>Unity Park Improvements</u>		
	Tennis court resurfacing	In process of obtaining quotes - anticipate completion in FY 2022
	Lighted basketball courts	Scheduled for FY 2024
	Field renovations	Scheduled for FY 2025
	Replace portion of turf in Dog Park with synthetic grass	Anticipate completion in FY 2022
	Replace baseball fencing	Scheduled for FY 2024
	Add backstop netting	Scheduled for FY 2024
<u>Other Parks</u>		
	Sellmeyer tennis fencing / windscreen replace	Scheduled for FY 2025
	Lions Club Park parking lot	Public Works engineering in process
	Village Park fishing pier renovation	Scheduled for FY 2023
	Brazos Park field renovation	Scheduled for FY 2025
	Sellmeyer Park playground replace	Scheduled for FY 2024

Ongoing maintenance associated with projects

<u>Project Summary - 2021 Parks Projects</u>		<u>Ongoing increase / decrease in annual operating costs</u>	<u>5 Yr Avg Annual Cost</u>
<u>Highland Village Tennis Center Improvements</u>			
	LED lighting upgrades and Musco controls	Decreased energy costs	\$ (700)
<u>Pilot Knoll Improvements</u>			
	Campground / Shelters improvements		
	Replace gatehouse	Reduced energy / repairs	(2,000)
	Boat Ramp improvements	Reduced energy / repairs	(200)
	Expand camping options with rental cabins (16) - also providing ongoing revenue stream for Corps parks	With potential annual revenues of \$400,000, net revenues projected at \$261,000 annually	(261,000)
<u>Unity Park Improvements</u>			
	Tennis court resurfacing		
	Lighted basketball courts	Energy cost / maintenance	1,500
	Field renovations	Increased field maintenance	4,500
	Replace portion of turf in Dog Park with synthetic grass	Decreased repair costs	(3,000)
	Replace baseball fencing	Decreased repair costs	(500)
	Add backstop netting	Ongoing netting repair	2,000
<u>Other Parks</u>			
	Sellmeyer tennis fencing / windscreen replace	Decreased repair costs	(125)
	Lions Club Park parking lot		
	Village Park fishing pier renovation	Decreased repair costs	(150)
	Brazos Park field renovation	Increased field maintenance	4,500
	Sellmeyer Park playground replace		
Total			\$ (255,175)

Anticipated Future Projects

Primary considerations of the City for debt issuance related to capital projects are identified needs / desires coupled with ability to fund within current tax rate. And this is largely accomplished by pairing debt issuance with retirement of existing debt. Targeting a ratio of 14-15% debt component of the tax rate, the next such opportunity in the immediate future is likely FY 2027 or 2028. There are \$10M of identified projects that could be considered in the next bond issuance, but the level of funding will be predicated on the ability of the City to incur the associated debt service as well as any accompanying ongoing maintenance costs.



With the City nearing buildout, the two primary capital needs will continue to be in the areas of parks, streets / drainage, and utility infrastructure. Utility debt issuance is generally supported by rates paid by residents for utility service, while parks and streets are supported by the tax rate. The Parks Department conducted a comprehensive assessment of parks and related amenities, identifying both current infrastructure in need of replacement, as well as opportunities for new development. These are to be largely addressed in the current bond program, with the exception of development of Copperas Branch Park. With uncertainty of timing for expansion of the I-35 bridge over Lewisville Lake and need for potential staging in this park, any capital improvements will be delayed until certainty is achieved. Public Works provides an ongoing assessment of streets that are at the end of their useful life and thus targeted for reconstruction with periodic bond issues.

Five Year Outlook

In general, the focus of the CIP five-year outlook is to evaluate funding **ability** with suggested capital improvement programs – in regard to issued debt and associated debt service, as well as related ongoing operations costs. Maintaining sufficient fund balance levels is a key measure of evaluation. Financial policies require a minimum 20% fund balance with a targeted range of 20 - 25%.

A five year financial outlook will be developed as part of the budget process through the summer months, to properly evaluate current year expenditures in relation to an extended outlook and determine what capacity is available to consider the proposed debt issues. Property values have experienced significant increases the past few years. However, with uncertainty in the overall economy, coupled with State legislative action the past session to limit property tax revenue growth in cities, this will prompt a more conservative future outlook. This necessitates a disciplined approach to manage growth in operations cost and reduction in overall debt-service load. In the ten years prior to FY 2015, debt service represented about 20% of the tax rate. Current debt service now reflects roughly 14% of the tax rate. As revenues flatten with build-out, a continued focus on managing debt service is critical – both in terms of avoiding spikes, but also reducing to a lower, more manageable level for the future.

RECOMMENDATION:

Council to receive the FY 2023 Capital Improvement Budget.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 06/28/2022

SUBJECT: Receive Budget Reports for Period Ending April 30, 2022

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 April represents the seventh 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 April 30, 2022.

General Fund Summary

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 12,251,582	\$ 12,251,582	\$ 11,873,786	\$ (377,796)	97%
Sales Tax	3,258,820	3,258,820	1,510,359	(1,748,461)	46%
Franchise Fees	1,555,749	1,555,749	541,513	(1,014,236)	35%
Licensing & Permits	355,988	355,988	225,005	(130,983)	63%
Park/Recreation Fees	241,200	241,200	86,892	(154,308)	36%
Public Safety Fees	567,630	567,630	350,073	(217,557)	62%
Rents	171,961	171,961	81,209	(90,752)	47%
Municipal Court	88,000	88,000	55,088	(32,912)	63%
Interest Income	40,000	40,000	16,988	(23,012)	42%
Miscellaneous	262,350	262,350	61,123	(201,227)	23%
Total Revenues	\$ 18,793,280	\$ 18,793,280	\$ 14,802,036	\$ (3,991,244)	79%

Other Sources

Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
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Total Available Resources	\$ 19,327,280	\$ 19,327,280	\$ 14,802,036	\$ (4,525,244)	
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Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 909,587	\$ 909,587	\$ 471,210	\$ 438,377	52%
Finance (includes Mun. Court)	1,410,191	1,410,191	840,978	569,213	60%
Human Resources	647,581	647,581	228,008	419,573	35%
City Secretary Office	418,364	418,364	246,168	172,196	59%
Information Services	1,305,818	1,305,818	669,607	636,212	51%
Marketing and Communications	431,124	431,124	250,306	180,818	58%
Police	5,356,591	5,356,591	2,925,567	2,431,024	55%
Fire	3,664,322	3,664,322	2,268,806	1,395,515	62%
Community Services	427,995	427,995	237,603	190,392	56%
Streets/Drainage	1,613,676	1,613,676	707,435	906,242	44%
Maintenance	1,340,823	1,340,823	727,479	613,344	54%
Parks	2,461,535	2,461,535	1,101,263	1,360,272	45%
Recreation	611,913	611,913	188,143	423,770	31%
Total Expenditures	\$ 20,599,521	\$ 20,599,521	\$ 10,862,572	\$ 9,736,949	53%

Capital Summary

(Included in totals above - summary information only)

Equipment Replacement	\$ 516,947	\$ 516,947	\$ 217,179	\$ 299,768	42%
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Other Uses

Transfers Out	\$ 16,000	\$ 16,000	\$ -	16,000	0%
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Total Expenditures	\$ 20,615,521	\$ 20,615,521	\$ 10,862,572	\$ 9,752,949	
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Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	7,228,611	8,268,987	8,268,987
+ Net Increase (Decrease)	(1,288,241)	(1,288,241)	3,939,464
Ending Fund Balance	\$ 5,940,370	\$ 5,940,370	\$ 12,208,451

General Fund Expenditure Summary

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 14,019,805	\$ 14,019,805	\$ 7,632,629	\$ 6,387,176	54%
Services / Supplies	6,062,769	6,062,769	3,012,764	3,050,005	50%
Capital	516,947	516,947	217,179	299,768	42%
	\$ 20,599,521	\$ 20,599,521	\$ 10,862,572	\$ 9,736,949	53%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 9,937,809	\$ 9,937,809	\$ 5,317,201	\$ 4,620,607	54%
<i>Employee Benefits</i>	4,081,996	4,081,996	2,315,428	1,766,568	57%
<i>Total Personnel</i>	\$ 14,019,805	\$ 14,019,805	\$ 7,632,629	\$ 6,387,176	54%

Services / Supplies					
<i>Professional Services</i>	\$ 2,190,317	\$ 2,190,317	\$ 1,166,075	\$ 1,024,241	53%
<i>Employee Development</i>	378,391	378,391	156,105	222,286	41%
<i>Office Supplies / Equipment</i>	1,375,069	1,375,069	736,852	638,217	54%
<i>Utilities</i>	333,950	333,950	177,626	156,324	53%
<i>Other</i>	1,785,042	1,785,042	776,106	1,008,936	43%
<i>Total Services / Supplies</i>	\$ 6,062,769	\$ 6,062,769	\$ 3,012,764	\$ 3,050,005	50%

Capital					
<i>Equipment / Vehicles</i>	\$ 516,947	\$ 516,947	\$ 217,179	\$ 299,768	42%
<i>Total Capital</i>	\$ 516,947	\$ 516,947	\$ 217,179	\$ 299,768	42%

<i>Total General Fund Expenditure Summary</i>	\$ 20,599,521	\$ 20,599,521	\$ 10,862,572	\$ 9,736,949	53%
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General Fund Revenue

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 12,251,582	\$ 12,251,582	\$ 11,873,786	\$ (377,796)	97%
Sales Tax	3,258,820	3,258,820	1,510,359	(1,748,461)	46%
Franchise Fees	1,555,749	1,555,749	541,513	(1,014,236)	35%
Licensing & Permits	355,988	355,988	225,005	(130,983)	63%
Park/Recreation Fees	241,200	241,200	86,892	(154,308)	36%
Public Safety Fees	567,630	567,630	350,073	(217,557)	62%
Rents	171,961	171,961	81,209	(90,752)	47%
Municipal Court	88,000	88,000	55,088	(32,912)	63%
Interest Income	40,000	40,000	16,988	(23,012)	42%
Miscellaneous	262,350	262,350	61,123	(201,227)	23%
Total Revenues	\$ 18,793,280	\$ 18,793,280	\$ 14,802,036	\$ (3,991,244)	79%

City Manager Office

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 375,451	\$ 375,451	\$ 214,970	\$ 160,481	57%
Services / Supplies	534,136	534,136	256,239	277,897	48%
Capital	-	-	-	-	0%
	\$ 909,587	\$ 909,587	\$ 471,210	\$ 438,377	52%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 301,068	\$ 301,068	\$ 172,371	\$ 128,697	57%
<i>Employee Benefits</i>	74,383	74,383	42,599	31,784	57%
<i>Total Personnel</i>	\$ 375,451	\$ 375,451	\$ 214,970	\$ 160,481	57%
Services / Supplies					
<i>Professional Services</i> <i>(City-wide legal - \$130,260)</i>	\$ 457,500	\$ 457,500	\$ 240,972	\$ 216,528	53%
<i>Employee Development</i>	16,295	16,295	10,302	5,993	63%
<i>Supplies / Equipment</i>	10,053	10,053	4,965	5,088	49%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency + Data Processing)</i>	50,288	50,288	-	50,288	0%
<i>Total Services / Supplies</i>	\$ 534,136	\$ 534,136	\$ 256,239	\$ 277,897	48%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Total City Manager</i>	\$ 909,587	\$ 909,587	\$ 471,210	\$ 438,377	52%

Finance Department FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 897,457	\$ 897,457	\$ 491,298	\$ 406,159	55%
Services / Supplies	512,734	512,734	349,680	163,054	68%
Capital	-	-	-	-	0%
	\$ 1,410,191	\$ 1,410,191	\$ 840,978	\$ 569,213	60%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 645,118	\$ 645,118	\$ 351,301	\$ 293,817	54%
<i>Employee Benefits</i>	252,339	252,339	139,997	112,342	55%
Total Personnel	\$ 897,457	\$ 897,457	\$ 491,298	\$ 406,159	55%
Services / Supplies					
<i>Professional Services</i> (City-wide liability insurance - \$168,832 / DCAD - \$85,400)	\$ 485,119	485,119	\$ 339,377	\$ 145,742	70%
<i>Employee Development</i>	17,661	17,661	6,443	11,218	36%
<i>Supplies / Equipment</i>	9,954	9,954	3,860	6,094	39%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
Total Services / Supplies	\$ 512,734	\$ 512,734	\$ 349,680	\$ 163,054	68%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Finance Department	\$ 1,410,191	\$ 1,410,191	\$ 840,978	\$ 569,213	60%

Human Resources

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 481,233	\$ 481,233	\$ 180,941	\$ 300,292	38%
Services / Supplies	166,348	166,348	47,067	119,281	28%
Capital	-	-	-	-	0%
	\$ 647,581	\$ 647,581	\$ 228,008	\$ 419,573	35%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 347,041	\$ 347,041	\$ 128,966	\$ 218,075	37%
<i>Employee Benefits</i>	134,192	134,192	51,975	82,218	39%
Total Personnel	\$ 481,233	\$ 481,233	\$ 180,941	\$ 300,292	38%
Services / Supplies					
<i>Professional Services</i>	\$ 76,083	\$ 76,083	\$ 25,921	\$ 50,162	34%
<i>Employee Development</i>	76,865	76,865	19,211	57,654	25%
<i>Supplies / Equipment</i>	975	975	968	7	99%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	12,425	12,425	967	11,458	8%
Total Services / Supplies	\$ 166,348	\$ 166,348	\$ 47,067	\$ 119,281	28%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Human Resources	\$ 647,581	\$ 647,581	\$ 228,008	\$ 419,573	35%

City Secretary Office

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 247,745	\$ 247,745	\$ 153,150	\$ 94,595	62%
Services / Supplies	170,619	170,619	93,018	77,601	55%
Capital	-	-	-	-	-
	\$ 418,364	\$ 418,364	\$ 246,168	\$ 172,196	59%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 179,065	\$ 179,065	\$ 103,144	\$ 75,921	58%
<i>Employee Benefits</i>	68,680	68,680	50,006	18,673	73%
Total Personnel	\$ 247,745	\$ 247,745	\$ 153,150	\$ 94,595	62%

Services / Supplies

<i>Professional Services</i>	\$ 44,800	\$ 44,800	\$ 8,126	\$ 36,674	18%
<i>Employee Development</i> <i>(City Council related \$38,392)</i>	60,268	60,268	29,711	30,557	49%
<i>Supplies / Equipment</i>	16,301	16,301	5,932	10,369	36%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	49,250	49,250	49,250	-	100%
Total Services / Supplies	\$ 170,619	\$ 170,619	\$ 93,018	\$ 77,601	55%

Capital

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

Total City Secretary Office	\$ 418,364	\$ 418,364	\$ 246,168	\$ 172,196	59%
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Information Services

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 775,946	\$ 775,946	\$ 419,151	\$ 356,795	54%
Services / Supplies	344,872	344,872	142,303	202,569	41%
Capital	185,000	185,000	108,153	76,847	0%
	\$ 1,305,818	\$ 1,305,818	\$ 669,607	\$ 636,212	51%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 568,237	\$ 568,237	\$ 308,570	\$ 259,667	54%
<i>Employee Benefits</i>	207,709	\$ 207,709	110,581	97,128	53%
Total Personnel	\$ 775,946	\$ 775,946	\$ 419,151	\$ 356,795	54%
Services / Supplies					
<i>Professional Services</i>	\$ 171,730	171,730	\$ 88,047	\$ 83,683	51%
<i>Employee Development</i>	28,112	28,112	4,202	23,910	15%
<i>Supplies / Equipment</i>	3,360	3,360	3,379	(19)	101%
<i>Utilities</i>	42,800	42,800	9,976	32,824	23%
<i>Other (Data Processing)</i>	98,870	98,870	36,699	62,171	37%
Total Services / Supplies	\$ 344,872	\$ 344,872	\$ 142,303	\$ 202,569	41%
Capital					
<i>Equipment / Vehicles - Phone system / Network Storage Device</i>	185,000	185,000	108,153	76,847	0%
Total Capital	\$ 185,000	\$ 185,000	\$ 108,153	\$ 76,847	0%
Total City Information Services	\$ 1,305,818	\$ 1,305,818	\$ 669,607	\$ 636,212	51%

Marketing and Communications FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 323,938	\$ 323,938	\$ 181,371	\$ 142,566	56%
Services / Supplies	107,186	107,186	68,935	38,251	64%
Capital	-	-	-	-	0%
	\$ 431,124	\$ 431,124	\$ 250,306	\$ 180,818	58%

- - - Detail - - -

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

Salaries / Wages	\$ 227,453	\$ 227,453	\$ 126,181	\$ 101,272	55%
Employee Benefits	96,484	\$ 96,484	55,190	41,295	57%
Total Personnel	\$ 323,938	\$ 323,938	\$ 181,371	\$ 142,566	56%

Professional Services	\$ 77,891	\$ 77,891	\$ 52,598	\$ 25,293	68%
Employee Development	6,795	6,795	1,929	4,866	28%
Supplies / Equipment	-	-	-	-	0%
Utilities	-	-	-	-	0%
Other (Special Events)	22,500	22,500	14,407	8,093	64%
Total Services / Supplies	\$ 107,186	\$ 107,186	\$ 68,935	\$ 38,251	64%

Capital

Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Marketing and Communications	\$ 431,124	\$ 431,124	\$ 250,306	\$ 180,818	58%
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Police Department

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,873,785	\$ 4,873,785	\$ 2,604,795	\$ 2,268,990	53%
Services / Supplies	482,806	482,806	257,692	225,114	53%
Capital	-	-	63,080	(63,080)	0%
	\$ 5,356,591	\$ 5,356,591	\$ 2,925,567	\$ 2,431,024	55%

- - - Detail - - -

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

Salaries / Wages	\$ 3,556,249	3,556,249	\$ 1,864,445	\$ 1,691,804	52%
Employee Benefits	1,317,536	1,317,536	740,350	577,186	56%
Total Personnel	\$ 4,873,785	\$ 4,873,785	\$ 2,604,795	\$ 2,268,990	53%

Services / Supplies

Professional Services	\$ 226,150	\$ 226,150	\$ 131,822	\$ 94,328	58%
Employee Development	45,339	45,339	14,882	30,457	33%
Supplies / Equipment	133,715	133,715	74,794	58,921	56%
Utilities	-	-	-	-	0%
Other (Animal Care - \$53,842)	77,602	77,602	36,194	\$ 41,408	47%
Total Services / Supplies	\$ 482,806	\$ 482,806	\$ 257,692	\$ 225,114	53%

Capital

Equipment / Vehicles	-	-	63,080	(63,080)	0%
Total Capital	\$ -	\$ -	\$ 63,080	\$ (63,080)	0%

Total Police Department	\$ 5,356,591	\$ 5,356,591	\$ 2,925,567	\$ 2,431,024	55%
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Fire Department FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,870,525	\$ 2,870,525	\$ 1,638,580	\$ 1,231,945	57%
Services / Supplies	793,797	793,797	630,226	163,570	79%
Capital	-	-	-	-	0%
	\$ 3,664,322	\$ 3,664,322	\$ 2,268,806	\$ 1,395,515	62%

- - - Detail - - -

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

Salaries / Wages	\$ 1,970,413	1,970,413	\$ 1,103,680	\$ 866,733	56%
Employee Benefits	900,112	900,112	534,900	365,213	59%
Total Personnel	\$ 2,870,525	\$ 2,870,525	\$ 1,638,580	\$ 1,231,945	57%

Services / Supplies

Professional Services	\$ 128,271	\$ 128,271	\$ 88,997	\$ 39,274	69%
Employee Development (Training - \$52,950)	69,340	69,340	35,783	33,557	52%
Supplies / Equipment	168,695	168,695	82,767	85,928	49%
Utilities	1,850	1,850	1,116	734	60%
Other (Safety Programs)	425,641	425,641	421,563	4,078	99%
Total Services / Supplies	\$ 793,797	\$ 793,797	\$ 630,226	\$ 163,570	79%

Capital

Equipment / Vehicles		-		-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Fire Department	\$ 3,664,322	\$ 3,664,322	\$ 2,268,806	\$ 1,395,515	62%
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Community Services

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 401,477	\$ 401,477	\$ 229,021	\$ 172,456	57%
Services / Supplies	26,518	26,518	8,581	17,937	32%
Capital	-	-	-	-	0%
	\$ 427,995	\$ 427,995	\$ 237,603	\$ 190,392	56%

- - - Detail - - -

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

Salaries / Wages	\$ 285,381	285,381	\$ 164,845	\$ 120,535	58%
Employee Benefits	116,096	116,096	64,176	51,920	55%
Total Personnel	\$ 401,477	\$ 401,477	\$ 229,021	\$ 172,456	57%

Services / Supplies

Professional Services	\$ 9,200	9,200	\$ 3,197	6,003	35%
Employee Development	7,380	7,380	2,247	5,134	30%
Supplies / Equipment	9,118	9,118	3,138	5,980	34%
Utilities	-	-	-	-	0%
Other	820	820	-	820	0%
Total Services / Supplies	\$ 26,518	\$ 26,518	\$ 8,581	\$ 17,937	32%

Capital

Equipment / Vehicles	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%

Total Building Operations	\$ 427,995	\$ 427,995	\$ 237,603	\$ 190,392	56%
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Streets Division

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 829,014	\$ 829,014	\$ 465,629	\$ 363,385	56%
Services / Supplies	756,662	756,662	212,672	543,990	28%
Capital	<u>28,000</u>	<u>28,000</u>	<u>29,134</u>	<u>(1,134)</u>	<u>104%</u>
	\$ 1,613,676	\$ 1,613,676	\$ 707,435	\$ 906,242	44%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 571,111	\$ 571,111	\$ 309,429	\$ 261,682	54%
<i>Employee Benefits</i>	<u>257,903</u>	<u>257,903</u>	<u>156,200</u>	<u>101,703</u>	<u>61%</u>
<i>Total Personnel</i>	\$ 829,014	\$ 829,014	\$ 465,629	\$ 363,385	56%
Services / Supplies					
<i>Professional Services</i>	\$ 70,716	70,716	\$ 13,794	\$ 56,922	20%
<i>Employee Development</i>	11,321	11,321	6,487	4,834	57%
<i>Supplies / Equipment</i>	46,975	46,975	16,798	30,178	36%
<i>Utilities (Streetlights)</i>	86,000	86,000	55,538	30,462	65%
<i>Other (Street Maintenance)</i>	<u>541,650</u>	<u>541,650</u>	<u>120,055</u>	<u>421,595</u>	<u>22%</u>
<i>Total Services / Supplies</i>	\$ 756,662	\$ 756,662	\$ 212,672	\$ 543,990	28%
Capital					
<i>Equipment / Vehicles</i>	28,000	28,000	29,134	(1,134)	104%
<i>Total Capital</i>	\$ 28,000	\$ 28,000	\$ 29,134	\$ (1,134)	104%
Total Streets	\$ 1,613,676	\$ 1,613,676	\$ 707,435	\$ 906,242	44%

Maintenance Division

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 379,653	\$ 379,653	\$ 217,906	\$ 161,747	57%
Services / Supplies	880,295	880,295	509,573	370,722	58%
Capital	80,875	80,875	-	80,875	0%
	<u>\$ 1,340,823</u>	<u>\$ 1,340,823</u>	<u>\$ 727,479</u>	<u>\$ 613,344</u>	<u>54%</u>

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 263,639	263,639	\$ 147,650	\$ 115,989	56%
<i>Employee Benefits</i>	116,014	116,014	70,256	45,759	61%
Total Personnel	\$ 379,653	\$ 379,653	\$ 217,906	\$ 161,747	57%

Services / Supplies					
<i>Professional Services</i>	\$ 68,648	\$ 68,648	\$ 39,374	\$ 29,274	57%
<i>Employee Development</i>	3,380	3,380	1,326	2,054	39%
<i>Supplies / Equipment</i>	639,287	639,287	422,624	216,663	66%
<i>Utilities</i>	70,000	70,000	46,250	23,750	66%
<i>Other</i>	98,980	98,980	-	\$ 98,980	0%
Total Services / Supplies	\$ 880,295	\$ 880,295	\$ 509,573	\$ 370,722	58%

Capital					
<i>Equipment / Vehicles</i>	80,875	80,875	-	80,875	0%
Total Capital	\$ 80,875	\$ 80,875	\$ -	\$ 80,875	0%
Total Maintenance	\$ 1,340,823	\$ 1,340,823	\$ 727,479	\$ 613,344	54%

Parks Division FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,372,917	\$ 1,372,917	\$ 744,439	\$ 628,478	54%
Services / Supplies	865,546	865,546	340,012	525,534	39%
Capital	<u>223,072</u>	<u>223,072</u>	<u>16,812</u>	<u>206,260</u>	<u>8%</u>
	\$ 2,461,535	\$ 2,461,535	\$ 1,101,263	\$ 1,360,272	45%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 867,582	<u>867,582</u>	\$ 466,107	\$ 401,475	54%
<i>Employee Benefits</i>	<u>505,335</u>	<u>505,335</u>	<u>278,332</u>	<u>227,004</u>	<u>55%</u>
Total Personnel	\$ 1,372,917	\$ 1,372,917	\$ 744,439	\$ 628,478	54%

Services / Supplies

<i>Professional Services</i>	\$ 374,209	\$ 374,209	\$ 133,850	\$ 240,359	36%
<i>Employee Development</i>	24,470	24,470	20,893	3,577	85%
<i>Supplies / Equipment</i>	331,986	331,986	117,383	214,603	35%
<i>Utilities</i>	133,300	133,300	64,745	68,555	49%
<i>Other</i>	<u>1,581</u>	<u>1,581</u>	<u>3,140</u>	<u>(1,559)</u>	<u>199%</u>
Total Services / Supplies	\$ 865,546	\$ 865,546	\$ 340,012	\$ 525,534	39%

Capital

<i>Equipment / Vehicles</i>	223,072	223,072	16,812	206,260	8%
Total Capital	<u>223,072</u>	<u>223,072</u>	<u>16,812</u>	<u>206,260</u>	<u>8%</u>

Total Parks	\$ 2,461,535	\$ 2,461,535	\$ 1,101,263	\$ 1,360,272	45%
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Recreation Division FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 190,663	\$ 190,663	\$ 91,378	\$ 99,285	48%
Services / Supplies	421,250	421,250	96,765	324,485	23%
Capital	-	-	-	-	0%
	\$ 611,913	\$ 611,913	\$ 188,143	\$ 423,770	31%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 155,453	\$ 155,453	\$ 70,511	\$ 84,941	45%
<i>Employee Benefits</i>	35,211	35,211	20,867	14,344	59%
<i>Total Personnel</i>	\$ 190,663	\$ 190,663	\$ 91,378	\$ 99,285	48%
Services / Supplies					
<i>Professional Services</i>		\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	11,165	11,165	2,690	8,475	24%
<i>Supplies / Equipment</i>	4,650	4,650	244	4,406	5%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	405,435	405,435	93,830	311,605	23%
<i>Total Services / Supplies</i>	\$ 421,250	\$ 421,250	\$ 96,765	\$ 324,485	23%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<i>Total Capital</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Total Recreation</i>	\$ 611,913	\$ 611,913	\$ 188,143	\$ 423,770	31%

Equipment Replacement / Capital Schedule

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

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	185,000	185,000	108,153	76,847	0%
Marketing Capital Outlay	-	-	-	-	0%
Police Dept Capital Outlay	-	-	63,080	(63,080)	0%
Fire Dept Capital Outlay	-	-	-	-	0%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	28,000	28,000	29,134	(1,134)	104%
Maintenance Capital Outlay	80,875	80,875	-	80,875	0%
City Parks Capital Outlay	223,072	223,072	16,812	206,260	8%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 516,947	\$ 516,947	\$ 217,179	\$ 299,768	42%

Utility Fund Revenues

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired	58.3%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (182,000)	\$ (182,000)	\$ (101,508)	\$ (80,493)	56%
<i>Charges / Penalties</i>	88,200	88,200	45,524	42,676	52%
Total Fees	\$ (93,800)	\$ (93,800)	\$ (55,984)	\$ (37,816)	60%

Licenses & Permits

<i>Construction Inspection</i>	\$ -	\$ -	\$ 225	\$ (225)	0%
Total Licenses & Permits	\$ -	\$ -	\$ 225	\$ (225)	0%

Charges for Services

<i>Water Sales</i>	\$ 5,330,200	\$ 5,330,200	\$ 2,370,676	\$ 2,959,524	44%
<i>Sewer Sales</i>	4,419,688	4,419,688	2,437,989	1,981,699	55%
<i>Inspection Fees</i>	4,000	4,000	3,445	555	86%
Total Charges for Service	\$ 9,753,888	\$ 9,753,888	\$ 4,812,110	\$ 4,941,778	49%

Interest

<i>Interest (Operations)</i>	\$ 10,000	\$ 10,000	\$ 2,764	\$ 7,236	28%
<i>Interest (Capital Projects)</i>	12,000	12,000	5,230	6,770	44%
Total Interest	\$ 22,000	\$ 22,000	\$ 7,994	\$ 14,006	36%

Impact Fees

<i>Impact Fees</i>	\$ 185,000	\$ 185,000	\$ 148,866	\$ 36,134	80%
Total Impact Fees	\$ 185,000	\$ 185,000	\$ 148,866	\$ 36,134	80%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 6,366	\$ (1,366)	127%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 6,366	\$ (1,366)	127%

Total Utility Fund Revenues	\$ 9,872,088	\$ 9,872,088	\$ 4,919,577	\$ 4,952,511	50%
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Utility Division

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired 58.3%

--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,847,472	\$ 1,847,472	\$ 957,432	\$ 890,041	52%
Services / Supplies	6,369,651	6,369,651	3,669,735	2,699,916	58%
Capital	181,000	181,000	19,053	161,947	11%
Total Utility Division	\$ 8,398,124	\$ 8,398,124	\$ 4,646,220	\$ 3,751,903	55%

--- Detail - Operations ---					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
Salaries / Wages	\$ 1,226,451	\$ 1,226,451	\$ 612,638	\$ 613,814	50%
Employee Benefits	621,021	621,021	344,794	276,227	56%
Total Personnel	\$ 1,847,472	\$ 1,847,472	\$ 957,432	\$ 890,041	52%
Services / Supplies					
Professional Services	\$ 255,655	\$ 255,655	\$ 225,290	\$ 30,365	88%
Employee Development	63,705	63,705	28,357	35,349	45%
Supplies / Equipment	77,262	77,262	32,580	44,682	42%
Utilities	375,136	375,136	201,252	173,884	54%
Other (Well Lot Maintenance)	1,018,150	1,018,150	649,236	368,914	64%
Sub-Total - Operations Services / Supplies	\$ 1,789,908	\$ 1,789,908	\$ 1,136,715	\$ 653,193	64%
Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
UTRWD - Administration Fees	\$ 5,258	\$ 5,258	\$ 4,981	\$ 277	95%
UTRWD - Water Volume Cost	974,940	974,940	502,268	472,673	52%
UTRWD - Water Demand Charges	1,399,395	1,399,395	813,846	585,549	58%
UTRWD - Sewer Effluent Volume Rate	595,660	595,660	276,632	319,028	46%
UTRWD - Capital Charge Joint Facilities	1,371,595	1,371,595	800,097	571,498	58%
UTRWD - HV Sewer Line to UTRWD	232,895	232,895	135,197	97,698	58%
UTRWD - Wtr Transmission - Opus Develop	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,579,743	\$ 4,579,743	\$ 2,533,020	\$ 2,046,723	55%
Total Services / Supplies	\$ 6,369,651	\$ 6,369,651	\$ 3,669,735	\$ 2,699,916	58%
Capital					
Equipment / Vehicles	181,000	181,000	19,053	161,947	11%
Total Capital	\$ 181,000	\$ 181,000	\$ 19,053	\$ 161,947	11%
Total Utility Division - Operations	\$ 8,398,124	\$ 8,398,124	\$ 4,646,220	\$ 3,751,903	55%

Utility Fund Working Capital FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Water Sales	\$ 5,330,200	\$ 5,330,200	\$ 2,370,676	\$ 2,959,524	44%
Sewer Sales	4,419,688	4,419,688	2,437,989	1,981,699	55%
Other Fees / Charges	97,200	97,200	55,560	41,640	57%
Electronic Payment Credit	(182,000)	(182,000)	(101,508)	(80,493)	56%
Interest	10,000	10,000	2,764	7,236	28%
Total Revenues	\$ 9,675,088	\$ 9,675,088	\$ 4,765,481	\$ 4,909,607	49%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Administration	\$432,634	\$432,634	\$ 250,056	\$ 182,578	58%
Operations	3,204,746	3,204,746	1,844,090	1,360,656	58%
UTRWD	4,579,743	4,579,743	2,533,020	2,046,723	55%
Debt Service	1,223,913	1,223,913	1,172,376	51,537	96%
Capital Projects	-	-	-	-	0%
Equipment Replace / Capital	181,000	181,000	19,053	161,947	11%
Total Expenditures	\$ 9,622,037	\$ 9,622,037	\$ 5,818,596	\$ 3,803,440	60%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
Net Increase/Decrease	(266,949)	(266,949)	(1,053,115)
Beginning Working Capital			
Operations	2,257,782	2,132,093	2,132,093
Available Impact Fees	1,205,234	1,207,251	1,207,251
Total Available Working Capital	\$ 3,463,016	\$ 3,339,344	\$ 3,339,344
Ending Working Capital			
Operations	1,990,833	1,865,144	1,078,978
Designated Capital Project	-	-	-
Available Impact Fees	1,240,234	1,242,251	1,356,117
Total Available Working Capital	\$ 3,231,067	\$ 3,107,395	\$ 2,435,095

<u>Impact Fees</u>			
Beginning Balance	1,205,234	1,207,251	1,207,251
+ Collections	185,000	185,000	148,866
- Applied to offset Debt Service	(150,000)	(150,000)	-
Ending Balance	1,240,234	1,242,251	1,356,117

*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 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 501,700	\$ 501,700	\$ 342,402	\$ 159,298	68%
<i>Annual Park Passes</i>	53,500	53,500	29,773	23,727	56%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	30	30	2	28	8%
Total Revenues	\$ 555,230	\$ 555,230	\$ 372,178	\$ 183,052	67%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 218,925	218,925	\$ 118,721	\$ 100,204	54%
<i>Services / Supplies</i>	269,681	269,681	72,355	197,326	27%
<i>Capital</i>	115,900	115,900	-	115,900	0%
Total Expenditures	\$ 604,506	\$ 604,506	\$ 191,077	\$ 413,429	32%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 528,497	\$ 587,522	\$ 587,522
<i>+ Net Increase (Decrease)</i>	(49,276)	(49,276)	181,101
Ending Fund Balance	\$ 479,221	\$ 538,246	\$ 768,623

Debt Service Fund

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired	58.3%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$2,050,934	\$ 2,050,934	\$ 1,977,624	\$ 73,310	96%
<i>Interest Income</i>	250	250	295	(45)	118%
Total Revenues	\$ 2,051,184	\$ 2,051,184	\$ 1,977,919	\$ 73,265	96%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,310,000	\$ 2,310,000	\$ 2,075,000	\$ 235,000	90%
<i>Interest Payments</i>	533,292	533,292	404,315	128,977	76%
<i>Paying Agent Fees</i>	3,000	3,000	881	2,119	29%
Total Expenditures	\$ 2,846,292	\$ 2,846,292	\$ 2,480,197	\$ 366,095	87%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	810,357	810,357	755,961	\$ 54,396	93%
<i>Proceeds from Refunding Debt</i>	-	-	12,144,061	(12,144,061)	0%
<i>Debt Issuance Cost</i>	-	-	(117,812)	117,812	0%
<i>Payment to Escrow Agent</i>	-	-	(11,880,000)	11,880,000	0%
Total Financing Sources	\$ 810,357	\$ 810,357	\$ 902,210	\$ (91,853)	111%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 132,928	\$ 137,976	\$ 137,976
<i>+ Net Increase (Decrease)</i>	15,249	15,249	399,932
Ending Fund Balance	\$ 148,177	\$ 153,225	\$ 537,908

Capital Projects Fund

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	40,000	(40,000)	0%
Interest Income	18,000	18,000	20,947	(2,947)	116%
Total Revenues	\$ 18,000	\$ 18,000	\$ 60,947	\$ (42,947)	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2022 GO Bond (Parks/Streets/Drainage)	3,669,094	3,669,094	909,786	2,759,308	25%
2022 Bond Issue (Streets)	1,522,744	1,522,744	835,247	687,497	55%
2022 Bond Issue (Parks)	2,146,350	2,146,350	74,539	2,071,811	3%
Total Expenditures	\$ 3,669,094	\$ 3,669,094	\$ 909,786	\$ 2,759,308	25%

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ 15,263,400	\$ 15,263,400	\$ 14,240,000	\$ 1,023,400.00	0%
Bond Discount / Premium	-	-	1,271,899	(1,271,899)	0%
Debt Issuance	-	-	(248,499)	248,499	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
Total Financing Sources	\$ 15,263,400	\$ 15,263,400	\$ 15,263,400	\$ 0	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning fund balance	\$ 2,589,485	\$ 2,384,916	\$ 2,384,916
+Net Increase (Decrease)	11,612,306	11,612,306	14,414,561
Ending Fund Balance	\$ 14,201,791	\$ 13,997,222	\$ 16,799,477

Drainage Utilities

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ 10,000	10,000	\$ 5,047	\$ 4,953	0%
<i>Drainage Fee Receipts</i>	510,000	510,000	275,063	234,937	54%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	200	200	168	32	84%
Total Revenues	\$ 520,200	\$ 520,200	\$ 280,278	\$ 239,922	54%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 348,912	\$ 348,912	\$ 198,943	\$ 149,969	57%
<i>Services / Supplies</i>	153,635	153,635	59,980	93,655	39%
<i>Capital</i>	30,000	30,000	73,914	(43,914)	246%
Total Expenditures	\$ 532,547	\$ 532,547	\$ 332,837	\$ 199,710	62%

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%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 382,738	\$ 394,943	\$ 394,943
<i>+ Net Increase (Decrease)</i>	(12,347)	(12,347)	(52,559)
Ending Fund Balance	\$ 370,391	\$ 382,596	\$ 342,384

Park Development Fee Fund

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 100	\$ 100	\$ 45	\$ 55	0%
<i>Community Park Fees</i>	-	-	851	(851)	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%
Total Revenues	\$ 100	\$ 100	\$ 896	\$ (796)	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%
Total Expenditures	\$ -	\$ -	\$ -	\$ -	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%
Total Other Sources (Uses)	\$ -	\$ -	\$ -	\$ -	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 80,126	\$ 80,974	\$ 80,974
<i>+ Net Increase (Decrease)</i>	100	100	896
Ending Fund Balance	\$ 80,226	\$ 81,074	\$ 81,870

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ -	-
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	80,226	81,119
<i>Neighborhood Park Fees (Area IV)</i>	-	-
Total	\$ 80,226	\$ 81,119

Public Safety Special Revenue Fund

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 18,929	\$ 6,671	74%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	9,009	(5,409)	250%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 9,009	\$ (5,409)	250%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 25,806	\$ 40,972	\$ 40,972
+ Net Increase (Decrease)	-	-	9,920
Ending Fund Balance	\$ 25,806	\$ 40,972	\$ 50,892

Municipal Court Technology Fee Fund

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 2,800	\$ 2,800	\$ 1,603	1,197	57%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Services / Supplies	\$ 3,836	\$ 3,836	\$ 8,070	\$ (4,234)	210%
Total Expenditures	\$ 3,836	\$ 3,836	\$ 8,070	\$ (4,234)	0%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 14,771	\$ 15,378	\$ 15,378
+ Net Increase (Decrease)	(1,036)	(1,036)	(6,467)
Ending Fund Balance	\$ 13,735	\$ 14,342	\$ 8,911

Municipal Court Building Security Fund

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 2,800	\$ 2,800	\$ 1,915	\$ 885	68%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 40,797	\$ 40,992	\$ 40,992
+ Net Increase (Decrease)	2,800	2,800	1,915
Ending Fund Balance	\$ 43,597	\$ 43,792	\$ 42,907

Highland Village Community Development Corporation
Working Capital Analysis (FY 2022)

	<i>Actual 2019-2020</i>	<i>Actual 2020-2021</i>	<i>Budget 2021-2022</i>	<i>YTD 2021-2022</i>
Beginning Fund Balance	\$ 98,100	\$ 109,678	\$ 356,702	\$ 356,702
Revenues				
4B Sales Tax	1,381,630	1,532,222	1,560,000	714,495
Park Fees (Rental)	18,276	42,080	59,000	33,517
Linear Park Fees	24,108	-		
Miscellaneous Income	-	1,000	-	1,475
Interest Income	633	60	55	132
Total	\$ 1,424,647	\$ 1,575,362	\$ 1,619,055	\$ 749,620
Expenditures				
Personnel	330,860	302,812	321,334	164,550
Services / Supplies	215,531	193,044	402,427	122,054
Reimburse GF (Support Functions)	28,000	28,000	28,000	
Reimburse GF (Debt Service)	808,286	804,482	810,357	755,961
Total Non-Capital Expenditures	\$ 1,382,677	\$ 1,328,338	\$ 1,562,118	\$ 1,042,565
Capital				
Projects Funded Directly	30,392		17,281	-
Transfer to 4B Capital Projects	\$ 30,392	\$ -	\$ 17,281	\$ -
Equipment		-	-	
Net Increase / (Decrease)	11,578	247,024	39,656	(292,946)
Working Capital Balance	\$ 109,678	\$ 356,702	\$ 396,358	\$ 63,756

PEG Fee Fund

FY 2021/2022 Budget

YEAR TO DATE APRIL

Percent of Budget Year Transpired

58.3%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 35,000	\$ 35,000	\$ 8,910	\$ 26,090	25%
<i>Total Revenues</i>	\$ 35,000	\$ 35,000	\$ 8,910	\$ 26,090	25%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	11,000	11,000	3,576	7,424	33%
<i>Capital</i>	8,400	8,400	5,446	2,954	0%
<i>Total Expenditures</i>	\$ 19,400	\$ 19,400	\$ 9,022	\$ 10,378	47%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 125,060	\$ 123,564	\$ 123,564
<i>+Net Increase (Decrease)</i>	15,600	15,600	(112)
<i>Ending Fund Balance</i>	\$ 140,660	\$ 139,164	\$ 123,452

CITY OF HIGHLAND VILLAGE

COUNCIL BRIEFING

AGENDA# 16	MEETING DATE: 06/28/2022
SUBJECT:	Consider Resolution 2022-3003 authorizing a Task Order with Schaumburg & Polk, Inc. for Professional Engineering Services for the Sandero Drive, Bexar Drive, Victoria Drive, and Malibu Drive Water Lines Project
PREPARED BY:	Scott Kriston, Director of Public Works

BACKGROUND:

Several years ago, the City implemented a program to replace the older water lines in the water system. The older water lines primarily consist of pipelines made of asbestos cement (A/C) pipe. A/C pipe is susceptible to breaking and cracking, which normally requires shutting down the water line and then doing significant repair work. A/C water lines need to be replaced due to their condition and their age. Also, replacement of A/C water lines is in compliance with TCEQ requirements for the periodic replacement of the A/C water lines. These A/C water lines will be replaced with polyvinyl chloride (PVC) pipe, which the City has been using for new water lines since it became readily available. PVC pipe is a flexible type of pipe, and it is a more dependable and durable pipe and is not as susceptible to breaking and/or corrosion.

IDENTIFIED NEED/S:

The A/C water lines that need to be replaced at this time are the A/C water lines located along Sandero Drive, Bexar Drive, Victoria Drive, and Malibu Drive. These water lines need to be replaced in order to continue the City's program of replacing the A/C water lines with PVC water lines. Also, these water lines have been selected for replacement because the streets where these water lines are located are part of a current street improvements project, and it would be beneficial to replace the water lines prior to making the street improvements.

OPTIONS & RESULTS:

Replacement of these water lines ensures a more reliable, dependable water system and will comply with current TCEQ guidelines. Also, replacement of these particular water lines prior to the construction of the street improvements in this area will eliminate possible damage to the newly improved roads from the water line construction since the construction work on these new water lines will have already been completed and the new water lines will be in the ground.

PROGRESS TO DATE: (if appropriate)

A Task Order has been received from Schaumburg & Polk, Inc (SPI), for the provision of professional engineering services required for this water line replacement project.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

The cost for these professional engineering services under this Task Order is an amount of \$93,400.00. Since these water line replacements are along the same streets that are part of the current street improvements project, the surveying for the street improvements project can be utilized for this water line project; so, there will be no cost for surveying for this project.

RECOMMENDATION:

To approve Resolution No. 2022-3003 authorizing a Task Order with SPI to provide professional engineering services for the Sandero Drive, Bexar Drive, Victoria Drive and Malibu Drive Water Lines Project.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2022-3003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING A TASK ORDER WITH SCHAUMBURG & POLK, INC. TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE SANDERO DRIVE, BEXAR DRIVE, VICTORIA DRIVE, AND MALIBU DRIVE WATER LINES PROJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City administration, having obtained a Task Order for the Sandero Drive, Bexar Drive, Victoria Drive, and Malibu Drive Water Lines Project (the "Project") from Schaumburg & Polk, Inc. in an amount of \$93,400.00, recommends execution of the task order be approved for these professional services; and

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

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 Task Order with Schaumburg & Polk, Inc. to provide professional engineering services for the Project for a contract amount of \$93,400.00; and is further authorized to execute amendments to such Task Order relating to additional services that the City Manager determines to be reasonable and necessary to complete the Project subject to applicable City policies and the availability of current funds to pay for such additional services.

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

PASSED AND APPROVED THIS 28TH DAY OF JUNE 2022.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:6/23/2022:130271)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 18

MEETING DATE: 06/28/2022

SUBJECT: Consider Resolution 2022-3004 Reappointing the Presiding Judge of the City of Highland Village Municipal Court of Record

PREPARED BY: Ken Heerman, Asst. City Manager

BACKGROUND:

Judge Colette Sallas was appointed presiding judge in May 2016, following the retirement of Judge Ron Hurst.

IDENTIFIED NEED/S:

In accordance to Texas Government Code Sec. 29.005. TERM OF OFFICE, the judge of a municipal court serves for a term of office of two years unless the municipality provides for a longer term pursuant to Article XI, Section 11, of the Texas Constitution. Reappointment of Judge Sallas is thus suggested.

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

N/A

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Council to approve Resolution 2022-3004 reappointing the presiding Judge of the City of Highland Village Municipal Court of Record.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO 2022-3004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, REAPPOINTING THE PRESIDING JUDGE TO THE CITY OF HIGHLAND VILLAGE MUNICIPAL COURT OF RECORD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 4.01 of the City Charter of the City of Highland Village, Texas, provides for the appointment of the Municipal Court Judge and Alternate Municipal Court Judges to preside over the City of Highland Village Municipal Court of Records (the "Court"), who shall serve at the pleasure of the Council; and

WHEREAS, Colette Sallas currently serves as the Presiding Judge of the Court, with her current term expiring; and

WHEREAS, the City Council finds it to be in the public interest to reappoint Colette Sallas for the office of Presiding Judge of the Highland Village Municipal Court of Record.

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

Section 1. Colette Sallas is hereby reappointed to serve as Presiding Judge for the Municipal Court of Record in the City of Highland Village, Texas, for a term of two years commencing on the effective date of this resolution.

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

PASSED AND APPROVED this the 28th day of June 2022.

APPROVED:

Daniel Jaworski, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:6/23/2022:130273)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 19

MEETING DATE: 06/28/2022

**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

June 28, 2022	Regular City Council Meeting - 7:30 pm
July 4, 2022	City Offices Closed for the Independence Day Holiday
July 7, 2022	Zoning Board of Adjustment Meeting - 6:00 pm
July 12, 2022	Regular City Council Meeting - 7:00 pm
July 18, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
July 19, 2022	Planning & Zoning Commission Meeting – 7:00 pm
July 26, 2022	Highland Village Community Development – 5:00 pm
July 26, 2022	Regular City Council Meeting - 7:00 pm
August 4, 2022	Zoning Board of Adjustment Meeting - 6:00 pm
August 9, 2022	Regular City Council Meeting - 7:00 pm
August 15, 2022	Parks & Recreation Advisory Board Meeting – 6:00 pm
August 16, 2022	Planning & Zoning Commission Meeting – 7:00 pm
August 23, 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