



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

**REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
TUESDAY, JANUARY 8, 2019, at 6:00 P.M.  
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

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

**EARLY WORK SESSION**

1. Receive a Presentation regarding a Possible Donation from the Highland Village Parks Foundation to Renovate the Entry and Surrounding Area into Kids Kastle at Unity Park
2. Receive an Update on the Copperas Branch Park Master Plan and Unity Park Bond Projects
3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of January 8, 2019

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

**CLOSED SESSION  
Training Room**

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

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

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

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

### **CONSENT AGENDA**

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

11. **Consider Approval of Minutes of the Regular City Council Meeting held on December 11, 2018**
12. **Consider Ordinance 2018-1259 amending the Code of Ordinances Article 14.06 relating to the Time Allowed for Placing Political Signs at Polling Locations on City Owned or Controlled Property (2<sup>nd</sup> and final read)**
13. **Receive Budget Reports for Period Ending October 31, 2018**

### **ACTION AGENDA**

14. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**
  - (a) **Section 551.071 – Consultation with City Attorney Concerning Pending or Contemplated Litigation and on any Regular Session or Work Session Agenda Item Requiring Confidential, Attorney/Client Advice Necessitated by the Deliberation or Discussion of Said Item (as needed)**
15. **Consider Resolution 2019-2791 authorizing the City Manager to Negotiate and Execute a Contract Agreement with Recovery Systems, Inc. d/b/a Pro-Tow Wrecker Services for Wrecker and Related Services**
16. **Consider Resolution 2019-2789 amending the Doubletree Ranch Park Facility Use Fee Schedule**

17. Consider Resolution 2019-2790 naming the Dog Park located at Unity Park

**LATE WORK SESSION**

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

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

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 4<sup>TH</sup> DAY OF JANUARY, 2019 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 \_\_\_\_\_, 2019 at  
\_\_\_\_\_ am / pm by \_\_\_\_\_.

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

**AGENDA# 1**

**MEETING DATE: 01/08/19**

**SUBJECT: Presentation on a Possible Donation from the Highland Village Parks Foundation to Renovate the Entry and Surrounding Area into Kids Kastle at Unity Park**

**PREPARED BY: Phil Lozano, Director of Parks and Recreation**

**BACKGROUND:**

Austin Adams with the Highland Village Parks Foundation contacted City Manager Michael Leavitt and requested a meeting to discuss donating funds for a signature park project, specifically a project that is currently not funded and one that would not otherwise be considered in the immediate future.

After discussion with Mr. Leavitt and City staff, we agreed that the area surrounding Kids Kastle and its entry points are in much need of improvements. Also, the improvements would take into account and complement the pond and Kids Kastle renovation projects that are scheduled for later this year.

On October 18, 2018, Mr. Leavitt and Mr. Lozano met with Austin Adams and proposed renovating the entry and surrounding area into Kids Kastle at Unity Park as a potential signature park project, Austin Adams agreed with staff's recommendation. Staff then proceeded to hire a landscape architect to create a vision that will take into account the history of the site, its current usage, and condition and to identify future opportunities and needs.

**IDENTIFIED NEED/S:**

The current configuration of amenities and circulation does not allow for optimal traffic flow and use. The area between the small dog park and the Kids Kastle is in need of renovation that will improve ADA access, programming, rental opportunities, curb appeal, circulation, provide for a food truck slip, add much-needed storyboards, and establish inviting entry points that will draw people into the space.

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

La Terra Studio was hired to provide three (3) conceptual designs. Staff and Brad Moulton with La Terra Studio met with Austin Adams on Wednesday, December 12 to review the three (3) conceptual designs, and it was determined that "option B" would meet all the identified needs mentioned above. Phil Lozano and Fince Espinoza met with the Highland Village Parks Foundation Board on December 16 to officially present the three (3) concepts. The three (3) concept plans will be presented to Council for discussion.

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

TBD

**RECOMMENDATION:**

No action required. Work-session item only.

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

**AGENDA# 2**

**MEETING DATE: 01/08/19**

**SUBJECT: Receive an Update on the Copperas Branch Park Master Plan and Unity Park Bond Projects**

**PREPARED BY: Phil Lozano, Director of Parks and Recreation**

**COMMENTS**

The City's consultant Brad Moulton with la terra studio will discuss the Copperas Branch Park master planning process and provide a short presentation.

Relating to the Unity Park bond projects, City staff will provide an update on the softball field, pond renovation and Kids Kastle replacement for Unity Park.

**SOFTBALL FIELD**

- The softball field will go out to bid this month, bid award and construction to start in February. Construction will take approximately six to seven months to complete.

**POND AND DRAINAGE WORK**

- The pond will go out to bid in March, bid award in April, and construction to start June 3, after the Celebrate Highland Village event. Construction will take approximately six to eight months to complete.

**KIDS KASTLE**

- Kids Kastle stakeholder and community engagement meetings will start sometime in August or September.

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

**AGENDA# 10**

**MEETING DATE: 01/08/19**

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

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

**COMMENTS**

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

- Swearing In and Pinning of Police Officer Zachary Forschen
- Presentation of a Capital Credit Check from CoServ to the City of Highland Village

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

**AGENDA# 11**

**MEETING DATE: 01/08/19**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on December 11, 2018**

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

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

**OPTIONS & RESULTS:**

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

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

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

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

N/A

**RECOMMENDATION:**

To approve the minutes of the December 11, 2018 City Council meeting.



**MEETING MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
TUESDAY, DECEMBER 11, 2018**

Mayor Charlotte J. Wilcox called the meeting to order at 6:30 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Mayor Pro Tem
	Robert Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney
	Scott Kriston	Public Works Director
	Karen Bradley	Administrative Assistant
	Travis Nokes	Interim Fire Chief
	Fince Espinoza	Parks Operations & Project Manager
	Andra Foreman	Recreation Manager
	Sunny Lindsey	Information Services Director
	Crystal Babcock	Marketing Admin Specialist
	Laurie Mullens	Director of Marketing & Communications
	Andrew Boyd	Media Specialist

**EARLY WORK SESSION**

**1. Receive an Update on the Shade Canopy, Playground and Swing Project at Doubletree Ranch Park**

Parks Operations and Project Manager Fince Espinoza reported the proposed enhancements to Doubletree Ranch Park were presented to the Parks and Recreation Advisory Board ("Board") on November 12, 2018, which they approved with a vote of 5-0. Funding for the shade structures and play areas is from funds earmarked for economic development participation that were not used in the FY 2017-2018 budget. Proposed enhancements total \$245,604 and include:

**Older Teen/Young Adult Swings (\$19,297)**

- Large Swings with a Tree Theme
- Separate area from the playground and splash pad
- Exclusive to older teens and adults
- Each area costs \$19,297 for a 2 bay setup (totaling 4 seats)
- Includes site prep, concrete walk and concrete border, engineered wood fiber surfacing and installation
- USB charging equipped with electrical outlets

**Playground – 2-12 ADA Accessible and Inclusive Units (\$120,394)**

- Unit has inclusive play elements to provide play value for children with sensory challenges such as those who are hearing impaired along with traditional play elements
- Staff has received several requests from patrons for a playground
- New playground will complement the splash pad area
- The new playground will have two 14' shade covers incorporated into the unit itself
- Will be the first playground in Highland Village to have artificial turf surfacing

Shade Structures (\$105,913)

- Proposed Phase 1 will have a total of 13 shade structures totaling \$105,913
- Umbrellas
  - 20'X20' Hexagon Center Post Umbrella
  - 20'X20' Square Cantilever Umbrella (ability to remove the fabric during winter months when the splash pad is closed)

Staff reported there are two items on the Consent Agenda to approve these projects.

**2. Receive an Update on the Wireless Network Project for City Parks**

Assistant City Manager Ken Heerman stated this item will be a policy discussion regarding technology in our park areas, along with associated costs, and that City staff is looking for direction from City Council.

Information Services Director Sunny Lindsey provided some background on this project. She stated earlier in the year a vendor was going to install an air fiber circuit using radio equipment on City water towers. In exchange for waiving rental fees, the City would get a portion of that bandwidth at Unity Park and Pilot Knoll Park Campground. However, City staff voiced concern that the vendor is not going to continue with this project.

Ms. Lindsey reported City staff had previously received approval from Council for the installation of new cameras at Unity Park, which will take place upon completion of the pond and Kids Kastle projects. She stated there are two policy questions relating to this project:

- Do we continue with the camera footage recording that is in place or move to live streaming at Unity Park; and
- Do we provide Wi-Fi service at Unity Park and Pilot Knoll Park Campgrounds, and if so, who pays for that service

Ms. Lindsey reported there is currently a mixture of live streaming video and recording to camera video in different areas of the city. Moving to live streaming at Unity Park will have large cost implications.

Pros and cons were presented for both, as well as options and costs for each. Councilmember Kixmiller asked if we are losing campers because we do not have Wi-Fi at campgrounds. Ms. Lindsey said it is a common request of the campers. Councilmember Kixmiller asked what the cost would be if the City funded the \$100,000 installation of the mesh and then asked what the breakdown would be per person/site to get the return on investment from campers over the first or second year of service. Ms. Lindsey said she could report back with that information. Councilmember Fiester asked how we would control what is being accessed. Ms. Lindsey reported some basic filtering

could be put in place with the installation of a small firewall, which would require the user to agree to terms of use.

Councilmember Jaworski asked if there is a demand for live streaming at our athletic fields. Ms. Lindsey said that is something that could possibly be addressed better by our athletic leagues. She also reported that live streaming would not be actively monitored. Per discussion with Parks and Recreation Director Phil Lozano, Mr. Heerman reported having Wi-Fi is becoming an element that is provided by more park facilities.

Consensus of Council was to investigate the most effective cost option and then look for a way to charge as a “pay for service” at Pilot Knoll Park. At Unity Park, the consensus of Council is to have camera footage recorded on site.

**3. Clarification of Consent or Action Items listed on today’s City Council Regular Meeting Agenda of December 11, 2018**

Relating to Agenda Item #17, Mayor Wilcox and City Attorney Kevin Laughlin reported the only amendment is to allow political signs to remain in place at a polling location between the end of the early voting period and the start of the Election Day period. Political signs would still be required to be removed no later than noon on the day after the end of the Election Day voting period. Mayor Pro Tem Busche suggested moving this item to the Consent Agenda.

**CLOSED SESSION**

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

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

Council did not meet in Closed Session.

Early Work Session ended at 7:13 p.m.

**OPEN SESSION**

**5. Call to Order**

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

**Roll Call**

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

Staff Members:	Ken Heerman	Assistant City Manager
	Kevin Laughlin	City Attorney

Scott Kriston  
Travis Nokes  
Doug Reim  
Karen Bradley  
Fince Espinoza  
Sunny Lindsey  
Laurie Mullens  
Andrew Boyd  
Crystal Babcock

Public Works Director  
Interim Fire Chief  
Police Chief  
Administrative Assistant  
Parks Operations & Project Manager  
Information Services Director  
Director of Marketing & Communications  
Media Specialist  
Marketing Admin Specialist

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

Councilmember Jaworski gave the invocation.

**7. Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Jaworski**

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

**8. Visitor Comments**

- Executive Director for the Salvation Army in Denton County Stephen Thomas (4705 Hanover Court, Flower Mound) – Mr. Thomas thanked Mayor Wilcox and the City Council for their support and for participating in the area Mayor’s “Ring the Bell” challenge. He presented Mayor Wilcox with a bell in honor of Highland Village winning the challenge.
- Jeff Tasker (4325 Windsor Centre Trail, Suite 600, Flower Mound) – Representing Sigma Signs, Mr. Tasker stated a sign did not pass inspection based upon the City Attorney’s and staff’s reading of the planned development ordinance for the property where the sign was being installed. He asked Council to consider review of the ordinance as it relates to monument signs and center identification signs.

**9. City Manager/Staff Reports**

• **HVTV Update**

The update informed residents the Highland Village Fire Department will be driving Santa through neighborhoods on December 16 – December 21 from 6:00-8:00 p.m. A detailed map can be found on the City website and a link is provided for the Santa Tracker, which allows residents to track Santa’s progress through the City. The update also included the Foodie Friday Hillside Grill video and how residents can wrap up their holiday shopping in Highland Village by using the online business directory at [www.thehvba.com](http://www.thehvba.com).

**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**

Mayor Pro Tem Busche thanked the Parks and Recreation Department for installing another pet waste station. Deputy Mayor Pro Tem Fleming also thanked the Parks and

Recreation Department for the new and successful Christmas at the Ranch event held this past Saturday.

- **Check Presentation to the Texas Police Chiefs Association from the Annual Highland Village TXFallen PD Tribute Event Proceeds**

Police Chief Doug Reim presented a donation check in the amount of \$58,573.76 to a representative from the Texas Police Chiefs Association Foundation. The donation is the culmination of the 2018 TXFallenPD Tribute Event which was held on October 20, 2018. For the last eleven years the Highland Village Police Department and the City of Highland Village have held an event to raise funds for the families of police officers killed in the line of duty in Texas. The event has grown each year, with this year the biggest yet.

### **CONSENT AGENDA**

Mayor Wilcox moved Agenda Item #17 up to the Consent Agenda.

11. **Consider Approval of Minutes of the Regular City Council Meeting held on November 13, 2018**
12. **Consider Ordinance 2018-1258 amending the Code of Ordinances Chapter 14 “Public Ways and Public Places” Article 14.07 “Right-of-Way Management” Section 14.07.078. “Underground Service Requirements”, Section 14.07.203, “Fees,” and Section 14.07.207, “Compliance with Design Manual (2<sup>nd</sup> and final read)**
13. **Consider Resolution 2018-2787 authorizing an Agreement with Kraftsman LT for the Purchase and Installation of Shade Canopy Equipment for the Doubletree Ranch Park Shade Canopy Project through the City’s Cooperative Purchasing Agreement with Texas BuyBoard Cooperative Purchasing**
14. **Consider Resolution 2018-2788 authorizing an Agreement with The Playground Shade and Surfacing Depot for the Purchase and Installation of Playground Equipment for the Doubletree Ranch Park Playground and Swing Project through the City’s Cooperative Purchasing Agreement with Texas BuyBoard Cooperative Purchasing**
15. **Receive Budget Report for Period Ending September 30, 2018**
17. **Consider Ordinance 2018-1259 amending the Code of Ordinances Article 14.06 relating to the Time Allowed for Placing Political Signs at Polling Locations on City Owned or Controlled Property (1<sup>st</sup> of two reads)**

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Lombardo, to approve Consent Agenda Items #11 through #15, and Agenda Item #17. Motion carried 7-0.***

### **ACTION AGENDA**

16. **Take action, if any, on matters discussed in closed session in accordance with the following sections of the Texas Government Code:**

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

**NO ACTION TAKEN**

Council did not meet in Closed Session.

- 17. Consider Ordinance 2018-1259 amending the Code of Ordinances Article 14.06 relating to the Time Allowed for Placing Political Signs at Polling Locations on City Owned or Controlled Property (1<sup>st</sup> of two reads)**

This item was moved to the Consent Agenda.

**LATE WORK SESSION**

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

Mayor Pro Tem Busche asked for an update regarding the crossing light on Highland Shores. Mr. Espinoza stated parts have been ordered and the goal is to have it working before Christmas.

Mayor Pro Tem Busche also requested a future agenda item for an update regarding services provided by the City's Animal Care Services Unit.

Councilmember Kixmiller requested a future agenda item for Early Work Session to review the City's current sign ordinance as it relates to monument signs and center identification signs. City Attorney Kevin Laughlin suggested he would provide information to Council relating to the ordinance.

- 19. Adjournment**

Mayor Wilcox adjourned the meeting at 8:15 p.m.

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Charlotte J. Wilcox, Mayor

**ATTEST:**

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Angela Miller, City Secretary

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

**AGENDA# 12**

**MEETING DATE: 01/08/19**

**SUBJECT: Consider Ordinance 2018-1259 amending the Code of Ordinances Article 14.06 “Regulating Electioneering at Polling Locations on City Property” as it relates to the Time of Placement of Electioneering Signs during Elections (2<sup>nd</sup> and final read)**

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

**BACKGROUND:**

Current City Ordinance 2014-1157 provides rules and regulations relating to political signs placed on City owned property that is being used as an election polling location. Currently, political signs are allowed at the Highland Village Municipal Complex during the early voting period and during Election Day. Once early voting ends, political signs must be removed no later than one-hour after the end of the early voting period. If a candidate wishes to have their political signs out for Election Day, they have to place their signs out again beginning at 12:01 a.m. prior to the commencement of Election Day.

**IDENTIFIED NEED/S:**

City staff has reviewed the current ordinance and recommends an amendment so the signs will not have to be removed between the end of the early voting period and start of the Election Day period. No other amendments are being proposed and political signs would still be required to be removed no later than noon on the day after the end of the Election Day voting period.

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

At the City Council meeting held on November 13, 2018, Council discussed the amendment and consensus was for staff to present an ordinance for consideration by Council. Council approved the first read of Ordinance 2018-1259 at their December 11, 2018 meeting.

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

There is no budget impact.

**RECOMMENDATION:**

To approve the second read of Ordinance 2018-1259.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2018-1259**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING CODE OF ORDINANCES ARTICLE 14.06 “REGULATING ELECTIONEERING AT POLLING LOCATIONS ON CITY PROPERTY”; SECTION 14.06.003 “REGULATIONS AND EXCEPTIONS” BY AMENDING SUBSECTION (d)(1) RELATING TO ELECTIONEERING SIGNS AT CITY POLLING PLACES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE, PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00); AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council finds it is in the best interest of the citizens of the City of Highland Village to amend the current regulations relating to the time for placement of electioneering signs on City-owned polling places during elections.

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

**SECTION 1.** The Code of Ordinances of the City of Highland Village, Texas, be, and the same is hereby amended by Article 14.06 “Electioneering at Polling Locations on City Property,” Section 14.06.003 Regulations and Exceptions” by amending Subsection (d)(1) to read as follows:

(d) It is an offense for any person to place or affix a political sign on the premises of a City-owned polling place except as follows:

(1) Political signs may be placed or affixed in an electioneering sign location only during the period beginning one hour prior to the commencement of the voting period on the first day of the early voting period and ending on Noon on the day after the end of the voting period on election day.

\* \* \*

**SECTION 2.** All provisions of the ordinances of the City of Highland Village in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Highland Village not in conflict with the provisions of this Ordinance shall remain in full force and effect.

**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 Code of Ordinances as a whole.

**SECTION 4.** That an offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Code of Ordinance, 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 subject to the same penalty as provided for in the Code of Ordinances of the City of Highland Village as heretofore amended and upon conviction shall be punished by a fine not to exceed the sum of Five Hundred Dollars (\$500.00) for each offense, and each and every day such violation shall continue shall be deemed and constitute a separate offense.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THIS THE 11th DAY OF DECEMBER 2018.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE 8<sup>TH</sup> DAY OF JANUARY 2019.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:11/13/18:104354)

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

**AGENDA# 13**

**MEETING DATE: 01/08/19**

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

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

**BACKGROUND:**

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

The budget report submitted for October represents the first 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 October 31, 2018.

# General Fund Summary

## FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 10,858,485	\$ 10,858,485	\$ 175,704	\$ (10,682,781)	2%
Sales Tax	2,787,241	2,787,241	27,850	(2,759,391)	1%
Franchise Fees	1,685,326	1,685,326	5,343	(1,679,983)	0%
Licensing & Permits	519,407	519,407	47,942	(471,465)	9%
Park/Recreation Fees	264,595	264,595	10,867	(253,728)	4%
Public Safety Fees	40,000	40,000	2,516	(37,484)	6%
Rents	131,408	131,408	5,765	(125,643)	4%
Municipal Court	97,920	97,920	7,390	(90,530)	8%
Public Safety Charges for Svc	473,237	473,237	65,980	(407,257)	14%
Interest Income	184,000	184,000	26,369	(157,631)	14%
Miscellaneous	140,550	140,550	150	(140,400)	0%
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,182,169</b>	<b>\$ 375,875</b>	<b>\$ (16,806,294)</b>	<b>2%</b>

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
<b>Total Available Resources</b>	<b>\$ 17,716,169</b>	<b>\$ 17,716,169</b>	<b>\$ 375,875</b>	<b>\$ (17,340,294)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 707,882	\$ 707,882	\$ 34,054	\$ 673,828	5%
Finance (includes Mun. Court)	1,614,695	1,614,695	250,339	1,364,356	16%
Human Resources	520,658	520,658	26,991	493,667	5%
City Secretary Office	360,526	360,526	14,749	345,777	4%
Information Services	1,114,746	1,114,746	86,400	1,028,345	8%
Police	5,047,139	5,047,139	395,457	4,651,682	8%
Fire	4,022,597	4,022,597	1,070,560	2,952,037	27%
Community Services	471,448	471,448	25,701	445,746	5%
Streets/Drainage	1,490,696	1,490,696	67,416	1,423,280	5%
Maintenance	925,288	925,288	45,656	879,632	5%
Parks	2,011,787	2,011,787	143,771	1,868,016	7%
Recreation	532,620	532,620	26,076	506,544	5%
<b>Total Expenditures</b>	<b>\$ 18,820,082</b>	<b>\$ 18,820,082</b>	<b>\$ 2,187,171</b>	<b>\$ 16,632,911</b>	<b>12%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 1,584,000	\$ 1,584,000	\$ 835,614	\$ 748,386	53%

Other Uses					
Transfers Out	\$ 66,000	\$ 66,000	\$ -	66,000	0%
<b>Total Expenditures</b>	<b>\$ 18,886,082</b>	<b>\$ 18,886,082</b>	<b>\$ 2,187,171</b>	<b>\$ 16,698,911</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	6,735,401	6,735,401	6,735,401
+ Net Increase (Decrease)	(1,169,913)	(1,169,913)	(1,811,295)
Ending Fund Balance	\$ 5,565,488	\$ 5,565,488	\$ 4,924,106

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,823,012	\$ 2,823,012	\$ 328,076
Restricted	11,500	11,500	11,500
Unassigned	2,730,976	2,730,976	4,584,530
<b>Total Fund Balance</b>	<b>\$ 5,565,488</b>	<b>\$ 5,565,488</b>	<b>\$ 4,924,106</b>

# General Fund Expenditure Summary

## FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

**Percent of Budget Year Transpired**

**8.3%**

### --- Summary ---

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 12,497,378	\$ 12,497,378	\$ 811,574	\$ 11,685,803	6%
Services / Supplies	4,738,704	4,738,704	539,982	4,198,723	11%
Capital	1,584,000	1,584,000	835,614	748,386	53%
	\$ 18,820,082	\$ 18,820,082	\$ 2,187,171	\$ 16,632,911	12%

### --- Detail ---

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,024,474	\$ 9,024,474	\$ 489,300	\$ 8,535,174	5%
<i>Employee Benefits</i>	3,472,904	3,472,904	322,275	3,150,629	9%
<i>Total Personnel</i>	\$ 12,497,378	\$ 12,497,378	\$ 811,574	\$ 11,685,803	6%
<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,477,011	\$ 1,477,011	\$ 319,753	\$ 1,157,259	22%
<i>Employee Development</i>	356,261	356,261	7,326	348,935	2%
<i>Office Supplies / Equipment</i>	1,130,352	1,130,352	31,354	1,098,998	3%
<i>Utilities</i>	334,408	334,408	25,669	308,739	8%
<i>Other</i>	1,440,672	1,440,672	155,881	1,284,791	11%
<i>Total Services / Supplies</i>	\$ 4,738,704	\$ 4,738,704	\$ 539,982	\$ 4,198,723	11%
<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 1,584,000	\$ 1,584,000	\$ 835,614	\$ 748,386	53%
<i>Total Capital</i>	\$ 1,584,000	\$ 1,584,000	\$ 835,614	\$ 748,386	53%
<b>Total General Fund Expenditure Summary</b>	\$ 18,820,082	\$ 18,820,082	\$ 2,187,171	\$ 16,632,911	12%

# General Fund Revenue

## FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

*Percent of Budget Year Transpired*

**8.3%**

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,858,485	\$ 10,858,485	\$ 175,704	\$ (10,682,781)	2%
Sales Tax	2,787,241	2,787,241	27,850	(2,759,391)	1%
Franchise Fees	1,685,326	1,685,326	5,343	(1,679,983)	0%
Licensing & Permits	519,407	519,407	47,942	(471,465)	9%
Park/Recreation Fees	264,595	264,595	10,867	(253,728)	4%
Public Safety Fees	40,000	40,000	2,516	(37,484)	6%
Rents	131,408	131,408	5,765	(125,643)	4%
Municipal Court	97,920	97,920	7,390	(90,530)	8%
Public Safety Charges for Svc	473,237	473,237	65,980	(407,257)	14%
Interest Income	184,000	184,000	26,369	(157,631)	14%
Miscellaneous	140,550	140,550	150	(140,400)	0%
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,182,169</b>	<b>\$ 375,875</b>	<b>\$ (16,806,294)</b>	<b>2%</b>

# City Manager Office FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 413,579	\$ 413,579	\$ 23,629	\$ 389,950	6%
Services / Supplies	294,303	294,303	10,425	283,878	4%
Capital	-	-	-	-	0%
	<u>\$ 707,882</u>	<u>\$ 707,882</u>	<u>\$ 34,054</u>	<u>\$ 673,828</u>	<u>5%</u>

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 327,604	\$ 327,604	\$ 16,778	\$ 310,826	5%
<i>Employee Benefits</i>	85,975	85,975	6,851	79,124	8%
<b>Total Personnel</b>	<u>\$ 413,579</u>	<u>\$ 413,579</u>	<u>\$ 23,629</u>	<u>\$ 389,950</u>	<u>6%</u>

Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 165,760	\$ 165,760	\$ 10,405	\$ 155,355	6%
<i>Employee Development</i>	14,045	14,045	18	14,027	0%
<i>Supplies / Equipment</i>	4,210	4,210	2	4,208	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	-	110,288	0%
<b>Total Services / Supplies</b>	<u>\$ 294,303</u>	<u>\$ 294,303</u>	<u>\$ 10,425</u>	<u>\$ 283,878</u>	<u>4%</u>

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

<b>Total City Manager</b>	<u>\$ 707,882</u>	<u>\$ 707,882</u>	<u>\$ 34,054</u>	<u>\$ 673,828</u>	<u>5%</u>
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# Finance Department FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 999,683	\$ 999,683	\$ 61,848	\$ 937,834	6%
Services / Supplies	615,012	615,012	188,491	426,521	31%
Capital	-	-	-	-	0%
	\$ 1,614,695	\$ 1,614,695	\$ 250,339	\$ 1,364,356	16%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 722,935	\$ 722,935	\$ 40,489	\$ 682,446	6%
<i>Employee Benefits</i>	276,748	276,748	21,359	255,388	8%
<b>Total Personnel</b>	\$ 999,683	\$ 999,683	\$ 61,848	\$ 937,834	6%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$126,376 / DCAD - \$79,636)</i>	\$ 531,737	\$ 531,737	\$ 186,543	\$ 345,194	35%
<i>Employee Development</i>	21,708	21,708	39	21,669	0%
<i>Supplies / Equipment</i>	10,667	10,667	209	10,458	2%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Special Events (\$21,900, Data Processing \$29,000)]</i>	50,900	50,900	1,700	49,200	3%
<b>Total Services / Supplies</b>	\$ 615,012	\$ 615,012	\$ 188,491	\$ 426,521	31%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Finance Department</b>	\$ 1,614,695	\$ 1,614,695	\$ 250,339	\$ 1,364,356	16%

# Human Resources FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 387,236	\$ 387,236	\$ 18,912	\$ 368,325	5%
Services / Supplies	133,422	133,422	8,080	125,342	6%
Capital	-	-	-	-	0%
	\$ 520,658	\$ 520,658	\$ 26,991	\$ 493,667	5%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 287,718	\$ 287,718	\$ 12,442	\$ 275,276	4%
<i>Employee Benefits</i>	99,518	99,518	6,470	93,048	7%
<b>Total Personnel</b>	\$ 387,236	\$ 387,236	\$ 18,912	\$ 368,325	5%

Services / Supplies					
<i>Professional Services</i>	\$ 51,050	\$ 51,050	\$ 7,475	\$ 43,575	15%
<i>Employee Development</i>	73,972	73,972	585	73,387	1%
<i>Supplies / Equipment</i>	1,575	1,575	20	1,555	1%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	-	6,825	0%
<b>Total Services / Supplies</b>	\$ 133,422	\$ 133,422	\$ 8,080	\$ 125,342	6%

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

<b>Total Human Resources</b>	\$ 520,658	\$ 520,658	\$ 26,991	\$ 493,667	5%
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# City Secretary Office FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 211,309	\$ 211,309	\$ 12,508	\$ 198,801	6%
Services / Supplies	149,217	149,217	2,241	146,976	2%
Capital	-	-	-	-	-
	\$ 360,526	\$ 360,526	\$ 14,749	\$ 345,777	4%

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

Personnel					
<i>Salaries / Wages</i>	\$ 162,369	\$ 162,369	\$ 8,850	\$ 153,518	5%
<i>Employee Benefits</i>	48,941	48,941	3,658	45,283	7%
<b>Total Personnel</b>	\$ 211,309	\$ 211,309	\$ 12,508	\$ 198,801	6%

Services / Supplies					
<i>Professional Services</i>	\$ 41,900	\$ 41,900	\$ 1,865	\$ 40,035	4%
<i>Employee Development</i> <small>(City Council related \$36,142)</small>	50,262	50,262	11	50,251	0%
<i>Supplies / Equipment</i>	16,055	16,055	365	15,690	2%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	41,000	41,000	-	41,000	0%
<b>Total Services / Supplies</b>	\$ 149,217	\$ 149,217	\$ 2,241	\$ 146,976	2%

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

<b>Total City Secretary Office</b>	\$ 360,526	\$ 360,526	\$ 14,749	\$ 345,777	4%
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# Information Services FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 677,843	\$ 677,843	\$ 40,290	\$ 637,552	6%
Services / Supplies	436,903	436,903	3,300	433,603	1%
Capital	-	-	42,810	(42,810)	0%
	\$ 1,114,746	\$ 1,114,746	\$ 86,400	\$ 1,028,345	8%

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

Personnel					
<i>Salaries / Wages</i>	\$ 511,425	\$ 511,425	\$ 28,786	\$ 482,639	6%
<i>Employee Benefits</i>	166,417	166,417	11,504	154,913	7%
<b>Total Personnel</b>	\$ 677,843	\$ 677,843	\$ 40,290	\$ 637,552	6%

Services / Supplies					
<i>Professional Services (Maintenance Contracts \$137,440)</i>	\$ 190,440	\$ 190,440	\$ 1,402	\$ 189,038	1%
<i>Employee Development</i>	28,755	28,755	-	28,755	0%
<i>Supplies / Equipment</i>	2,300	2,300	-	2,300	0%
<i>Utilities</i>	24,308	24,308	1,739	22,569	7%
<i>Other (Data Processing)</i>	191,100	191,100	159	190,941	0%
<b>Total Services / Supplies</b>	\$ 436,903	\$ 436,903	\$ 3,300	\$ 433,603	1%

Capital					
<i>Equipment / Vehicles</i>	-	-	42,810	(42,810)	0%
<b>Total Capital</b>	\$ -	\$ -	\$ 42,810	\$ (42,810)	0%

<b>Total City Secretary Office</b>	\$ 1,114,746	\$ 1,114,746	\$ 86,400	\$ 1,028,345	8%
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# Police Department FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,492,789	<b>\$ 4,492,789</b>	<b>\$ 292,049</b>	\$ 4,200,740	7%
Services / Supplies	389,350	<b>389,350</b>	<b>103,408</b>	285,942	27%
Capital	<u>165,000</u>	<u><b>165,000</b></u>	<u>-</u>	<u>165,000</u>	<u>0%</u>
	<b>\$ 5,047,139</b>	<b>\$ 5,047,139</b>	<b>\$ 395,457</b>	\$ 4,651,682	8%

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,309,810	<b>\$ 3,309,810</b>	<b>\$ 181,796</b>	\$ 3,128,014	5%
<i>Employee Benefits</i>	<u>1,182,979</u>	<u><b>1,182,979</b></u>	<u><b>110,253</b></u>	<u>1,072,726</u>	<u>9%</u>
<b>Total Personnel</b>	<b>\$ 4,492,789</b>	<b>\$ 4,492,789</b>	<b>\$ 292,049</b>	\$ 4,200,740	7%

Services / Supplies					
<i>Professional Services</i>	\$ 139,838	<b>\$ 139,838</b>	<b>\$ 97,800</b>	\$ 42,038	70%
<i>Employee Development</i>	45,309	<b>45,309</b>	<b>1,821</b>	43,488	4%
<i>Supplies / Equipment</i>	140,915	<b>140,915</b>	<b>935</b>	139,980	1%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>63,288</u>	<u><b>63,288</b></u>	<u><b>2,853</b></u>	<u>\$ 60,435</u>	<u>5%</u>
<b>Total Services / Supplies</b>	<b>\$ 389,350</b>	<b>\$ 389,350</b>	<b>\$ 103,408</b>	\$ 285,942	27%

Capital					
<i>Equipment / Vehicles</i>	165,000	<b>165,000</b>	-	165,000	0%
<b>Total Capital</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ -</b>	\$ 165,000	0%

<b>Total Police Department</b>	<b>\$ 5,047,139</b>	<b>\$ 5,047,139</b>	<b>\$ 395,457</b>	\$ 4,651,682	8%
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# Fire Department FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,443,276	\$ 2,443,276	\$ 167,516	\$ 2,275,761	7%
Services / Supplies	475,321	475,321	148,482	326,839	31%
Capital	<u>1,104,000</u>	<u>1,104,000</u>	<u>754,563</u>	<u>349,437</u>	<u>68%</u>
	<b>\$ 4,022,597</b>	<b>\$ 4,022,597</b>	<b>\$ 1,070,560</b>	<b>\$ 2,952,037</b>	<b>27%</b>

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

Personnel					
<b>Salaries / Wages</b>	\$ 1,709,983	\$ 1,709,983	\$ 92,954	\$ 1,617,029	5%
<b>Employee Benefits</b>	<u>733,293</u>	<u>733,293</u>	<u>74,562</u>	658,731	10%
<b>Total Personnel</b>	<b>\$ 2,443,276</b>	<b>\$ 2,443,276</b>	<b>\$ 167,516</b>	<b>\$ 2,275,761</b>	<b>7%</b>

Services / Supplies					
<b>Professional Services</b>	\$ 71,025	\$ 71,025	\$ 5,817	\$ 65,208	8%
<b>Employee Development</b> <i>(Training - \$50,450)</i>	65,495	65,495	3,881	61,614	6%
<b>Supplies / Equipment</b>	159,751	159,751	5,190	154,561	3%
<b>Utilities</b>	1,800	1,800	-	1,800	0%
<b>Other</b> <i>(Capital Lease Pmt - \$134,000)</i>	<u>177,250</u>	<u>177,250</u>	<u>133,593</u>	<u>43,657</u>	<u>75%</u>
<b>Total Services / Supplies</b>	<b>\$ 475,321</b>	<b>\$ 475,321</b>	<b>\$ 148,482</b>	<b>\$ 326,839</b>	<b>31%</b>

Capital					
<b>Equipment / Vehicles</b>	1,104,000	1,104,000	754,563	349,437	68%
<b>Total Capital</b>	<b>\$ 1,104,000</b>	<b>\$ 1,104,000</b>	<b>\$ 754,563</b>	<b>\$ 349,437</b>	<b>68%</b>

<b>Total Fire Department</b>	<b>\$ 4,022,597</b>	<b>\$ 4,022,597</b>	<b>\$ 1,070,560</b>	<b>\$ 2,952,037</b>	<b>27%</b>
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# Community Services FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 447,995	\$ 447,995	\$ 25,672	\$ 422,322	6%
Services / Supplies	23,453	23,453	29	23,424	0%
Capital	-	-	-	-	0%
	\$ 471,448	\$ 471,448	\$ 25,701	\$ 445,746	5%

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

Personnel					
<i>Salaries / Wages</i>	\$ 316,041	\$ 316,041	\$ 17,150	\$ 298,891	5%
<i>Employee Benefits</i>	131,954	131,954	8,522	123,431	6%
<i>Total Personnel</i>	\$ 447,995	\$ 447,995	\$ 25,672	\$ 422,322	6%

Services / Supplies					
<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ -	9,200	0%
<i>Employee Development</i>	5,795	5,795	-	5,795	0%
<i>Supplies / Equipment</i>	8,458	8,458	29	8,429	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 23,453	\$ 23,453	\$ 29	\$ 23,424	0%

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

<i>Total Building Operations</i>	\$ 471,448	\$ 471,448	\$ 25,701	\$ 445,746	5%
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# Streets Division FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 697,195	\$ 697,195	\$ 54,652	\$ 642,543	8%
Services / Supplies	718,501	718,501	12,764	705,737	2%
Capital	<u>75,000</u>	<u>75,000</u>	<u>-</u>	<u>75,000</u>	<u>0%</u>
	<b>\$ 1,490,696</b>	<b>\$ 1,490,696</b>	<b>\$ 67,416</b>	<b>\$ 1,423,280</b>	<b>5%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 484,653	\$ 484,653	\$ 27,590	\$ 457,063	6%
<i>Employee Benefits</i>	<u>212,543</u>	<u>212,543</u>	<u>27,062</u>	<u>185,480</u>	<u>13%</u>
<b>Total Personnel</b>	<b>\$ 697,195</b>	<b>\$ 697,195</b>	<b>\$ 54,652</b>	<b>\$ 642,543</b>	<b>8%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 78,771	\$ 78,771	\$ -	\$ 78,771	0%
<i>Employee Development</i>	10,825	10,825	75	10,750	1%
<i>Supplies / Equipment</i>	48,355	48,355	1,849	46,506	4%
<i>Utilities (Streetlights)</i>	90,000	90,000	6,972	83,028	8%
<i>Other (Street Maintenance)</i>	<u>490,550</u>	<u>490,550</u>	<u>3,867</u>	<u>486,683</u>	<u>1%</u>
<b>Total Services / Supplies</b>	<b>\$ 718,501</b>	<b>\$ 718,501</b>	<b>\$ 12,764</b>	<b>\$ 705,737</b>	<b>2%</b>

Capital					
<i>Equipment / Vehicles</i>	75,000	75,000	-	75,000	0%
<b>Total Capital</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>0%</b>

<b>Total Streets</b>	<b>\$ 1,490,696</b>	<b>\$ 1,490,696</b>	<b>\$ 67,416</b>	<b>\$ 1,423,280</b>	<b>5%</b>
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# Maintenance Division FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 345,803	\$ 345,803	\$ 23,443	\$ 322,360	7%
Services / Supplies	579,485	579,485	22,212	557,273	4%
Capital	-	-	-	-	0%
	\$ 925,288	\$ 925,288	\$ 45,656	\$ 879,632	5%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 244,696	\$ 244,696	\$ 13,106	\$ 231,590	5%
<i>Employee Benefits</i>	101,107	101,107	10,338	90,770	10%
<b>Total Personnel</b>	\$ 345,803	\$ 345,803	\$ 23,443	\$ 322,360	7%

<b>Services / Supplies</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ 63,978	\$ 63,978	\$ 3,282	\$ 60,696	5%
<i>Employee Development</i>	4,495	4,495	-	4,495	0%
<i>Supplies / Equipment</i> <i>(Fuel &amp; Oils - \$159,777, Repair Parts / Contract Repairs - \$195,610)</i>	425,912	425,912	11,401	414,511	3%
<i>Utilities</i>	85,000	85,000	7,530	77,470	9%
<i>Other</i>	100	100	-	\$ 100	0%
<b>Total Services / Supplies</b>	\$ 579,485	\$ 579,485	\$ 22,212	\$ 557,273	4%

<b>Capital</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%

<b>Total Maintenance</b>	\$ 925,288	\$ 925,288	\$ 45,656	\$ 879,632	5%
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# Parks Division FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,168,532	\$ 1,168,532	\$ 78,817	\$ 1,089,714	7%
Services / Supplies	603,255	603,255	26,712	576,543	4%
Capital	240,000	240,000	38,241	201,759	16%
	<u>\$ 2,011,787</u>	<u>\$ 2,011,787</u>	<u>\$ 143,771</u>	<u>\$ 1,868,016</u>	7%
- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 777,453	\$ 777,453	\$ 41,348	\$ 736,106	5%
<i>Employee Benefits</i>	391,078	391,078	37,470	353,609	10%
<i>Total Personnel</i>	<u>\$ 1,168,532</u>	<u>\$ 1,168,532</u>	<u>\$ 78,817</u>	<u>\$ 1,089,714</u>	7%
Services / Supplies					
<i>Professional Services (ROW Contract Mowing - \$108,000)</i>	\$ 133,312	\$ 133,312	\$ 5,164	\$ 128,148	4%
<i>Employee Development</i>	25,045	25,045	811	24,234	3%
<i>Supplies / Equipment</i>	310,648	310,648	11,309	299,339	4%
<i>Utilities</i>	133,300	133,300	9,428	123,872	7%
<i>Other</i>	950	950	-	950	0%
<i>Total Services / Supplies</i>	<u>\$ 603,255</u>	<u>\$ 603,255</u>	<u>\$ 26,712</u>	<u>\$ 576,543</u>	4%
Capital					
<i>Equipment / Vehicles</i>	240,000	240,000	38,241	201,759	16%
<i>Total Capital</i>	<u>240,000</u>	<u>240,000</u>	<u>38,241</u>	<u>201,759</u>	16%
<i>Total Parks</i>	<u>\$ 2,011,787</u>	<u>\$ 2,011,787</u>	<u>\$ 143,771</u>	<u>\$ 1,868,016</u>	7%



# Recreation Division FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 212,138	\$ 212,138	\$ 12,238	\$ 199,901	6%
Services / Supplies	320,482	320,482	13,839	306,643	4%
Capital	-	-	-	-	0%
	\$ 532,620	\$ 532,620	\$ 26,076	\$ 506,544	5%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 169,788	\$ 169,788	\$ 8,012	\$ 161,776	5%
<i>Employee Benefits</i>	42,351	42,351	4,226	38,125	10%
<b>Total Personnel</b>	\$ 212,138	\$ 212,138	\$ 12,238	\$ 199,901	6%

<b>Services / Supplies</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,555	10,555	85	10,470	1%
<i>Supplies / Equipment</i>	1,506	1,506	45	1,461	3%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	308,421	308,421	13,709	294,712	4%
<b>Total Services / Supplies</b>	\$ 320,482	\$ 320,482	\$ 13,839	\$ 306,643	4%

<b>Capital</b>					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Recreation</b>	\$ 532,620	\$ 532,620	\$ 26,076	\$ 506,544	5%

# Equipment Replacement / Capital Schedule FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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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	-	-	42,810	-	0%
Police Dept Capital Outlay	165,000	165,000	-	165,000	0%
Fire Dept Capital Outlay	1,104,000	1,104,000	754,563	349,437	68%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	75,000	75,000	-	75,000	0%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	240,000	240,000	38,241	201,759	16%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 1,584,000	\$ 1,584,000	\$ 835,614	\$ 748,386	53%

# Utility Fund Revenues

## FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<b>Percent of Budget Year Transpired</b>	<b>8.3%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (175,000)	\$ (175,000)	\$ (14,700)	\$ (160,300)	8%
<i>Charges / Penalties</i>	86,750	86,750	9,549	77,201	11%
<b>Total Fees</b>	<b>\$ (88,250)</b>	<b>\$ (88,250)</b>	<b>\$ (5,151)</b>	<b>\$ (83,099)</b>	<b>6%</b>

### Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	0%
<b>Total Licenses &amp; Permits</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>0%</b>

### Charges for Services

<i>Water Sales</i>	\$ 5,618,870	\$ 5,618,870	\$ 330,314	\$ 5,288,556	6%
<i>Sewer Sales</i>	4,435,083	4,435,083	360,013	4,075,070	8%
<i>Inspection Fees</i>	3,000	3,000	560	2,440	19%
<b>Total Charges for Service</b>	<b>\$ 10,056,953</b>	<b>\$ 10,056,953</b>	<b>\$ 690,887</b>	<b>\$ 9,366,066</b>	<b>7%</b>

### Interest

<i>Interest (Operations)</i>	\$ 35,000	\$ 35,000	\$ 3,098	\$ 31,902	9%
<i>Interest (Capital Projects)</i>	26,000	26,000	7,100	18,900	27%
<b>Total Interest</b>	<b>\$ 61,000</b>	<b>\$ 61,000</b>	<b>\$ 10,197</b>	<b>\$ 50,803</b>	<b>17%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 265,000	\$ 265,000	\$ 34,972	\$ 230,028	13%
<b>Total Impact Fees</b>	<b>\$ 265,000</b>	<b>\$ 265,000</b>	<b>\$ 34,972</b>	<b>\$ 230,028</b>	<b>13%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 31	\$ 4,969	1%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 31</b>	<b>\$ 4,969</b>	<b>1%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,309,703</b>	<b>\$ 10,309,703</b>	<b>\$ 730,936</b>	<b>\$ 9,578,767</b>	<b>7%</b>
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# Utility Division FY 2018/2019 Budget

YEAR TO DATE OCTOBER

Percent of Budget Year Transpired	<b>8.3%</b>
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,767,684	<b>\$ 1,767,684</b>	<b>\$ 129,379</b>	\$ 1,638,305	7%
Services / Supplies	6,222,872	<b>6,222,872</b>	<b>437,504</b>	5,785,367	7%
Capital	40,000	<b>40,000</b>	-	40,000	0%
<b>Total Utility Division</b>	<b>\$ 8,030,555</b>	<b>\$ 8,030,555</b>	<b>\$ 566,883</b>	<b>\$ 7,463,672</b>	<b>7%</b>

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,181,869	<b>\$ 1,181,869</b>	<b>\$ 69,890</b>	\$ 1,111,979	6%
<i>Employee Benefits</i>	585,815	<b>585,815</b>	<b>59,489</b>	526,326	10%
<b>Total Personnel</b>	<b>\$ 1,767,684</b>	<b>\$ 1,767,684</b>	<b>\$ 129,379</b>	<b>\$ 1,638,305</b>	<b>7%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 342,644	<b>\$ 342,644</b>	<b>\$ 12,846</b>	\$ 329,798	4%
<i>Employee Development</i>	57,141	<b>57,141</b>	<b>77</b>	57,064	0%
<i>Supplies / Equipment</i>	86,959	<b>86,959</b>	<b>2,708</b>	84,252	3%
<i>Utilities</i>	404,380	<b>404,380</b>	<b>28,319</b>	376,061	7%
<i>Other (Well Lot Maintenance)</i>	975,416	<b>975,416</b>	<b>9,632</b>	965,784	1%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,866,541</b>	<b>\$ 1,866,541</b>	<b>\$ 53,582</b>	<b>\$ 1,812,959</b>	<b>3%</b>

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 5,105	<b>\$ 5,105</b>	-	\$ 5,105	0%
<i>UTRWD - Water Volume Cost</i>	915,070	<b>915,070</b>	<b>59,410</b>	855,660	6%
<i>UTRWD - Water Demand Charges</i>	1,318,950	<b>1,318,950</b>	<b>109,913</b>	1,209,038	8%
<i>UTRWD - Sewer Effluent Volume Rate</i>	526,776	<b>526,776</b>	<b>82,159</b>	444,617	16%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,355,495	<b>1,355,495</b>	<b>112,958</b>	1,242,537	8%
<i>UTRWD - HV Sewer Line to UTRWD</i>	234,935	<b>234,935</b>	<b>19,483</b>	215,452	8%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,356,331</b>	<b>\$ 4,356,331</b>	<b>\$ 383,923</b>	<b>\$ 3,972,408</b>	<b>9%</b>

<b>Total Services / Supplies</b>	<b>\$ 6,222,872</b>	<b>\$ 6,222,872</b>	<b>\$ 437,504</b>	<b>\$ 5,785,367</b>	<b>7%</b>
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Capital					
<i>Equipment / Vehicles</i>	40,000	<b>40,000</b>	-	40,000	0%
<b>Total Capital</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>0%</b>

<b>Total Utility Division - Operations</b>	<b>\$ 8,030,555</b>	<b>\$ 8,030,555</b>	<b>\$ 566,883</b>	<b>\$ 7,463,672</b>	<b>7%</b>
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# Utility Fund Working Capital FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<b>Percent of Budget Year Transpired</b>	<b>8.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Water Sales</b>	\$ 5,618,870	\$ 5,618,870	\$ 330,314	\$ 5,288,556	6%
<b>Sewer Sales</b>	4,435,083	4,435,083	360,013	4,075,070	8%
<b>Other Fees / Charges</b>	104,750	104,750	10,140	94,610	10%
<b>Electronic Payment Credit</b>	(175,000)	(175,000)	(14,700)	(160,300)	8%
<b>Interest</b>	35,000	35,000	3,098	31,902	9%
<b>Total Revenues</b>	\$ 10,018,703	\$ 10,018,703	\$ 688,864	\$ 9,329,839	7%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Administration</b>	\$363,072	\$363,072	\$ 37,722	\$ 325,350	10%
<b>Operations</b>	3,271,152	3,271,152	145,239	3,125,914	4%
<b>UTRWD</b>	4,356,331	4,356,331	383,923	3,972,408	9%
<b>Debt Service</b>	1,216,814	1,216,814	-	1,216,814	0%
<b>Capital Projects</b>	-	-	-	-	0%
<b>Equipment Replace / Capital</b>	40,000	40,000	-	40,000	0%
<b>Total Expenditures</b>	\$ 9,247,369	\$ 9,247,369	\$ 566,883	\$ 8,680,486	6%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<b>Net Increase/Decrease</b>	151,334	151,334	271,980
<b>Beginning Working Capital</b>			
Operations	2,404,004	2,404,004	2,404,004
Available Impact Fees	906,474	906,474	906,474
<b>Total Available Working Capital</b>	\$ 3,310,478	\$ 3,310,478	\$ 3,310,478
<b>Ending Working Capital</b>			
Operations	2,555,338	2,555,338	2,675,984
Designated Capital Project	-	-	-
Available Impact Fees	1,021,474	1,021,474	791,446
<b>Total Available Working Capital</b>	\$ 3,576,812	\$ 3,576,812	\$ 3,467,430

<b>Impact Fees</b>			
Beginning Balance	906,474	906,474	906,474
+ Collections	265,000	265,000	34,972
- Applied to offset Debt Service	(150,000)	(150,000)	(150,000)
Ending Balance	1,021,474	1,021,474	791,446

\*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 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 433,725	\$ 433,725	\$ 34,525	\$ 399,200	8%
<i>Annual Park Passes</i>	37,000	37,000	100	36,900	0%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	300	300	2	298	1%
<b>Total Revenues</b>	<b>\$ 471,025</b>	<b>\$ 471,025</b>	<b>\$ 34,627</b>	<b>\$ 436,398</b>	<b>7%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 179,892	\$ 179,892	\$ 13,569	\$ 166,323	8%
<i>Services / Supplies</i>	209,235	209,235	14,721	194,514	7%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 389,126</b>	<b>\$ 389,126</b>	<b>\$ 28,290</b>	<b>\$ 360,837</b>	<b>7%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 149,028	\$ 149,028	\$ 149,028
<i>+ Net Increase (Decrease)</i>	81,899	81,899	6,337
<b>Ending Fund Balance</b>	<b>\$ 230,927</b>	<b>\$ 230,927</b>	<b>\$ 155,365</b>

# Debt Service Fund

## FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<b>Percent of Budget Year Transpired</b>	<b>8.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Property Tax Revenues</i>	\$1,884,171	\$ 1,884,171	\$ 30,432	\$ 1,853,739	2%
<i>Interest Income</i>	1,400	1,400	292	1,108	21%
<b>Total Revenues</b>	<b>\$ 1,885,571</b>	<b>\$ 1,885,571</b>	<b>\$ 30,723</b>	<b>\$ 1,854,848</b>	<b>2%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,930,000	\$ 1,930,000	\$ -	\$ 1,930,000	0%
<i>Interest Payments</i>	800,999	800,999	-	800,999	0%
<i>Paying Agent Fees</i>	3,000	3,000	-	3,000	0%
<b>Total Expenditures</b>	<b>\$ 2,733,999</b>	<b>\$ 2,733,999</b>	<b>\$ -</b>	<b>\$ 2,733,999</b>	<b>0%</b>

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	856,827	856,827	-	\$ 856,827	0%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ 856,827</b>	<b>\$ 856,827</b>	<b>\$ -</b>	<b>\$ 856,827</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 151,980	\$ 151,980	\$ 151,980
<i>+ Net Increase (Decrease)</i>	8,399	8,399	30,723
<b>Ending Fund Balance</b>	<b>\$ 160,379</b>	<b>\$ 160,379</b>	<b>\$ 182,703</b>

# Capital Projects Fund

## FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<b>Percent of Budget Year Transpired</b>	<b>8.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	50,000	50,000	7,813	42,187	16%
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 7,813</b>	<b>\$ 42,187</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>2018 Proposed Bond</b> (Parks/Streets/Drainage)	5,375,281	5,375,281	56,672	5,318,609	1%
2018 Bond Issue (Streets)		2,500,000	-	2,500,000	0%
2018 Bond Issue (Parks)		2,875,281	56,672	2,818,609	2%
<b>Total Expenditures</b>	<b>\$ 5,375,281</b>	<b>\$ 5,375,281</b>	<b>\$ 56,672</b>	<b>\$ 5,318,609</b>	<b>1%</b>

Other Financing Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
Bond Issue Proceeds	\$ -	\$ -	\$ -	\$ -	0%
Bond Discount / Premium	-	-	-	-	0%
Debt Issuance	-	-	-	-	0%
Transfers In	-	-	-	-	0%
Transfer Out	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 6,119,643	\$ 6,119,643	\$ 6,119,643
<i>+Net Increase (Decrease)</i>	(5,325,281)	(5,325,281)	(48,860)
<b>Ending Fund Balance</b>	<b>\$ 794,362</b>	<b>\$ 794,362</b>	<b>\$ 6,070,783</b>



# Drainage Utilities FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 1,379	\$ (1,379)	0%
<i>Drainage Fee Receipts</i>	490,000	490,000	40,992	449,008	8%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	515	3,485	13%
<b>Total Revenues</b>	<b>\$ 494,000</b>	<b>\$ 494,000</b>	<b>\$ 42,886</b>	<b>\$ 451,114</b>	<b>9%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 381,972	\$ 381,972	\$ 27,416	\$ 354,556	7%
<i>Services / Supplies</i>	150,665	150,665	8,186	142,479	5%
<i>Capital</i>	50,000	50,000	-	50,000	0%
<b>Total Expenditures</b>	<b>\$ 582,637</b>	<b>\$ 582,637</b>	<b>\$ 35,601</b>	<b>\$ 547,036</b>	<b>6%</b>

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund</i>	\$ 66,000	\$ 66,000	\$ -	\$ 66,000	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
<b>Total Other Sources (Uses)</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>0%</b>

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 288,759	\$ 288,759	\$ 288,759
<i>+ Net Increase (Decrease)</i>	(38,637)	(38,637)	7,285
<b>Ending Fund Balance</b>	<b>\$ 250,122</b>	<b>\$ 250,122</b>	<b>\$ 296,044</b>

# Park Development Fee Fund FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<b>Percent of Budget Year Transpired</b>	<b>8.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 400	\$ 400	\$ 126	\$ 274	32%
<i>Community Park Fees</i>	-	-	-	-	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
<b>Total Revenues</b>	\$ 400	\$ 400	\$ 126	\$ 274	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	0%
<i>Capital Outlay (Unity Park)</i>	-	-	-	-	0%
<i>Capital Outlay (Village Park)</i>	-	-	-	-	0%
<i>Capital Outlay - (St James development, Area I)</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 24,000	\$ 24,000	\$ -	\$ 24,000	0%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 69,586	\$ 69,586	\$ 69,586
<i>+ Net Increase (Decrease)</i>	(23,600)	(23,600)	126
<b>Ending Fund Balance</b>	\$ 45,986	\$ 45,986	\$ 69,712

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 45,986	69,712
<i>Linear Park Fees</i>	-	-
<i>Neighborhood Park Fees (Area I)</i>	-	-
<i>Neighborhood Park Fees (Area II)</i>	-	-
<i>Neighborhood Park Fees (Area IV)</i>	-	-
<b>Total</b>	\$ 45,986	\$ 69,712

# Public Safety Special Revenue Fund

## FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<b>Percent of Budget Year Transpired</b>	<b>8.3%</b>
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<b>Revenues</b>	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues</b>	\$ 25,600	\$ 25,600	\$ 13,036	\$ 12,564	51%

<b>Expenditures</b>	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Services / Supplies</b>	3,600	3,600	-	3,600	0%
<b>Capital</b>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 3,600	\$ 3,600	\$ -	\$ 3,600	0%

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

<b>Beginning &amp; Ending Balance</b>	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 36,980	\$ 36,980	\$ 36,980
<b>+ Net Increase (Decrease)</b>	-	-	13,036
<b>Ending Fund Balance</b>	\$ 36,980	\$ 36,980	\$ 50,016

# Municipal Court Technology Fee Fund FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<b>Percent of Budget Year Transpired</b>	<b>8.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 228	3,272	7%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Services / Supplies</i>	\$ 5,700	\$ 5,700	\$ 5,137	\$ 563	90%
<i>Total Expenditures</i>	\$ 5,700	\$ 5,700	\$ 5,137	\$ 563	90%

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%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 31,939	\$ 31,939	\$ 31,939
<i>+ Net Increase (Decrease)</i>	(2,200)	(2,200)	(4,909)
<i>Ending Fund Balance</i>	\$ 29,739	\$ 29,739	\$ 27,030

# Municipal Court Building Security Fund FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 2,700	\$ 2,700	\$ 171	\$ 2,529	6%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 32,719	\$ 32,719	\$ 32,719
<b>+ Net Increase (Decrease)</b>	2,700	2,700	171
<b>Ending Fund Balance</b>	\$ 35,419	\$ 35,419	\$ 32,890

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

	<i>Actual 2016-2017</i>	<i>Projected 2017-2018</i>	<i>Budget 2018-2019</i>	<i>YTD 2018-2019</i>
<b>Beginning Fund Balance</b>	\$ 373,513	\$ 106,954	\$ 95,532	\$ 95,532
<b>Revenues</b>				
4B Sales Tax	1,242,599	1,262,392	1,334,766	-
Park Fees (Rental)	24,384	74,400	79,500	1,153
Linear Park Fees	575	-	574	-
Miscellaneous Income	590	600	600	-
Interest Income	508	500	800	11
<b>Total</b>	<b>\$ 1,268,656</b>	<b>\$ 1,337,892</b>	<b>\$ 1,416,240</b>	<b>\$ 1,164</b>
<b>Expenditures</b>				
Personnel	205,020	266,907	283,470	22,022
Services / Supplies	145,584	213,722	200,630	7,475
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	870,124	800,685	856,827	-
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,248,728</b>	<b>\$ 1,309,314</b>	<b>\$ 1,368,927</b>	<b>\$ 29,497</b>
<b>Capital</b>				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ 281,152	\$ -	\$ -	\$ -
<b>Equipment</b>	<b>5,335</b>	<b>40,000</b>	<b>-</b>	<b>-</b>
<b>Net Increase / (Decrease)</b>	<b>(266,559)</b>	<b>(11,422)</b>	<b>47,313</b>	<b>(28,333)</b>
<b>Working Capital Balance</b>	<b>\$ 106,954</b>	<b>\$ 95,532</b>	<b>\$ 142,845</b>	<b>\$ 67,199</b>

## Highland Village Community Development Corporation Capital Projects

	<i>Actual 2016-2017</i>	<i>Actual 2017-2018</i>	<i>Budget 2018-2019</i>	<i>YTD 2018-2019</i>
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>Funding</b>				
Debt Issuance	-	-	-	-
Bond Discount	-	-	-	-
Debt Issuance Cost	-	-	-	-
Funding from Operations	281,152	-	-	-
Capital Projects (HV RR Crossing)	-	-	-	-
Denton County	-	-	-	-
I-35 Mitigation	-	-	-	-
Interest Earnings	-	-	-	-
<b>Total Available Project Funding</b>	<b>\$ 281,152</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
<b>Castlewood Trail</b>				
Engineering - \$131,200	-	-	-	-
Project Cost - \$1.312M (Estimated)	-	-	-	-
<b>Copperas Trail</b>				
Engineering - \$112,380	-	-	-	-
Project Cost - \$1.5M (Estimated)	-	-	-	-
<b>HV Rd Trail (Phase IIa - CH to Svc Cntr)</b>				
Engineering - \$25,000	-	-	-	-
Project Cost - \$250,982 (Estimated)	-	-	-	-
<b>HV Rd Trail (Phase IIb - Lions Club Park to Doubletree Ranch Park)</b>				
Engineering (Mostly included in Copperas Trail Eng.) - \$25,714 (Remain)	-	-	-	-
Project Cost - \$250,000 (Estimated)	-	-	-	-
<b>FM 2499 Sidewalk</b>				
Engineering - \$12,500	-	-	-	-
Project Cost - \$117,678 (Estimated)	-	-	-	-
<b>Pedestrian Crosswalk Enhancement</b>				
Engineering	-	-	-	-
Project Cost - \$26,000/Crossing	-	-	-	-
<b>Marauder Park Lake Access</b>				
Engineering - \$31,000 (Estimated)	-	-	-	-
Project Cost - \$58,178 (Estimated)	-	-	-	-
<b>HV Rd RR Crossing</b>				
Engineering - \$7,200 (Estimated)	-	-	-	-
Project Cost - \$48,000 (Estimated)	-	-	-	-
<b>Lakeside Community Park (707 HV Rd Trailhead)</b>				
Engineering - \$40,000	-	-	-	-
Project Cost - \$420,000	-	-	-	-
<b>Misc. Small, Fill-In/Connector Sections</b>				
Project Cost - \$20,000 (Per Year)	-	-	-	-
<b>Doubletree Ranch Park</b>				
Engineering - \$779,300	-	-	-	-
Project Cost - \$8,500,000 (Estimated)	659,483	-	-	-
<b>Total Capital Projects</b>	<b>\$ 659,483</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Remaining Project Funding</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# PEG Fee Fund FY 2018/2019 Budget

**YEAR TO DATE OCTOBER**

<i>Percent of Budget Year Transpired</i>	<b>8.3%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	0%
<b>Total Revenues</b>	\$ 55,000	\$ 55,000	\$ -	\$ 55,000	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	19,400	19,400	-	19,400	0%
<i>Capital</i>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 19,400	\$ 19,400	\$ -	\$ 19,400	0%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 111,866	\$ 111,866	\$ 111,866
<i>+Net Increase (Decrease)</i>	35,600	35,600	-
<b>Ending Fund Balance</b>	\$ 147,466	\$ 147,466	\$ 111,866



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

**AGENDA# 15                      MEETING DATE: 01/08/19**

**SUBJECT: Consider Resolution 2019-2791 authorizing the City Manager to Negotiate and Execute an Agreement with Pro-Tow Wrecker Service for Wrecker and Related Services**

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

**BACKGROUND:**

For many years, the Police Department has called upon several local wrecker services on a rotation system for purposes of towing vehicles from accident scenes, towing abandoned vehicles, towing vehicles improperly parked in city right of way, and other situations. Staff was directed in previous council discussions to develop a Request for Proposal (RFP) for Wrecker and related services with the purpose of contracting with a single towing service. A RFP document was produced, reviewed by staff and advertised. Responses to the RFP were received on November 29, 2018.

**IDENTIFIED NEED/S:**

City wrecker and related services.

**OPTIONS & RESULTS:**

If authorized and directed, City staff will proceed with negotiating and executing an agreement with the selected towing company. The Police Department will continue to use the rotation system as in the past if the City Council determines not to award a contract to anyone.

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

Staff received three (3) RFP submissions, one (1) of which was non-responsive. See table below:

1 – Acceptable 5 = Exceeds Expectations		Extreme Towing	Pro-Tow	Two Steppin' Towing
Evaluation Factors	% Weighted	Raw/Weighted	Raw/Weighted	Raw/Weighted
Fees Five (5) Year Flat Rate	30%	3 - 5.40	4 - 7.20	0 - 0.00
Insurance Rating	05%	1 - 0.30	1 - 0.30	0 - 0.00
Wrecker Fleet and Staffing	20%	2 - 2.40	5 - 6.00	0 - 0.00
Proposed Revenue to City	20%	3 - 3.60	5 - 6.00	0 - 0.00
Vehicle Storage Facility	10%	2 - 1.20	4 - 2.40	0 - 0.00
Business Plan for Servicing Contract	15%	2 - 1.80	4 - 3.60	0 - 0.00
<b>Totals</b>	<b>100%</b>	<b>13 - 14.70</b>	<b>23 - 25.50</b>	<b>0 - 0.00</b>

The Pro-Tow proposal scored the highest in the evaluation as outlined in the RFP. Pro-Tow reference checks with the City of Lewisville and Flower Mound were made with favorable results, as well as an on-site visit to inspect the facility and operations. With a Pro-Tow contract, Staff

believes the City will be provided with a professional, well-equipped and full-service wrecker company that meets or exceeds city requirements.

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

No budgetary impact will result. No ordinance change is required.

**RECOMMENDATION:**

To approve Resolution 2019-2791.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2791**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT AGREEMENT WITH RECOVERY SYSTEMS, INC, D/B/A PRO-TOW WRECKER SERVICES FOR WRECKER AND RELATED SERVICES; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, City Administration has solicited and received a proposal relating to city wrecker and related services; and

**WHEREAS**, City Administration, having determined that the proposal and scope of services presented by Recovery Systems, Inc. d/b/a Pro-Tow Wrecker Service ("Pro-Tow") is fair and reasonable proposal and provides the best value for the City, recommends negotiating and entering into an agreement with Pro-Tow; and

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

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

**SECTION 1.** The City Manager is hereby authorized to negotiate and execute an agreement with Recovery Systems, Inc. d/b/a Pro-Tow Wrecker Service for wrecker and other related agreements as necessary to implement the service consistent with Pro-Tow's reply to Request for Proposal #2018-002.

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

**PASSED AND APPROVED this the 8th day of January, 2019.**

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:1/2/19:105155)

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

**AGENDA# 16**

**MEETING DATE: 01/08/19**

**SUBJECT: Consider Resolution 2019-2789 Amending the Doubletree Ranch Park Facility Use Fee Schedule**

**PREPARED BY: Phil Lozano, Director of Parks and Recreation**

**BACKGROUND:**

City of Highland Village Code of Ordinances, Article 14.04 Parks and Recreation Division 5.

**Sec. 14.04.131 Rationale and purpose**

- (a) Fees and Charges provides that fees shall be charged to the general public, individuals and groups to the extent reasonable to recover all or a portion of direct and/or indirect cost associated with the delivery of programs, services or events. Fees are to be evaluated from time to time and revised to remain competitive. User fees are intended to be equitable assessed. Fees for residents shall be kept to a minimum. Nonresidents may be required to pay a higher fee because of their non-resident status or because they do not own property within the city against which city ad valorem taxes may be assessed. The department shall have some flexibility in adding programs, increasing participation numbers for existing programs, and omitting programs throughout the year, pursuant to the cost recovery goal established herein.

The purpose of fees shall:

- (1) To obtain revenue to supplement or completely replace maintenance and operational cost
- (2) To reduce the program impact on the general fund;
- (3) To enable the department to provide facilities or programs for which funds might not otherwise be available; and
- (4) To provide sufficient revenue to cover the cost and provide surplus revenue for expansion of programs and services, and amortize capital investments

**Sec. 14.04.132 Determining fees, service classification and cost recovery**

- (a) Fees and charges are evaluated annually using the following process, and then charges are presented to the city council for approval:
- (1) Determine the service classification of cost recovery level
  - (2) Determine the direct cost of providing the service
  - (3) Compare the current market rate of fee being charged for a similar service and adjust accordingly;
  - (4) Determine the non-resident cost/fee, if any, which shall be not less than 20% higher of the resident rate or fee established for a program, activity

**IDENTIFIED NEED/S:**

Annual review and update of fees for Doubletree Ranch Park. Evaluate resident/nonresident facility usage fees for Doubletree Ranch Park Facilities.

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

Staff performed a survey within a ten (10) mile radius of Doubletree Ranch Park of venues that provided similar rental usage.

At the November 12, 2018, Parks and Recreation Advisory Board Work Session Meeting, staff presented to the board the results of the facility usage fee survey and discussed facility usage fee changes for Doubletree Ranch Park and the Robert and Lee DuVall Center Facilities. The board recommended facility usage fee amendments for Doubletree Ranch Park for an action item in the December 17 regular board meeting.

At the December 17, 2018, regular meeting of the Parks and Recreation Advisory Board, the Board approved 5-0 to recommend to City Council the following fee amendments for Doubletree Ranch Park Facilities.

Resident	Non-Resident	Cleaning/Damage Deposit
Rooms 101 & 102 \$30.00 per hour	Rooms 101 & 102 \$60.00 per hour	\$250.00 per room
Pavilion \$200.00 all day \$100.00 half day	Pavilion \$400.00 all day \$200 half day	\$250.00
All day package (wedding) \$1,200.00 Includes rooms 101 & 102 & pavilion	\$2,000.00 Includes rooms 101 & 102 & pavilion	\$500.00

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

Doubletree facility budget revenues and past revenue history are as follows:

FY 17 \$38,666 Actual  
FY 18 \$52,400 Projected  
FY 19 \$52,400 Projected

**RECOMMENDATION:**

To approve Resolution 2019-2789.

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2789**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AMENDING THE DOUBLETREE RANCH PARK FACILITY USE FEE SCHEDULE, AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Parks and Recreation Advisory Board and City Staff have reviewed Doubletree Facility Usage Fees and determined that a revised facility usage fee schedule should be adopted; and

**WHEREAS**, Code of Ordinances §14.04.135 provides for the adoption and amendment of park and recreation facilities use fees by resolution of the City Council; and

**WHEREAS**, having received and reviewed the proposed amended fee schedule, the City Council of the City of Highland Village finds it to be in the public interest to adopt the amended fee schedule for the use of Doubletree Ranch Park Facilities.

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

**SECTION 1.** Pursuant to Code of Ordinances §14.04.135, the City's Official Schedule of Fees maintained in the office of the City Secretary shall be amended by amending the fees for the use of Doubletree Ranch Park Rental Facilities and Pavilion as follows:

<b>DOUBLETREE RANCH PARK RENTAL FACILITIES AND PAVILION</b>			
<b>Pavilion</b>			
<b><i>Rental Period</i></b>	<b><i>Residents</i></b>	<b><i>Non-Residents</i></b>	<b><i>Cleaning/Damage Deposit*</i></b>
Half Day	\$100	\$200	\$250
Full Day	\$200	\$400	
<b>Concession/Barn Building Party Room 102 &amp; Open Area Room 101</b>			
<b><i>Rental Period*</i></b>	<b><i>Residents</i></b>	<b><i>Non-Residents</i></b>	<b><i>Cleaning/Damage Deposit*</i></b>
Minimum one hour	\$30/hour per room	\$60/hour per room	\$250 per room
<b>All Day Package for Weddings and Special Events (includes Pavilion and Rooms 101 and 102)</b>			
<b><i>Rental Period</i></b>	<b><i>Residents</i></b>	<b><i>Non-Residents</i></b>	<b><i>Cleaning/Damage Deposit*</i></b>
Full Day	\$1,200	\$2,000	\$500
*Cleaning/Damage Deposit refundable up to full amount subject to condition of facility upon end of rental.			

**SECTION 2.** This Resolution shall be effective immediately upon approval; provided, however, reservations made and confirmed prior to the effective date of this Resolution shall be subject to payment of the fees in effect prior to the effective date of this Resolution.

**PASSED AND APPROVED** this the 8<sup>th</sup> day of January 2019.

**APPROVED:**

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**Charlotte J. Wilcox, Mayor**

**ATTEST:**

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**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B Laughlin, City Attorney**

(kbl:1/2/19:105111)

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

<b>AGENDA#</b> 17	<b>MEETING DATE:</b> 01/08/19
<b>SUBJECT:</b>	<b>Consider Resolution 2019-2790 Naming the Dog Park at Unity Park</b>
<b>PREPARED BY:</b>	<b>Phil Lozano, Director of Parks and Recreation</b>

**BACKGROUND:**

The dog park at Unity Park officially opened in April 2017 for use by the general public. Since its opening, the dog park has always been referred to as “The Dog Park at Unity.” The City Council requested that staff explore naming options and come back at a later date with a resolution for officially naming the dog park.

**IDENTIFIED NEED/S:**

Naming the dog park at Unity Park.

**OPTIONS & RESULTS:**

The Parks and Recreation Advisory Board met in a work session on November 12, 2018 to discuss official naming of the dog park. Below are the three (3) name options that were discussed:

- Charlotte’s Park
- Unity Bark
- Kanine Kastle

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

The Parks and Recreation Advisory Board met in a Regular Meeting on December 17, 2018. The Board voted 5-0 to recommend Council name the dog park as “Kanine Kastle,”

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

Minimal impact relating to production and installation of signs and public information containing the new name.

**RECOMMENDATION:**

To approve Resolution 2019-2790 naming the dog park at Unity Park as “Kanine Kastle.”



**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2790**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS NAMING THE DOG PARK AT UNITY PARK "KANINE KASTLE," AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, in accordance with Resolution No. 2016-2639 establishing guidelines and procedures relating to the naming of city facilities ("the Naming Guidelines"), City staff was directed by City Council to solicit proposed names for the dog park located at Unity Park; and

**WHEREAS**, having received and considered various proposed names, the Parks and Recreation Advisory Board ("the Board") has unanimously recommended the dog park be named "Kanine Kastle"; and

**WHEREAS**, the City Council of the City of Highland Village, having determined that the recommended name complies with the Naming Guidelines, concurs with the Board's recommendation.

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

**SECTION 1.** The dog park at Unity Park is hereby named and shall hereafter be known as "Kanine Kastle," and that future signs, maps and/or other means of designation park sites shall reflect the same.

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

**PASSED AND APPROVED this the 8th day of January 2019.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:12/27/18:105110)

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

**AGENDA# 18**

**MEETING DATE: 01/08/19**

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

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

**COMMENTS**

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



## UPCOMING EVENTS

<b>January 8, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
January 15, 2019	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
January 21, 2019	Park Board Mtg. 6:00 pm (if needed)
<b>January 22, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
February 7, 2019	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<b>February 12, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>
February 18, 2019	Park Board Mtg. 6:00 pm (if needed)
February 19, 2019	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<b>February 26, 2019</b>	<b>Regular City Council Mtg. 7:30 pm</b>

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

By: Karen Bradley, Administrative Assistant - City Secretary Office