



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

**REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS  
TUESDAY, AUGUST 27, 2019, at 6:00 P.M.**

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

**EARLY WORK SESSION**

1. Update on Highland Village Business Association Research
2. Receive an Update regarding a Rate Increase Request from Community Waste Disposal (CWD)
3. Receive an Update on Proposed Amendments to the City of Highland Village Comprehensive Zoning Ordinance relating to Auto Storage or Auto Auction in Light Industrial and Commercial Zoning District
4. Clarification of Consent or Action Items listed on Today's City Council Regular Meeting Agenda of August 27, 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**

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

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

6. Call to Order
7. Prayer to be led by Councilmember Daniel Jaworski

8. **Pledge of Allegiance to the U.S. and Texas flags to be led by Councilmember Daniel Jaworski:** *“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”*
9. **Visitor Comments** *(Anyone wishing to address the City Council must complete a Speakers’ Request form and return it to the City Secretary. In accordance with the Texas Open Meetings Act, the City Council is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Mayor may impose a three (3) minute limitation on any person addressing the City Council. A thirty (30) minute time allotment is set for this section, and the remaining speakers will be heard at the end of the Action Agenda.)*
10. **City Manager/Staff Reports**
  - **HVTV Update**
11. **Mayor and Council Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the City Council may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety**
  - **Swearing In Ceremony of Firefighter/Paramedic Joshua Mabry**
  - **Presentation of a Capital Credit Check from CoServ**
  - **Presentation of a Proclamation Celebrating Mayor for the Day**
  - **Presentation of a Proclamation for National Preparedness Month**

### **CONSENT AGENDA**

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

12. **Consider approval of Minutes of the Regular City Council Meeting held on August 13, 2019**
13. **Consider Ordinance 2019-1262 adopting Amendments to the Fiscal Year 2018-2019 Budget (2<sup>nd</sup> and final read)**
14. **Consider Resolution 2019-2833 authorizing a Contract with American Underwater Services, Inc. for Pond Dredging Services at Unity Park**
15. **Receive Budget Reports for Period Ending June 30, 2019**

### **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)**
17. **Conduct a Public Hearing and Consider Ordinance 2019-1263 amending the Comprehensive Zoning Ordinance and Zoning Map relating to the use and**

development of a 2.702± Acre Tract of Land located in the E. Clary Survey, Abstract No. 248, Generally Located at 1400 Highland Village Road and Presently Zoned SF-15 Single Family Residential by Creating Planned Development No. 2019-01 for Detached Single Family Residential Development and Adopting Development Regulations, a Concept Plan, and Landscape Plan: (1<sup>st</sup> of two reads)

18. Conduct a Public Hearing and Consider Ordinance 2019-1264 amending the Comprehensive Zoning Ordinance and Zoning District Map Relating to the Development and Use of a 23.471± Acre Tract Out of the J. Edmonson Subdivision Survey, Abstract No. 398, Generally Located and 2601 Harlington Drive and Located In Planned Development District No. 8 (PD-8) By Amending the Development Plan Relating to Said Property (1<sup>st</sup> of two reads)
19. Conduct a Public Hearing and Consider Ordinance 2019-1265 amending the City of Highland Village Comprehensive Zoning Ordinance by Amending Article IV “Use Regulations” Section 29.6 “Automobile, Transportation, Utility, Communication, and Related Uses” by Adding the Use “Vehicle Storage Or Vehicle Auction” and Establishing the Zoning Districts In Which Such Use Is Permitted or Permitted Following Adoption of a Conditional Use Permit; by Amending Article VI “Definitions” Section 39 “Definitions” by Deleting the Definition for “Auto Storage or Auto Auction” and Adding a Definition for the Phrases “Vehicle Storage or Vehicle Auction”

**\*\* THIS ITEM HAS BEEN POSTPONED PENDING ACTION BY THE PLANNING AND ZONING COMMISSION \*\***

20. Presentation of City Manager Recommended Budget for Fiscal Year 2019-2020
21. Conduct a Public Hearing on the Proposed Budget and Tax Rate for Fiscal Year 2019-2020
22. Consider Resolution 2019-2834 approving a Negotiated Settlement Agreement between the Atmos Cities Steering Committee (ACSC) and Atmos Energy Corporation, Mid-Tex Division regarding the 2019 Rate Review Mechanism Filings

**LATE WORK SESSION**

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

23. Discuss Financial Support Opportunities for Kids Kastle, Title Sponsorship, Sponsorships, Grants, and Donations
24. Discuss September 1, 2019 Effective Date for Key Bills from the Texas 86<sup>th</sup> Legislative Session
25. 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.)
26. 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 23<sup>RD</sup> DAY OF AUGUST, 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: 08/27/19**

**SUBJECT: Update on Highland Village Business Association Research**

**PREPARED BY: Michael Leavitt, City Manager  
Laurie Mullens, Director of Marketing & Communication**

As we look to the future efforts of the HVBA we would like input from our local businesses as to how they would like the HVBA to help them succeed, what current programs or promotion efforts do they find useful, and how can the HVBA best support them. Additionally, we would like input from residents as to how they would like to receive business information, where they go for this type of information and the best methods to encourage their patronage of Highland Village businesses.

We contracted with BrandEra to conduct the research via a resident telephone survey and two business focus groups, which were conducted in late July.

City staff will provide an update. BrandEra is scheduled to present the findings at the September 10 Council meeting.



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

**AGENDA# 3**

**MEETING DATE: 08/27/19**

**SUBJECT: Receive an Update on Proposed Amendments to the City of Highland Village Comprehensive Zoning Ordinance relating to Auto Storage or Auto Auction in Light Industrial and Commercial Zoning District**

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

**BACKGROUND**

Due to a procedural matter, this item has been rescheduled for the September 24, 2019, City Council Meeting. Discussion Only.

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

**AGENDA# 11**

**MEETING DATE: 08/27/19**

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

**PREPARED BY: Karen Bradley, Administrative Assistant to City Secretary**

**COMMENTS**

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

- Swearing In Ceremony of Firefighter/Paramedic Joshua Mabry
- Presentation of a Capital Credit Check from CoServ
- Presentation of a Proclamation Celebrating Mayor for the Day
- Presentation of a Proclamation for National Preparedness Month



# Proclamation

## The City of Highland Village

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

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

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

**Whereas**, The City of Highland Village offered a “Mayor for the Day” opportunity to one lucky student and Brady Cox was the successful recipient.

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

### “Brady Cox as Mayor for the Day”

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 27<sup>th</sup> day of August 2019.

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Charlotte J. Wilcox, Mayor

# Proclamation

## The City of Highland Village

**Whereas**, “National Preparedness Month” is a time to focus our attention on the importance of preparing our families, homes, businesses and communities for disasters that threaten our lives, property, and homeland; and

**Whereas**, the Federal Emergency Management Agency has announced the 2019 National Preparedness theme of “Prepared, Not Scared. Be Ready for Disasters”; and

**Whereas**, the citizens of Highland Village can prepare for potential disasters by developing and practicing a family emergency response plan, assembling a disaster supply kit, and signing up for alerts on mobile devices through the City’s CivicReady mass notification system; and

**Whereas**, planning now, before a disaster, is the best way to improve community recovery from disasters.

**NOW THEREFORE**, I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim the month of September 2019 as:

**“National Preparedness Month”**

in the City of Highland Village.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City to be affixed on this 27<sup>th</sup> day of August 2019.

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Charlotte J. Wilcox, Mayor

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

**AGENDA# 12**

**MEETING DATE: 08/27/19**

**SUBJECT: Consider Approval of Minutes of the Regular City Council Meeting held on August 13, 2019**

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

**BACKGROUND:**

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

**IDENTIFIED NEED/S:**

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

**OPTIONS & RESULTS:**

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

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

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

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

N/A

**RECOMMENDATION:**

To approve the minutes of the Regular City Council meeting held on August 13, 2019.



**MINUTES OF THE REGULAR MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL  
HELD AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
CITY COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD  
TUESDAY, AUGUST 13, 2019**

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

**EARLY WORK SESSION**

- 1. Receive an Update from the Upper Trinity Regional Water District (UTRWD) regarding Projects, Operations and Services**

UTRWD President Rich Lubke provided a status update to Council and City staff. He reported construction on Lake Ralph Hall is scheduled to begin in mid-2020, with water delivery by 2025. The lake is similar in size to Grapevine Lake and will provide essential water for an area whose population is projected to increase nearly 500 percent in the next 50 years.

- 2. Discuss the Utility Fund Budget and Special Revenue Funds for Fiscal Year 2019-2020**

### **Utility Fund Budget**

Assistant City Manager Ken Heerman reported utility fund revenues are significantly less this year, resulting in only 70% of what was projected. He also reported the proposed Utility Fund Budget for FY 2019-2020 will maintain the current rate structure for water and sewer services.

### **Special Revenue Funds**

Mr. Heerman provided an overview of the Special Revenue Funds, which includes debt service funds, park development fee fund, capital projects fund, court technology fund, court building security fund, PEG fee fund, and U.S. Army Corps of Engineers leased parks fund. Councilmember Jaworski asked about the process used to determine estimates for bond projects. Mr. Heerman stated estimated costs are received prior to going out for bonds; however, there are sometimes unforeseen factors that come about afterwards. As an example, he referenced increases in construction costs after Hurricane Katrina and how that impacted City projects during that time.

### **FY 2019-2020 Budget**

Mr. Heerman provided a timeline for the budget process. Budget presentations and public hearings will continue at the August 27 and September 10, 2019 City Council meetings.

### **3. Clarification of Consent or Action Items listed on Today's City Council Regular Meeting Agenda of August 13, 2019**

Relating to Agenda Item #14, Councilmember Fiester asked what service(s) would be included in the agreement. City Manager Michael Leavitt reported it is for dredging of the two ponds at Unity Park.

Councilmember Jaworski stated dredging was discussed during the joint City Council and Parks & Recreation Advisory Board meeting held in April and that was not an option at that time. Mr. Leavitt reported dredging of the two ponds located at Unity Park will not meet the requirements of a 50-year floodplain. Bids received exceeded the amount of funds budgeted for the project; however, dredging is within the budget, is environmentally friendly and will provide approximately 10-20 years of usage.

With time permitting, Agenda Item #19 was moved up on the agenda.

### **19. Discuss Joint Use of Property between the City of Highland Village and Lewisville Independent School District (LISD)**

Mr. Leavitt read a letter received from the LISD giving written 1-year notice to terminate the Interlocal Cooperation Agreement for Joint Use of Property, Construction of Facilities and Use Thereof, effective July 31, 2020. Mr. Leavitt reported LISD sent similar notices to other cities in their district as well. Councilmember Kixmiller asked why the termination. Mr. Leavitt reported LISD is trying to streamline and make all of their joint use agreements alike with each of the cities located within their district. He said LISD will be providing a new agreement in the future. Councilmember Jaworski voiced his concern that Highland Village is providing an additional School Resource Officer and that LISD is not sharing in the cost for that position.

Early Work Session ended at 7:20 p.m.

## **CLOSED SESSION**

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

Council did not meet in Closed Session.

## **OPEN SESSION**

5. **Call to Order**

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

### **Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Mayor Pro Tem
	Barbara Fleming	Deputy Mayor Pro Tem
	Tom Heslep	Councilmember
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember
Staff Members:	Michael Leavitt	City Manager
	Kevin Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Chief of Police
	Michael Thomson	Fire Chief
	Scott Kriston	Public Works Director
	Phil Lozano	Parks and Recreation Director
	Jana Onstead	Human Resources Director
	Laurie Mullens	Marketing & Communications Director
	Andrew Boyd	Media Specialist

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

Councilmember Fiester gave the invocation.

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

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

8. **Visitor Comments**

No one wished to speak.

9. **City Manager/Staff Reports**

City Manager Michael Leavitt reported he and Mayor Wilcox had attended Denton County Commissioners' Court earlier in the day to provide an update on Highland Village.

- **HVTV Update**

The update informed residents of the upcoming Highland Village Lions Club Balloon Festival to take place August 16-18 at Unity Park, the Kids Kastle Design Day scheduled for September 7, and a reminder to residents to be cautious around the schools now that school is back in session.

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**

With the start of school, Councilmember Jaworski reminded everyone that golf carts, neighborhood electric vehicles (NEVs) and slow moving vehicles (SMVs) must meet regulations established per City ordinance. He requested the Police Department monitor and remind residents of the requirements.

Deputy Mayor Pro Tem Fleming reported the Highland Village Women's Club is hosting a Meet and Greet on Wednesday, August 21 at the Highland Shores Community Center.

Chief Thomson invited everyone to attend the "Push-In Ceremony" for the Highland Village Fire Department's new engine and ambulance. The event will take place on Friday, August 23 at 6:00 p.m. at the Fire Station.

Mayor Wilcox invited residents to attend the Kids Kastle Design Day scheduled for September 7 at Briarhill Middle School from 9:00 a.m. to 11:00 a.m. Then at 6:30 p.m. that same evening, attendees can return for the design reveal for the new Kids Kastle.

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

Mayor Wilcox presented the Finance Department with the GFOA Distinguished Budget Presentation Award.

## **CONSENT AGENDA**

11. **Consider approval of Minutes of the Regular City Council Meeting held on July 23, 2019**
12. **Consider Resolution 2019-2830 rejecting all Bids for the Unity Park Pond Expansion and Plaza Improvements Project**
13. **Consider Resolution 2019-2831 authorizing a Change Order with Layne Christensen Company for the Water Well Rehabilitation Project**
14. **Consider Resolution 2019-2832 authorizing a Cooperative Purchasing Agreement with the City of Southlake**
15. **Receive the Investment Report for Quarter Ending June 30, 2019**

***Motion by Councilmember Fiester, seconded by Deputy Mayor Pro Tem Fleming, to approve Consent Agenda Items #11 through #15. 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 2019-1262 adopting Amendments to the Fiscal Year 2018-2019 Budget (1<sup>st</sup> of two reads)

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

Assistant City Manager Ken Heerman reported this is the second amendment presented to Council this fiscal year. This amendment mirrors the year-end projections detailed in the budget discussions. He added that some of the proposed adjustments reflect encumbrances from FY 2017-2018 that were actually paid in FY 2018-2019. This amendment is to ensure sufficient appropriation for the year-end projections. In total, projected expenditures of \$19,245,172 are less than the revised budget of \$19,320,082. Projected revenues of \$17,208,167 reflect an increase of \$25,998 over the original budget. The projected FY 2019 year-end fund balance is \$5,981,920 – exceeding the original budgeted projected amount of \$5,565,488. The presented amendments are primarily to ensure sufficient appropriation for each category.

***Motion by Deputy Mayor Pro Tem Fleming, seconded by Councilmember Jaworski, to approve the first read of Ordinance 2019-1262. Motion carried 7-0.***

18. Discuss Ad Valorem Tax Rate for Year 2019 and Consider Taking Record Vote if Proposed Tax Rate Exceeds the Lower of the Rollback or the Effective Tax Rate and Consider Setting Two Public Hearing Dates of August 27, 2019 and September 10, 2019 on the Proposed Fiscal Year 2019-2020 Budget and Tax Rate

**RECORD VOTE TAKEN (7 – 0)**

Assistant City Manager Ken Heerman reported Truth in Taxation requires two public hearings, preceded by required public hearing notices and the proposed real property tax rate, before implementing a property tax rate if a rate is considered which will exceed the lower of the rollback or effective rate. He explained as the City's current tax rate of \$0.56302 is below the rollback rate of \$.585103, but exceeds the effective rate of \$0.541706, Council must vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item for any rate that exceeds the effective rate. Mr. Heerman further reported this vote does not commit Council to a tax rate; however, the Council cannot ultimately adopt a tax rate that exceeds the rate that is proposed in the motion approved by the Council.

***Motion by Mayor Pro Tem Lombardo, seconded by Councilmember Jaworski, that \$0.56302 per \$100 valuation be proposed for adoption as the City's Ad Valorem tax rate for the 2019 tax year and set August 27, 2019, and September 10, 2019, as the dates for holding public hearings to receive public comment on said tax rate and the 2019-2020 Fiscal Year budget.***

***City Secretary Angela Miller took a roll call vote on the motion, which carried 7-0:***



**Mayor Pro Tem Lombardo - Aye**  
**Deputy Mayor Pro Tem Fleming - Aye**  
**Councilmember Kixmiller - Aye**  
**Mayor Wilcox - Aye**  
**Councilmember Heslep - Aye**  
**Councilmember Fiester – Aye**  
**Councilmember Jaworski - Aye**

**LATE WORK SESSION**

**19. Discuss Joint Use of Property between the City of Highland Village and Lewisville Independent School District (LISD)**

This item was discussed during Early Work Session.

**20. Discuss a Potential Review of the Highland Village City Charter with Respect to Possible Future Amendments**

City Manager Michael Leavitt reported a municipality is allowed to submit proposed charter amendment(s) to its residents at an election no more than once every two years. The last charter amendment election in Highland Village was held during the May, 2017 election; therefore Council could potentially hold an election in May, 2020. Mayor Wilcox handed out an email from Councilmember Kixmiller requesting a discussion regarding the Charter language on term limits for Councilmembers. Councilmember Kixmiller stated he had received two (2) requests from residents regarding the clarity of the City Charter language relating to term limits. He stated the current charter is silent regarding the case of an appointment and asked if this was something that should be reviewed.

City Attorney Kevin Laughlin provided history of the discussion from several years ago and reported there was a disagreement regarding Section 3.02 as to whether or not an appointed term for a sitting Councilmember counts as a continuation of their time for purposes of counting limitation of terms. His legal opinion is that the City Charter defines term as an *elected* term, therefore an *appointed* term does not count towards the four (4) consecutive terms. He added that there were those involved in drafting the amendments years ago who have stated that was not the original intent.

Councilmember Jaworski stated the topic had been discussed several years ago, and looked at by several attorneys who all had the same legal opinion. At that time, it was discussed and Council chose not to taken any action regarding an update of the Charter as it relates to term limits in Section 3.02. He added there is a difference between being appointed by Council and being elected by the residents. As is, residents can still choose their elected official(s) by voting for their candidate of choice. Mayor Pro Tem Lombardo stated this topic had been discussed several years ago, and unless there are other items needing reviewed, then there is no need to have another election. Deputy Mayor Pro Tem Fleming asked if there were other items that needed to be reviewed. Mr. Leavitt reported there were a few housekeeping updates, but nothing substantial. Mr. Laughlin reported the 2017 Charter amendment election did include several updates and housekeeping items. Mayor Wilcox stated if a Charter revision is to be done, then term limits should be included in those discussions.

Consensus of City Council is not to have a review or an election at this time.

**21. 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.)

- **Atmos Energy Corporation 2019 Operations Report**

Mr. Leavitt reported Atmos Energy had provided a safety and data report on their services, including a fact sheet of service in Highland Village. He added there are 5,107 Atmos customers in Highland Village, with 72 miles of pipeline. Capital Expenditures in 2018 for Highland Village was approximately \$58,000, which was used to install wireless meter readers. More will be replaced over the next few years until all wireless meters have been installed.

**22. Adjournment**

Mayor Wilcox adjourned the meeting at 8:12 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

<b>AGENDA#</b>	<b>13</b>	<b>MEETING DATE:</b>	<b>08/27/19</b>
<b>SUBJECT:</b>	<b>Consider Ordinance 2019-1262 Approving Amendments to the Fiscal Year 2018-2019 Budget (2<sup>nd</sup> Read)</b>		
<b>PREPARED BY:</b>	<b>Ken Heerman, Assistant City Manager</b>		

### BACKGROUND:

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

### IDENTIFIED NEED/S:

This is the second amendment presented to Council this fiscal year. This amendment mirrors the year-end projections detailed in the budget discussions. Some of the proposed adjustments reflect encumbrances from FY 2017-2018 that were actually paid in FY 2018-2019. This amendment is to ensure sufficient appropriation for the year-end projections. In total, projected expenditures of \$19,245,172 are less than the revised budget of \$19,320,082. Projected revenues of \$17,208,167 reflect an increase of \$25,998 over the original budget. The projected FY 2019 year-end fund balance is \$5,981,920 – exceeding the original budgeted projected amount of \$5,565,488. The presented amendments are primarily to ensure sufficient appropriation for each category; however, not every deviation from the budget amount is enumerated.

General Fund

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

- Personnel budget changes in various departments are suggested to address factors incurred during the year that were not known when budgeted, such as mid-year adjustments, personnel changes, insurance coverage election, etc. Also, some personnel expenditures are budgeted in a single department, such as incentive pay, with actual expenditures charged to the respective departments. This amendment reallocates the associated appropriation. A collective amount of \$63,000 is presented to ensure sufficient appropriation in each department. However, in total, projected personnel expenditures are within the budgeted amount.

- In FY 2017, a hail storm brought widespread damage to City facilities, requiring replacement of roofs and repair of a number of vehicles. Increased appropriation of \$550,000 in the Maintenance Department is needed to address the remaining roof replacements. A supplemental payment is anticipated from TML associated with these roofs. (The initial insurance settlement proceeds of \$1.1M were received in FY 2017).
- Other suggested amendments are to reflect minor changes in the actual expense compared to the budgeted amount.

Individual allocations are detailed in the worksheets following:

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

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

**RECOMMENDATION:**

Council to approve the second read of Ordinance No. 2019-1262 as presented.

# Budget Amendment Request Worksheet

## Line Item for Proposed Change:

DEPARTMENT	Category	Current Budget (Annual)	Proposed Budget (Annual)	Increase / Decrease
City Manager	Personnel	413,579	448,579	35,000
City Manager	Services / Supplies	294,303	249,303	(45,000)
Finance	Personnel	999,683	1,034,683	35,000
Human Resources	Personnel	387,236	337,236	(50,000)
Human Resources	Services / Supplies	133,422	121,422	(12,000)
City Secretary	Personnel	211,309	219,309	8,000
Police	Personnel	4,492,789	4,442,789	(50,000)
Police	Services / Supplies	389,350	374,350	(15,000)
Fire	Personnel	2,443,276	2,463,276	20,000
Streets	Personnel	697,195	747,195	50,000
Streets	Capital	75,000	85,000	10,000
Maintenance	Services / Supplies	579,485	1,129,485	550,000
Parks	Personnel	1,168,532	1,183,532	15,000
<b>General Fund Balance</b>			<b>Net Change</b>	<b>551,000</b>
<b>Reason For Request</b>				
<p><b>Personnel</b> (Various departments) – \$63,000 Actual charges vary from budget resulting from various issues: reallocation of lump sum incentive pay in HR Budget to departments, employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc). In total, projected personnel expenditures within budget.</p>				
<p><b>City Manager Services / Supplies</b> - \$-45,000 mostly related to reallocation of budgeted Contingency funds not utilized.</p>				
<p><b>Human Resources Services / Supplies</b> – \$-12,000 Budgeted potential recruitment allocation not utilized.</p>				
<p><b>Police Services / Supplies</b> – \$-15,000 related to maintenance contracts not utilized</p>				
<p><b>Streets Capital</b> – \$-10,000 related to actual cost variance of acquired equipment</p>				
<p><b>Maintenance Services / Supplies</b> – \$-550,000 related to roof replacements resulting from FY 17 hailstorm (partially offset by insurance proceeds)</p>				
General Fund			Net Change \$ 551,000	

## Budget Amendment Request Worksheet

### Line Item for Proposed Change:

DEPARTMENT	Category	Current Budget (Annual)	Proposed Budget (Annual)	Increase / Decrease
Utility Admin	Personnel	299,306	309,306	10,000
UTRWD	Services / Supplies	4,356,331	4,406,331	50,000
HVDCDC	Personnel	283,470	318,470	35,000
HVDCDC	Services / Supplies	200,630	225,630	25,000
HVDCDC	Transfers	856,827	806,827	(50,000)
Corps Leased Parks Fund	Personnel	179,892	199,892	20,000
Corps Leased Parks Fund	Services / Supplies	209,235	214,235	5,000
Corps Leased Parks Fund	Capital	-	25,000	25,000
Public Safety Fund	Revenues	25,600	45,600	20,000
Public Safety Fund	Services / Supplies	3,600	23,600	20,000
Drainage Utility Fund	Services / Supplies	150,665	165,665	15,000
Court Technology Fee Fund	Services / Supplies	5,700	9,700	4,000
			<b>Net Change</b>	<b>179,000</b>
<b>Reason For Request</b>				
<p><b>Personnel</b> (Various departments) – \$65,000 Actual charges vary from budget resulting from various issues: reallocation of RHS from lump sum in HR Budget to departments, employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc) or increased overtime.</p>				
<p><b>UTRWD Services / Supplies</b> - \$50,000 • Sewer Effluent Vol Charges inflated due to increased rainfall (I&amp;I)</p>				
<p><b>HVDCDC Services / Supplies</b> - \$25,000 • Park Maintenance primarily related to electrical additions to accommodate Christmas at the Ranch program</p>				
<p><b>HVDCDC Services / Supplies</b> - \$25,000 • Park Maintenance primarily related to electrical additions to accommodate Christmas at the Ranch program</p>				
<p><b>HVDCDC Transfers</b> - \$-50,000 • Reduce transfer to Debt Service for 4B related debt service to address increased General Fund programming at Doubletree Ranch Park</p>				
<p><b>Corps Leased Parks Services / Supplies</b> – \$5,000 to accommodate utilities costs.</p>				
<p><b>Corps Leased Parks Capital</b> – \$25,000 Pilot Knoll restroom rehab project carried over from previous yr</p>				
<p><b>Public Safety Fund Revenues</b> – \$20,000 to accommodate received grants / donations</p>				
<p><b>Public Safety Fund Services / Supplies</b> – \$20,000 to accommodate related expenditures for received grants / donations</p>				
<p><b>Drainage Utility Services / Supplies</b> – \$-15,000 related to engineering expenditures</p>				
<p><b>Court Technology Fee Fund Services / Supplies</b> – \$-4,000 related to purchase of ticket writer upgrades</p>				
Utility Fund			Net Change	60,000
HVDCDC			Net Change	10,000
Corps Leased Parks Fund			Net Change	50,000
Public Safety Fund			Net Change	40,000
Drainage Utility Fund			Net Change	15,000
Court Technology Fee Fund			Net Change	4,000

**CITY OF HIGHLAND VILLAGE, TEXAS**

**ORDINANCE NO. 2019-1262**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ADOPTING AMENDMENTS TO THE FISCAL YEAR 2018-2019 BUDGET; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City Council of the City of Highland Village, Texas has lawfully adopted a budget for fiscal year 2018-2019 ("2018-19 Budget"), by prior action of the City Council; and

**WHEREAS**, the City Manager has prepared, as required by Article VI, Section 6.08 of the City Charter, an amendment to certain appropriations and expenditures in the 2018-19 Budget, and has submitted same to the City Council for its review and approval, a copy of which is attached to this Ordinance; and

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

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

**SECTION 1.** The fiscal year 2018-19 Budget amendments, attached hereto as Exhibit "A" and incorporated herein by reference, are hereby authorized, approved and adopted.

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

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE FIRST READING, THIS THE 13<sup>th</sup> DAY OF AUGUST 2019.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS ON THE SECOND READING, THIS THE 27<sup>th</sup> DAY OF AUGUST 2019.**

**APPROVED:**

---

**Charlotte J. Wilcox, Mayor**

**ATTEST:**

---

**Angela Miller, City Secretary**

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:8/9/19:109982)



**Ordinance No. 2019-1262  
Exhibit "A"**

**Budget Amendment Request Worksheet  
Line Item for Proposed Change:**

<b>DEPARTMENT</b>	<b>Category</b>	<b>Current Budget (Annual)</b>	<b>Proposed Budget (Annual)</b>	<b>Increase / Decrease</b>
City Manager	Personnel	413,579	448,579	35,000
City Manager	Services / Supplies	294,303	249,303	(45,000)
Finance	Personnel	999,683	1,034,683	35,000
Human Resources	Personnel	387,236	337,236	(50,000)
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City Secretary	Personnel	211,309	219,309	8,000
Police	Personnel	4,492,789	4,442,789	(50,000)
Police	Services / Supplies	389,350	374,350	(15,000)
Fire	Personnel	2,443,276	2,463,276	20,000
Streets	Personnel	697,195	747,195	50,000
Streets	Capital	75,000	85,000	10,000
Maintenance	Services / Supplies	579,485	1,129,485	550,000
Parks	Personnel	1,168,532	1,183,532	15,000
<b>General Fund Balance</b>			<b>Net Change</b>	<b>551,000</b>
<b>Reason For Request</b>				
<b>Personnel</b> (Various departments) – \$63,000 Actual charges vary from budget resulting from various issues: reallocation of lump sum incentive pay in HR Budget to departments, employee changes in selected insurance coverage, retirements (pmt of accrued balances), certifications, promotions, etc). In total, projected personnel expenditures within budget.				
<b>City Manager Services / Supplies</b> - \$-45,000 mostly related to reallocation of budgeted Contingency funds not utilized.				
<b>Human Resources Services / Supplies</b> – \$-12,000 Budgeted potential recruitment allocation not utilized.				
<b>Police Services / Supplies</b> – \$-15,000 related to maintenance contracts not utilized				
<b>Streets Capital</b> – \$-10,000 related to actual cost variance of acquired equipment				
<b>Maintenance Services / Supplies</b> – \$-550,000 related to roof replacements resulting from FY 17 hailstorm (partially offset by insurance proceeds)				
General Fund			Net Change	\$ 551,000

**Ordinance No. 2019-1262  
Exhibit "A"**

**Budget Amendment Request Worksheet  
Line Item for Proposed Change:**

<b>DEPARTMENT</b>	<b>Category</b>	<b>Current Budget (Annual)</b>	<b>Proposed Budget (Annual)</b>	<b>Increase / Decrease</b>
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UTRWD	Services / Supplies	4,356,331	4,406,331	50,000
HVDCDC	Personnel	283,470	318,470	35,000
HVDCDC	Services / Supplies	200,630	225,630	25,000
HVDCDC	Transfers	856,827	806,827	(50,000)
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Corps Leased Parks Fund	Services / Supplies	209,235	214,235	5,000
Corps Leased Parks Fund	Capital	-	25,000	25,000
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Public Safety Fund	Services / Supplies	3,600	23,600	20,000
Drainage Utility Fund	Services / Supplies	150,665	165,665	15,000
Court Technology Fee Fund	Services / Supplies	5,700	9,700	4,000
			<b>Net Change</b>	<b>179,000</b>
<b>Reason For Request</b>				
<b>Personnel</b> (Various departments) – \$65,000 Actual charges vary from budget resulting from various issues: reallocation of lump sum incentive pay in HR Budget to departments, employee changes in selected insurance coverage, transfers between departments, retirements (pmt of accrued balances), certifications, promotions, etc) or increased overtime.				
<b>UTRWD Services / Supplies</b> - \$50,000 • Sewer Effluent Vol Charges inflated due to increased rainfall (I&I)				
<b>HVDCDC Services / Supplies</b> - \$25,000 • Park Maintenance primarily related to electrical additions to accommodate Christmas at the Ranch program				
<b>HVDCDC Transfers</b> - \$-50,000 • Reduce transfer to Debt Service for 4B related debt service to address increased General Fund programming at Doubletree Ranch Park				
<b>Corps Leased Parks Services / Supplies</b> – \$5,000 to accommodate utilities costs.				
<b>Corps Leased Parks Capital</b> – \$25,000 Pilot Knoll restroom rehab project carried over from previous yr				
<b>Public Safety Fund Revenues</b> – \$20,000 to accommodate received grants / donations				
<b>Public Safety Fund Services / Supplies</b> – \$20,000 to accommodate related expenditures for received grants / donations				
<b>Drainage Utility Services / Supplies</b> – \$-15,000 related to engineering expenditures				
<b>Court Technology Fee Fund Services / Supplies</b> – \$-4,000 related to purchase of ticket writer upgrades				
Utility Fund			Net Change	60,000
HVDCDC			Net Change	10,000
Corps Leased Parks Fund			Net Change	50,000
Public Safety Fund			Net Change	40,000
Drainage Utility Fund			Net Change	15,000
Court Technology Fee Fund			Net Change	4,000

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

**AGENDA# 14**

**MEETING DATE: 08/27/19**

**SUBJECT: Consider Resolution 2019-2833 Authorizing an Agreement with American Underwater Services, Inc. for Pond Dredging Services related to Unity Park Ponds**

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

**BACKGROUND:**

On June 25, 2019, the City released advertisements for bids for the Unity Park Pond Expansion and Plaza Improvements Projects. On July 17, 2019, the City received two bids for the project; both proposals exceeded the amount of funds budgeted for the project. As a result, City staff recommended rejecting all bids, which were rejected by the City Council at the August 23, 2019 Council meeting.

With that, staff has reduced the scope of the pond expansion project to fit within the bond program budget. The project will consist of dredging the two ponds to remove the silt and debris, and installation of a replacement stormwater line under the west parking lot that feeds into the ponds.

**IDENTIFIED NEED/S:**

Both ponds have accumulated a significant amount of silt over the years, drastically changing the depth of the ponds. Both ponds need the silt removed to improve the environmental conditions of aquatic life and overall health of the pond(s).

**OPTIONS & RESULTS:**

N/A

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

The city has entered into a cooperative purchasing agreement with the City of Southlake, Texas, for the purchase of goods and services. American Underwater Services, Inc. presently has an agreement for pond dredging services with Southlake with unit prices City staff believes to be reasonable and which can be accessed through the cooperative purchasing agreement with Southlake. Staff met with representatives of American Underwater Services, Inc. on-site to review and understand the dredging process and, as a result, the City has received a Task Order for the project with costs that City staff believes to be reasonable.

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

The funds for this project will be provided from the Bond Proceeds from the November 7, 2017 Bond Election. The cost for dredging services is \$246,000.00

**RECOMMENDATION:**

To approve Resolution 2018-2833

**CITY OF HIGHLAND VILLAGE, TEXAS**

**RESOLUTION NO. 2019-2833**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS AUTHORIZING AN AGREEMENT FOR POND DREDGING SERVICES WITH AMERICAN UNDERWATER SERVICES, INC. FOR DREDGINS OF THE PONDS AT UNITY PARK; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, City voters authorized the issuance of bonds to provide funds for various park improvements, including pond improvements at Unity Park; and

**WHEREAS**, the City entered into a cooperative purchasing agreement with the City of Southlake, Texas that will allow each city the ability to purchase goods and services, such as dredging services; and

**WHEREAS**, City Administration has determined that American Underwater Services, Inc, has the equipment, technical and professional experience to perform dredging services for both ponds at Unity Park, and recommends entering into an agreement with American Underwater Services, Inc. in the amount of \$246,000.00; and

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

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

**SECTION 1.** The City Manager is hereby authorized to negotiate and sign on behalf of the City an agreement with American Underwater Services, Inc. for dredging services related to the Unity Park ponds in the amount of \$246,000 and, to the extent allowed by law and city policy and, in the case of a change order involving an increase in contract price, subject to the availability of current funds for said purpose, is further authorized to execute such change orders to said agreement that the City Manager deems reasonable and necessary to complete said project.

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

**PASSED AND APPROVED** this the 27<sup>th</sup> day of August 2019.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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**Kevin B. Laughlin, City Attorney**

(kbl:8/22/19:110289)

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

**AGENDA# 15**

**MEETING DATE: 08/27/19**

**SUBJECT: Receive Budget Reports for Period Ending June 30, 2019**

**PREPARED BY: Ken Heerman**

**BACKGROUND**

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

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

**IDENTIFIED NEED/S:**

N/A

**OPTIONS & RESULTS:**

N/A

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

N/A

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

N/A

**RECOMMENDATION:**

Council to receive the budget reports for the period ending June 30, 2019.

# General Fund Summary

## FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</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	\$ 10,788,171	\$ (70,314)	99%
Sales Tax	2,787,241	2,787,241	1,571,330	(1,215,911)	56%
Franchise Fees	1,685,326	1,685,326	742,830	(942,496)	44%
Licensing & Permits	519,407	519,407	314,861	(204,546)	61%
Park/Recreation Fees	264,595	264,595	225,395	(39,200)	85%
Public Safety Fees	40,000	40,000	24,718	(15,282)	62%
Rents	131,408	131,408	118,443	(12,965)	90%
Municipal Court	97,920	97,920	75,495	(22,425)	77%
Public Safety Charges for Svc	473,237	473,237	416,520	(56,717)	88%
Interest Income	184,000	184,000	152,959	(31,041)	83%
Miscellaneous	140,550	140,550	132,249	(8,301)	94%
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,182,169</b>	<b>\$ 14,562,970</b>	<b>\$ (2,619,199)</b>	<b>85%</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>\$ 14,562,970</b>	<b>\$ (3,153,199)</b>	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 707,882	\$ 707,882	\$ 477,600	\$ 230,282	67%
Finance (includes Mun. Court)	1,614,695	1,614,695	1,227,234	387,461	76%
Human Resources	520,658	520,658	266,785	253,873	51%
City Secretary Office	360,526	360,526	230,688	129,838	64%
Information Services	1,114,746	1,157,746	875,134	282,612	76%
Police	5,047,139	5,047,139	3,535,601	1,511,537	70%
Fire	4,022,597	4,022,597	3,159,695	862,902	79%
Community Services	471,448	471,448	311,172	160,276	66%
Streets/Drainage	1,490,696	1,581,696	946,286	635,410	60%
Maintenance	925,288	925,288	655,300	269,988	71%
Parks	2,011,787	2,377,787	1,480,661	897,125	62%
Recreation	532,620	532,620	370,399	162,221	70%
<b>Total Expenditures</b>	<b>\$ 18,820,082</b>	<b>\$ 19,320,082</b>	<b>\$ 13,536,557</b>	<b>\$ 5,783,525</b>	<b>70%</b>

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 1,584,000	\$ 1,993,000	\$ 1,483,591	\$ 509,409	74%

Other Uses					
Transfers Out	\$ 66,000	\$ 66,000	\$ -	66,000	0%
<b>Total Expenditures</b>	<b>\$ 18,886,082</b>	<b>\$ 19,386,082</b>	<b>\$ 13,536,557</b>	<b>\$ 5,849,525</b>	

Fund Balance	Original Budget	Revised Budget	Year to Date	Audited FY18
Beginning Fund Balance	6,735,401	7,550,925	7,550,925	
+ Net Increase (Decrease)	(1,169,913)	(1,669,913)	1,026,413	
Ending Fund Balance	\$ 5,565,488	\$ 5,881,012	\$ 8,577,338	

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,823,012	\$ 2,898,012	\$ 2,030,484
Restricted	11,500	11,500	11,500
Unassigned	2,730,976	2,971,500	6,535,355
<b>Total Fund Balance</b>	<b>\$ 5,565,488</b>	<b>\$ 5,881,012</b>	<b>\$ 8,577,338</b>



# General Fund Expenditure Summary

## FY 2018/2019 Budget

**YEAR TO DATE JUNE**

*Percent of Budget Year Transpired*

**75.0%**

### - - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 12,497,378	\$ 12,497,378	\$ 8,912,429	\$ 3,584,949	71%
Services / Supplies	4,738,704	4,829,704	3,140,537	1,689,167	65%
Capital	1,584,000	1,993,000	1,483,591	509,409	74%
	\$ 18,820,082	\$ 19,320,082	\$ 13,536,557	\$ 5,783,525	70%

### - - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 9,024,474	\$ 9,024,474	\$ 6,379,357	\$ 2,645,117	71%
<i>Employee Benefits</i>	3,472,904	3,472,904	2,533,071	939,832	73%
<i>Total Personnel</i>	\$ 12,497,378	\$ 12,497,378	\$ 8,912,429	\$ 3,584,949	71%

<b>Services / Supplies</b>					
<i>Professional Services</i>	\$ 1,477,011	\$ 1,477,011	\$ 948,694	\$ 528,318	64%
<i>Employee Development</i>	356,261	356,261	194,726	161,535	55%
<i>Office Supplies / Equipment</i>	1,130,352	1,130,352	757,406	372,946	67%
<i>Utilities</i>	334,408	334,408	194,687	139,721	58%
<i>Other</i>	1,440,672	1,531,672	1,045,025	486,647	68%
<i>Total Services / Supplies</i>	\$ 4,738,704	\$ 4,829,704	\$ 3,140,537	\$ 1,689,167	65%

<b>Capital</b>					
<i>Equipment / Vehicles</i>	\$ 1,584,000	\$ 1,993,000	\$ 1,483,591	\$ 509,409	74%
<i>Total Capital</i>	\$ 1,584,000	\$ 1,993,000	\$ 1,483,591	\$ 509,409	74%

<b>Total General Fund Expenditure Summary</b>	\$ 18,820,082	\$ 19,320,082	\$ 13,536,557	\$ 5,783,525	70%
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# General Fund Revenue

## FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 10,858,485	\$ 10,858,485	\$ 10,788,171	\$ (70,314)	99%
Sales Tax	2,787,241	2,787,241	1,571,330	(1,215,911)	56%
Franchise Fees	1,685,326	1,685,326	742,830	(942,496)	44%
Licensing & Permits	519,407	519,407	314,861	(204,546)	61%
Park/Recreation Fees	264,595	264,595	225,395	(39,200)	85%
Public Safety Fees	40,000	40,000	24,718	(15,282)	62%
Rents	131,408	131,408	118,443	(12,965)	90%
Municipal Court	97,920	97,920	75,495	(22,425)	77%
Public Safety Charges for Svc	473,237	473,237	416,520	(56,717)	88%
Interest Income	184,000	184,000	152,959	(31,041)	83%
Miscellaneous	140,550	140,550	132,249	(8,301)	94%
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,182,169</b>	<b>\$ 14,562,970</b>	<b>\$ (2,619,199)</b>	<b>85%</b>

# City Manager Office FY 2018/2019 Budget

**YEAR TO DATE JUNE**

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

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 413,579	\$ 413,579	\$ 331,846	\$ 81,733	80%
Services / Supplies	294,303	294,303	145,755	148,548	50%
Capital	-	-	-	-	0%
	\$ 707,882	\$ 707,882	\$ 477,600	\$ 230,282	67%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 327,604	\$ 327,604	\$ 258,102	\$ 69,502	79%
<i>Employee Benefits</i>	85,975	85,975	73,744	12,232	86%
<b>Total Personnel</b>	\$ 413,579	\$ 413,579	\$ 331,846	\$ 81,733	80%

Services / Supplies					
<i>Professional Services (City-wide legal - \$130,260)</i>	\$ 165,760	\$ 165,760	\$ 90,776	\$ 74,984	55%
<i>Employee Development</i>	14,045	14,045	10,747	3,298	77%
<i>Supplies / Equipment</i>	4,210	4,210	1,969	2,241	47%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,288	110,288	42,263	68,025	38%
<b>Total Services / Supplies</b>	\$ 294,303	\$ 294,303	\$ 145,755	\$ 148,548	50%

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

<b>Total City Manager</b>	\$ 707,882	\$ 707,882	\$ 477,600	\$ 230,282	67%
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# Finance Department FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 999,683	\$ 999,683	\$ 738,787	\$ 260,896	74%
Services / Supplies	615,012	615,012	488,447	126,565	79%
Capital	-	-	-	-	0%
	\$ 1,614,695	\$ 1,614,695	\$ 1,227,234	\$ 387,461	76%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 722,935	\$ 722,935	\$ 533,964	\$ 188,971	74%
<i>Employee Benefits</i>	276,748	276,748	204,823	71,925	74%
<b>Total Personnel</b>	\$ 999,683	\$ 999,683	\$ 738,787	\$ 260,896	74%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$126,376 / DCAD - \$79,636)</i>	\$ 531,737	\$ 531,737	\$ 445,964	\$ 85,774	84%
<i>Employee Development</i>	21,708	21,708	16,619	5,089	77%
<i>Supplies / Equipment</i>	10,667	10,667	4,702	5,965	44%
<i>Utilities</i>	-	-	-	-	0%
<i>Other [Special Events (\$21,900, Data Processing \$29,000)]</i>	50,900	50,900	21,163	29,737	42%
<b>Total Services / Supplies</b>	\$ 615,012	\$ 615,012	\$ 488,447	\$ 126,565	79%

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

<b>Total Finance Department</b>	\$ 1,614,695	\$ 1,614,695	\$ 1,227,234	\$ 387,461	76%
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# Human Resources FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 387,236	\$ 387,236	\$ 213,837	\$ 173,399	55%
Services / Supplies	133,422	133,422	52,948	80,474	40%
Capital	-	-	-	-	0%
	\$ 520,658	\$ 520,658	\$ 266,785	\$ 253,873	51%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 287,718	\$ 287,718	\$ 155,472	\$ 132,247	54%
<i>Employee Benefits</i>	99,518	99,518	58,366	41,152	59%
<b>Total Personnel</b>	\$ 387,236	\$ 387,236	\$ 213,837	\$ 173,399	55%

Services / Supplies					
<i>Professional Services</i>	\$ 51,050	\$ 51,050	\$ 19,872	\$ 31,178	39%
<i>Employee Development</i>	73,972	73,972	30,171	43,801	41%
<i>Supplies / Equipment</i>	1,575	1,575	595	980	38%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Safety Programs)</i>	6,825	6,825	2,309	4,516	34%
<b>Total Services / Supplies</b>	\$ 133,422	\$ 133,422	\$ 52,948	\$ 80,474	40%

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

<b>Total Human Resources</b>	\$ 520,658	\$ 520,658	\$ 266,785	\$ 253,873	51%
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# City Secretary Office FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 211,309	\$ 211,309	\$ 150,507	\$ 60,803	71%
Services / Supplies	149,217	149,217	80,182	69,035	54%
Capital	-	-	-	-	-
	\$ 360,526	\$ 360,526	\$ 230,688	\$ 129,838	64%

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

Personnel					
<i>Salaries / Wages</i>	\$ 162,369	\$ 162,369	\$ 115,163	\$ 47,206	71%
<i>Employee Benefits</i>	48,941	48,941	35,344	13,597	72%
<b>Total Personnel</b>	\$ 211,309	\$ 211,309	\$ 150,507	\$ 60,803	71%

Services / Supplies					
<i>Professional Services</i>	\$ 41,900	\$ 41,900	\$ 5,005	\$ 36,895	12%
<i>Employee Development</i> <small>(City Council related \$36,142)</small>	50,262	50,262	25,793	24,469	51%
<i>Supplies / Equipment</i>	16,055	16,055	8,884	7,171	55%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Outside Services)</i>	41,000	41,000	40,500	500	99%
<b>Total Services / Supplies</b>	\$ 149,217	\$ 149,217	\$ 80,182	\$ 69,035	54%

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

<b>Total City Secretary Office</b>	\$ 360,526	\$ 360,526	\$ 230,688	\$ 129,838	64%
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# Information Services FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 677,843	\$ 677,843	\$ 477,886	\$ 199,957	71%
Services / Supplies	436,903	436,903	354,438	82,465	81%
Capital	-	43,000	42,810	190	0%
	\$ 1,114,746	\$ 1,157,746	\$ 875,134	\$ 282,612	76%

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

Personnel					
<i>Salaries / Wages</i>	\$ 511,425	\$ 511,425	\$ 361,330	\$ 150,095	71%
<i>Employee Benefits</i>	166,417	166,417	116,556	49,862	70%
<b>Total Personnel</b>	\$ 677,843	\$ 677,843	\$ 477,886	\$ 199,957	71%

Services / Supplies					
<i>Professional Services (Maintenance Contracts \$137,440)</i>	\$ 190,440	\$ 190,440	\$ 87,805	\$ 102,635	46%
<i>Employee Development</i>	28,755	28,755	11,458	17,297	40%
<i>Supplies / Equipment</i>	2,300	2,300	2,193	107	95%
<i>Utilities</i>	24,308	24,308	8,320	15,988	34%
<i>Other (Data Processing)</i>	191,100	191,100	244,662	(53,562)	128%
<b>Total Services / Supplies</b>	\$ 436,903	\$ 436,903	\$ 354,438	\$ 82,465	81%

Capital					
<i>Equipment / Vehicles - Network Storage Device (Added via Budget Amendment)</i>	-	43,000	42,810	190	0%
<b>Total Capital</b>	\$ -	\$ 43,000	\$ 42,810	\$ 190	0%

<b>Total City Secretary Office</b>	\$ 1,114,746	\$ 1,157,746	\$ 875,134	\$ 282,612	76%
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# Police Department FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</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>\$ 3,164,727</b>	\$ 1,328,062	70%
Services / Supplies	389,350	<b>389,350</b>	<b>235,877</b>	153,473	61%
Capital	<u>165,000</u>	<u><b>165,000</b></u>	<u><b>134,997</b></u>	<u>30,003</u>	<u>82%</u>
	<b>\$ 5,047,139</b>	<b>\$ 5,047,139</b>	<b>\$ 3,535,601</b>	<b>\$ 1,511,537</b>	<b>70%</b>

- - - 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>\$ 2,316,826</b>	\$ 992,984	70%
<i>Employee Benefits</i>	<u>1,182,979</u>	<u><b>1,182,979</b></u>	<u><b>847,901</b></u>	<u>335,078</u>	<u>72%</u>
<b>Total Personnel</b>	<b>\$ 4,492,789</b>	<b>\$ 4,492,789</b>	<b>\$ 3,164,727</b>	<b>\$ 1,328,062</b>	<b>70%</b>

Services / Supplies					
<i>Professional Services</i>	\$ 139,838	<b>\$ 139,838</b>	<b>\$ 114,776</b>	\$ 25,062	82%
<i>Employee Development</i>	45,309	<b>45,309</b>	<b>30,422</b>	14,887	67%
<i>Supplies / Equipment</i>	140,915	<b>140,915</b>	<b>47,850</b>	93,065	34%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$52,028)</i>	<u>63,288</u>	<u><b>63,288</b></u>	<u><b>42,829</b></u>	<u>\$ 20,459</u>	<u>68%</u>
<b>Total Services / Supplies</b>	<b>\$ 389,350</b>	<b>\$ 389,350</b>	<b>\$ 235,877</b>	<b>\$ 153,473</b>	<b>61%</b>

Capital					
<i>Equipment / Vehicles</i>	165,000	<b>165,000</b>	<b>134,997</b>	30,003	82%
<b>Total Capital</b>	<b>\$ 165,000</b>	<b>\$ 165,000</b>	<b>\$ 134,997</b>	<b>\$ 30,003</b>	<b>82%</b>

<b>Total Police Department</b>	<b>\$ 5,047,139</b>	<b>\$ 5,047,139</b>	<b>\$ 3,535,601</b>	<b>\$ 1,511,537</b>	<b>70%</b>
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# Fire Department FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,443,276	\$ 2,443,276	\$ 1,765,335	\$ 677,941	72%
Services / Supplies	475,321	475,321	390,613	84,708	82%
Capital	<u>1,104,000</u>	<u>1,104,000</u>	<u>1,003,747</u>	<u>100,253</u>	<u>91%</u>
	<b>\$ 4,022,597</b>	<b>\$ 4,022,597</b>	<b>\$ 3,159,695</b>	<b>\$ 862,902</b>	<b>79%</b>

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

Personnel					
<b>Salaries / Wages</b>	\$ 1,709,983	\$ 1,709,983	\$ 1,218,898	\$ 491,085	71%
<b>Employee Benefits</b>	<u>733,293</u>	<u>733,293</u>	<u>546,437</u>	186,856	75%
<b>Total Personnel</b>	<b>\$ 2,443,276</b>	<b>\$ 2,443,276</b>	<b>\$ 1,765,335</b>	<b>\$ 677,941</b>	<b>72%</b>

Services / Supplies					
<b>Professional Services</b>	\$ 71,025	\$ 71,025	\$ 53,777	\$ 17,248	76%
<b>Employee Development</b> <i>(Training - \$50,450)</i>	65,495	65,495	39,002	26,493	60%
<b>Supplies / Equipment</b>	159,751	159,751	121,065	38,686	76%
<b>Utilities</b>	1,800	1,800	1,223	577	68%
<b>Other</b> <i>(Capital Lease Pmt - \$134,000)</i>	<u>177,250</u>	<u>177,250</u>	<u>175,546</u>	<u>1,704</u>	<u>99%</u>
<b>Total Services / Supplies</b>	<b>\$ 475,321</b>	<b>\$ 475,321</b>	<b>\$ 390,613</b>	<b>\$ 84,708</b>	<b>82%</b>

Capital					
<b>Equipment / Vehicles</b>	1,104,000	1,104,000	1,003,747	100,253	91%
<b>Total Capital</b>	<b>\$ 1,104,000</b>	<b>\$ 1,104,000</b>	<b>\$ 1,003,747</b>	<b>\$ 100,253</b>	<b>91%</b>

<b>Total Fire Department</b>	<b>\$ 4,022,597</b>	<b>\$ 4,022,597</b>	<b>\$ 3,159,695</b>	<b>\$ 862,902</b>	<b>79%</b>
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# Community Services FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 447,995	\$ 447,995	\$ 303,467	\$ 144,528	68%
Services / Supplies	23,453	23,453	7,705	15,748	33%
Capital	-	-	-	-	0%
	\$ 471,448	\$ 471,448	\$ 311,172	\$ 160,276	66%

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

Personnel					
<i>Salaries / Wages</i>	\$ 316,041	\$ 316,041	\$ 226,304	\$ 89,737	72%
<i>Employee Benefits</i>	131,954	131,954	77,163	54,791	58%
<i>Total Personnel</i>	\$ 447,995	\$ 447,995	\$ 303,467	\$ 144,528	68%

Services / Supplies					
<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ 2,250	6,950	24%
<i>Employee Development</i>	5,795	5,795	2,347	3,448	41%
<i>Supplies / Equipment</i>	8,458	8,458	3,108	5,350	37%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	-	-	-	-	0%
<i>Total Services / Supplies</i>	\$ 23,453	\$ 23,453	\$ 7,705	\$ 15,748	33%

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

<i>Total Building Operations</i>	\$ 471,448	\$ 471,448	\$ 311,172	\$ 160,276	66%
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# Streets Division FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 697,195	\$ 697,195	\$ 521,541	\$ 175,654	75%
Services / Supplies	718,501	809,501	361,009	448,492	45%
Capital	<u>75,000</u>	<u>75,000</u>	<u>63,736</u>	<u>11,264</u>	<u>85%</u>
	\$ 1,490,696	\$ 1,581,696	\$ 946,286	\$ 635,410	60%

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

Personnel					
<i>Salaries / Wages</i>	\$ 484,653	\$ 484,653	\$ 360,592	\$ 124,060	74%
<i>Employee Benefits</i>	<u>212,543</u>	<u>212,543</u>	<u>160,949</u>	<u>51,594</u>	<u>76%</u>
<b>Total Personnel</b>	\$ 697,195	\$ 697,195	\$ 521,541	\$ 175,654	75%

Services / Supplies					
<i>Professional Services</i>	\$ 78,771	\$ 78,771	\$ 28,227	\$ 50,544	36%
<i>Employee Development</i>	10,825	10,825	4,735	6,090	44%
<i>Supplies / Equipment</i>	48,355	48,355	20,529	27,826	42%
<i>Utilities (Streetlights)</i>	90,000	90,000	63,822	26,178	71%
<i>Other (Street Maintenance)</i>	<u>490,550</u>	<u>581,550</u>	<u>243,695</u>	<u>337,855</u>	<u>42%</u>
<b>Total Services / Supplies</b>	\$ 718,501	\$ 809,501	\$ 361,009	\$ 448,492	45%

Capital					
<i>Equipment / Vehicles</i>	75,000	75,000	63,736	11,264	85%
<b>Total Capital</b>	\$ 75,000	\$ 75,000	\$ 63,736	\$ 11,264	85%

<b>Total Streets</b>	\$ 1,490,696	\$ 1,581,696	\$ 946,286	\$ 635,410	60%
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# Maintenance Division FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 345,803	\$ 345,803	\$ 249,528	\$ 96,275	72%
Services / Supplies	579,485	579,485	405,772	173,713	70%
Capital	-	-	-	-	0%
	\$ 925,288	\$ 925,288	\$ 655,300	\$ 269,988	71%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>					
<i>Salaries / Wages</i>	\$ 244,696	\$ 244,696	\$ 175,072	\$ 69,624	72%
<i>Employee Benefits</i>	101,107	101,107	74,456	26,652	74%
<b>Total Personnel</b>	\$ 345,803	\$ 345,803	\$ 249,528	\$ 96,275	72%

Services / Supplies					
<i>Professional Services</i>	\$ 63,978	\$ 63,978	\$ 31,185	\$ 32,793	49%
<i>Employee Development</i>	4,495	4,495	1,672	2,823	37%
<i>Supplies / Equipment</i> <i>(Fuel &amp; Oils - \$159,777, Repair Parts</i> <i>/ Contract Repairs - \$195,610)</i>	425,912	425,912	325,744	100,168	76%
<i>Utilities</i>	85,000	85,000	47,172	37,828	55%
<i>Other</i>	100	100	-	\$ 100	0%
<b>Total Services / Supplies</b>	\$ 579,485	\$ 579,485	\$ 405,772	\$ 173,713	70%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
<b>Total Capital</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Total Maintenance</b>	\$ 925,288	\$ 925,288	\$ 655,300	\$ 269,988	71%

# Parks Division FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,168,532	\$ 1,168,532	\$ 861,896	\$ 306,635	74%
Services / Supplies	603,255	603,255	380,464	222,791	63%
Capital	240,000	606,000	238,301	367,699	39%
	\$ 2,011,787	\$ 2,377,787	\$ 1,480,661	\$ 897,125	62%

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

Personnel					
<b>Salaries / Wages</b>	\$ 777,453	\$ 777,453	\$ 554,271	\$ 223,182	71%
<b>Employee Benefits</b>	391,078	391,078	307,625	83,453	79%
<b>Total Personnel</b>	\$ 1,168,532	\$ 1,168,532	\$ 861,896	\$ 306,635	74%

Services / Supplies					
<b>Professional Services</b> <i>(ROW Contract Mowing - \$108,000)</i>	\$ 133,312	\$ 133,312	\$ 69,057	\$ 64,255	52%
<b>Employee Development</b>	25,045	25,045	16,101	8,944	64%
<b>Supplies / Equipment</b>	310,648	310,648	220,514	90,134	71%
<b>Utilities</b>	133,300	133,300	74,149	59,151	56%
<b>Other</b>	950	950	642	308	68%
<b>Total Services / Supplies</b>	\$ 603,255	\$ 603,255	\$ 380,464	\$ 222,791	63%

Capital					
<b>Equipment / Vehicles - Budget</b> <i>Amend added \$91K for eng. for Chapel Hill Trail and \$275K for DTR shade covers and playground equip.</i>	240,000	606,000	238,301	367,699	39%
<b>Total Capital</b>	240,000	606,000	238,301	367,699	39%

<b>Total Parks</b>	\$ 2,011,787	\$ 2,377,787	\$ 1,480,661	\$ 897,125	62%
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# Recreation Division FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 212,138	\$ 212,138	\$ 133,072	\$ 79,067	63%
Services / Supplies	320,482	320,482	237,328	83,154	74%
Capital	-	-	-	-	0%
	\$ 532,620	\$ 532,620	\$ 370,399	\$ 162,221	70%

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

Personnel					
<i>Salaries / Wages</i>	\$ 169,788	\$ 169,788	\$ 103,363	\$ 66,425	61%
<i>Employee Benefits</i>	42,351	42,351	29,709	12,642	70%
<b>Total Personnel</b>	\$ 212,138	\$ 212,138	\$ 133,072	\$ 79,067	63%

Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	10,555	10,555	5,660	4,896	54%
<i>Supplies / Equipment</i>	1,506	1,506	253	1,253	17%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs )</i>	308,421	308,421	231,415	77,006	75%
<b>Total Services / Supplies</b>	\$ 320,482	\$ 320,482	\$ 237,328	\$ 83,154	74%

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

<b>Total Recreation</b>	\$ 532,620	\$ 532,620	\$ 370,399	\$ 162,221	70%
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# Equipment Replacement / Capital Schedule FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</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	-	<b>43,000</b>	<b>42,810</b>	-	100%
Police Dept Capital Outlay	165,000	<b>165,000</b>	<b>134,997</b>	30,003	82%
Fire Dept Capital Outlay	1,104,000	<b>1,104,000</b>	<b>1,003,747</b>	100,253	91%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	75,000	<b>75,000</b>	<b>63,736</b>	11,264	85%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	240,000	<b>606,000</b>	<b>238,301</b>	367,699	39%
City Recreation Capital Outlay	-	-	-	-	0%
<b>Total Expenditures</b>	<b>\$ 1,584,000</b>	<b>\$ 1,993,000</b>	<b>\$ 1,483,591</b>	<b>\$ 509,409</b>	<b>74%</b>

# Utility Fund Revenues

## FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (175,000)	\$ (175,000)	\$ (127,155)	\$ (47,845)	73%
<i>Charges / Penalties</i>	86,750	86,750	70,506	16,244	81%
<b>Total Fees</b>	<b>\$ (88,250)</b>	<b>\$ (88,250)</b>	<b>\$ (56,649)</b>	<b>\$ (31,601)</b>	<b>64%</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	\$ 2,584,702	\$ 3,034,168	46%
<i>Sewer Sales</i>	4,435,083	4,435,083	2,988,013	1,447,070	67%
<i>Inspection Fees</i>	3,000	3,000	3,440	(440)	115%
<b>Total Charges for Service</b>	<b>\$ 10,056,953</b>	<b>\$ 10,056,953</b>	<b>\$ 5,576,155</b>	<b>\$ 4,480,798</b>	<b>55%</b>

### Interest

<i>Interest (Operations)</i>	\$ 35,000	\$ 35,000	\$ 41,905	\$ (6,905)	120%
<i>Interest (Capital Projects)</i>	26,000	26,000	65,029	(39,029)	250%
<b>Total Interest</b>	<b>\$ 61,000</b>	<b>\$ 61,000</b>	<b>\$ 106,933</b>	<b>\$ (45,933)</b>	<b>175%</b>

### Impact Fees

<i>Impact Fees</i>	\$ 265,000	\$ 265,000	\$ 209,832	\$ 55,168	79%
<b>Total Impact Fees</b>	<b>\$ 265,000</b>	<b>\$ 265,000</b>	<b>\$ 209,832</b>	<b>\$ 55,168</b>	<b>79%</b>

### Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 35,017	\$ (30,017)	700%
<b>Total Miscellaneous Income</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 35,017</b>	<b>\$ (30,017)</b>	<b>700%</b>

<b>Total Utility Fund Revenues</b>	<b>\$ 10,309,703</b>	<b>\$ 10,309,703</b>	<b>\$ 5,871,288</b>	<b>\$ 4,438,415</b>	<b>57%</b>
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# Utility Division FY 2018/2019 Budget

YEAR TO DATE JUNE

Percent of Budget Year Transpired	75.0%
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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>\$ 1,269,061</b>	\$ 498,622	72%
Services / Supplies	6,222,872	<b>6,222,872</b>	<b>4,122,569</b>	2,100,303	66%
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>\$ 5,391,630</b>	\$ 2,638,925	67%

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

Personnel					
<b>Salaries / Wages</b>	\$ 1,181,869	<b>\$ 1,181,869</b>	<b>\$ 858,719</b>	\$ 323,150	73%
<b>Employee Benefits</b>	585,815	<b>585,815</b>	<b>410,342</b>	175,473	70%
<b>Total Personnel</b>	<b>\$ 1,767,684</b>	<b>\$ 1,767,684</b>	<b>\$ 1,269,061</b>	\$ 498,622	72%

Services / Supplies					
<b>Professional Services</b>	\$ 342,644	<b>\$ 342,644</b>	<b>\$ 145,698</b>	\$ 196,946	43%
<b>Employee Development</b>	57,141	<b>57,141</b>	<b>23,573</b>	33,568	41%
<b>Supplies / Equipment</b>	86,959	<b>86,959</b>	<b>38,547</b>	48,413	44%
<b>Utilities</b>	404,380	<b>404,380</b>	<b>229,969</b>	174,411	57%
<b>Other (Well Lot Maintenance)</b>	975,416	<b>975,416</b>	<b>446,763</b>	528,653	46%
<b>Sub-Total - Operations Services / Supplies</b>	<b>\$ 1,866,541</b>	<b>\$ 1,866,541</b>	<b>\$ 884,550</b>	\$ 981,991	47%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<b>UTRWD - Administration Fees</b>	\$ 5,105	<b>\$ 5,105</b>	<b>\$ 5,103</b>	\$ 2	100%
<b>UTRWD - Water Volume Cost</b>	915,070	<b>915,070</b>	<b>506,538</b>	408,532	55%
<b>UTRWD - Water Demand Charges</b>	1,318,950	<b>1,318,950</b>	<b>989,213</b>	329,738	75%
<b>UTRWD - Sewer Effluent Volume Rate</b>	526,776	<b>526,776</b>	<b>545,198</b>	(18,422)	103%
<b>UTRWD - Capital Charge Joint Facilities</b>	1,355,495	<b>1,355,495</b>	<b>1,016,621</b>	338,874	75%
<b>UTRWD - HV Sewer Line to UTRWD</b>	234,935	<b>234,935</b>	<b>175,346</b>	59,589	75%
<b>UTRWD - Wtr Transmission - Opus Develop</b>	-	-	-	-	0%
<b>Sub-Total - Wholesale Water / Wastewater</b>	<b>\$ 4,356,331</b>	<b>\$ 4,356,331</b>	<b>\$ 3,238,019</b>	\$ 1,118,312	74%

<b>Total Services / Supplies</b>	<b>\$ 6,222,872</b>	<b>\$ 6,222,872</b>	<b>\$ 4,122,569</b>	\$ 2,100,303	66%
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Capital					
<b>Equipment / Vehicles</b>	40,000	<b>40,000</b>	-	40,000	0%
<b>Total Capital</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	-	40,000	0%

<b>Total Utility Division - Operations</b>	<b>\$ 8,030,555</b>	<b>\$ 8,030,555</b>	<b>\$ 5,391,630</b>	\$ 2,638,925	67%
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# Utility Fund Working Capital FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 5,618,870	\$ 5,618,870	\$ 2,584,702	\$ 3,034,168	46%
<i>Sewer Sales</i>	4,435,083	4,435,083	2,988,013	1,447,070	67%
<i>Other Fees / Charges</i>	104,750	104,750	108,963	(4,213)	104%
<i>Electronic Payment Credit</i>	(175,000)	(175,000)	(127,155)	(47,845)	73%
<i>Interest</i>	35,000	35,000	41,905	(6,905)	120%
<b>Total Revenues</b>	<b>\$ 10,018,703</b>	<b>\$ 10,018,703</b>	<b>\$ 5,596,427</b>	<b>\$ 4,422,276</b>	<b>56%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$363,072	\$363,072	\$ 280,291	\$ 82,781	77%
<i>Operations</i>	3,271,152	3,271,152	1,873,320	1,397,832	57%
<i>UTRWD</i>	4,356,331	4,356,331	3,238,019	1,118,312	74%
<i>Debt Service</i>	1,216,814	1,216,814	1,044,869	171,945	86%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	40,000	40,000	-	40,000	0%
<b>Total Expenditures</b>	<b>\$ 9,247,369</b>	<b>\$ 9,247,369</b>	<b>\$ 6,436,499</b>	<b>\$ 2,810,870</b>	<b>70%</b>

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	151,334	151,334	(690,072)
<b>Beginning Working Capital</b>			
<i>Operations</i>	2,404,004	2,404,004	2,404,004
<i>Available Impact Fees</i>	906,474	906,474	906,474
<b>Total Available Working Capital</b>	<b>\$ 3,310,478</b>	<b>\$ 3,310,478</b>	<b>\$ 3,310,478</b>
<b>Ending Working Capital</b>			
<i>Operations</i>	2,555,338	2,555,338	1,713,932
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	1,021,474	1,021,474	966,306
<b>Total Available Working Capital</b>	<b>\$ 3,576,812</b>	<b>\$ 3,576,812</b>	<b>\$ 2,680,238</b>

<i>Impact Fees</i>			
<i>Beginning Balance</i>	906,474	906,474	906,474
<i>+ Collections</i>	265,000	265,000	209,832
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<i>Ending Balance</i>	1,021,474	1,021,474	966,306

\*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 JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 433,725	\$ 433,725	\$ 301,871	\$ 131,855	70%
<i>Annual Park Passes</i>	37,000	37,000	19,325	17,675	52%
<i>Concession Sales</i>	-	-	-	-	0%
<i>Interest</i>	300	300	19	281	6%
<b>Total Revenues</b>	<b>\$ 471,025</b>	<b>\$ 471,025</b>	<b>\$ 321,214</b>	<b>\$ 149,811</b>	<b>68%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 179,892	\$ 179,892	\$ 140,032	\$ 39,859	78%
<i>Services / Supplies</i>	209,235	209,235	160,044	49,190	76%
<i>Capital</i>	-	-	20,306	(20,306)	0%
<b>Total Expenditures</b>	<b>\$ 389,126</b>	<b>\$ 389,126</b>	<b>\$ 320,383</b>	<b>\$ 68,743</b>	<b>82%</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	\$ 194,032	\$ 194,032
<i>+ Net Increase (Decrease)</i>	81,899	81,899	831
<b>Ending Fund Balance</b>	<b>\$ 230,927</b>	<b>\$ 275,931</b>	<b>\$ 194,863</b>

Audited FY18

# Debt Service Fund

## FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</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	\$ 1,871,039	\$ 13,132	99%
<i>Interest Income</i>	1,400	1,400	8,619	(7,219)	616%
<b>Total Revenues</b>	<b>\$ 1,885,571</b>	<b>\$ 1,885,571</b>	<b>\$ 1,879,658</b>	<b>\$ 5,913</b>	<b>100%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 1,930,000	\$ 1,930,000	\$ 1,930,000	\$ -	100%
<i>Interest Payments</i>	800,999	800,999	464,548	336,451	58%
<i>Paying Agent Fees</i>	3,000	3,000	2,631	369	88%
<b>Total Expenditures</b>	<b>\$ 2,733,999</b>	<b>\$ 2,733,999</b>	<b>\$ 2,397,179</b>	<b>\$ 336,820</b>	<b>88%</b>

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	856,827	856,827	746,759	\$ 110,068	87%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
<b>Total Financing Sources</b>	<b>\$ 856,827</b>	<b>\$ 856,827</b>	<b>\$ 746,759</b>	<b>\$ 110,068</b>	<b>87%</b>

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 151,980	\$ 159,489	\$ 159,489
<i>+ Net Increase (Decrease)</i>	8,399	8,399	229,238
<b>Ending Fund Balance</b>	<b>\$ 160,379</b>	<b>\$ 167,888</b>	<b>\$ 388,727</b>

Audited FY18

# Capital Projects Fund FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</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	124,834	(74,834)	250%
<b>Total Revenues</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 124,834</b>	<b>\$ (74,834)</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	807,686	4,567,595	15%
2018 Bond Issue (Streets)		2,500,000	115,795	2,384,205	5%
2018 Bond Issue (Parks)		2,875,281	691,891	2,183,390	24%
<b>Total Expenditures</b>	<b>\$ 5,375,281</b>	<b>\$ 5,375,281</b>	<b>\$ 807,686</b>	<b>\$ 4,567,595</b>	<b>15%</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	\$ 6,865,552	\$ 6,865,552
<i>+Net Increase (Decrease)</i>	(5,325,281)	(5,325,281)	(682,852)
<b>Ending Fund Balance</b>	<b>\$ 794,362</b>	<b>\$ 1,540,271</b>	<b>\$ 6,182,700</b>

Audited FY18

# Drainage Utilities FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ 4,536	\$ (4,536)	0%
<i>Drainage Fee Receipts</i>	490,000	490,000	350,796	139,204	72%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	4,000	4,000	4,857	(857)	121%
<b>Total Revenues</b>	<b>\$ 494,000</b>	<b>\$ 494,000</b>	<b>\$ 360,189</b>	<b>\$ 133,811</b>	<b>73%</b>

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 381,972	\$ 381,972	\$ 276,798	\$ 105,174	72%
<i>Services / Supplies</i>	150,665	150,665	85,698	64,967	57%
<i>Capital</i>	50,000	50,000	-	50,000	0%
<b>Total Expenditures</b>	<b>\$ 582,637</b>	<b>\$ 582,637</b>	<b>\$ 362,495</b>	<b>\$ 220,142</b>	<b>62%</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	\$ 340,814	\$ 340,814
<i>+ Net Increase (Decrease)</i>	(38,637)	(38,637)	(2,306)
<b>Ending Fund Balance</b>	<b>\$ 250,122</b>	<b>\$ 302,177</b>	<b>\$ 338,508</b>

Audited FY18

# Park Development Fee Fund FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ 400	\$ 400	\$ 1,224	\$ (824)	306%
<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>	<b>\$ 400</b>	<b>\$ 400</b>	<b>\$ 1,224</b>	<b>\$ (824)</b>	<b>0%</b>

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>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ -</b>	<b>\$ 24,000</b>	<b>0%</b>

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>	<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>	\$ 69,586	\$ 69,437	\$ 69,437
<i>+ Net Increase (Decrease)</i>	(23,600)	(23,600)	1,224
<b>Ending Fund Balance</b>	<b>\$ 45,986</b>	<b>\$ 45,837</b>	<b>\$ 70,661</b>

Audited FY18

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 45,986	70,661
<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>	<b>\$ 45,986</b>	<b>\$ 70,661</b>

# Public Safety Special Revenue Fund

## FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues</b>	\$ 25,600	\$ 25,600	\$ 51,715	\$ (26,115)	202%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<b>Personnel</b>	\$ -	\$ -	\$ -	\$ -	0%
<b>Services / Supplies</b>	3,600	3,600	19,018	(15,418)	528%
<b>Capital</b>	-	-	-	-	0%
<b>Total Expenditures</b>	\$ 3,600	\$ 3,600	\$ 19,018	\$ (15,418)	0%

Other Sources/Uses	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%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<b>Beginning Fund Balance</b>	\$ 36,980	\$ 6,277	\$ 6,277
<b>+ Net Increase (Decrease)</b>	-	-	32,696
<b>Ending Fund Balance</b>	\$ 36,980	\$ 6,277	\$ 38,973

Audited FY18



# Municipal Court Technology Fee Fund FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 3,500	\$ 3,500	\$ 2,594	906	74%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Services / Supplies</i>	\$ 5,700	\$ 5,700	\$ 6,138	\$ (438)	108%
<i>Total Expenditures</i>	\$ 5,700	\$ 5,700	\$ 6,138	\$ (438)	108%

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	\$ 32,003	\$ 32,003
<i>+ Net Increase (Decrease)</i>	(2,200)	(2,200)	(3,545)
<i>Ending Fund Balance</i>	\$ 29,739	\$ 29,803	\$ 28,458

Audited FY18

# Municipal Court Building Security Fund FY 2018/2019 Budget

**YEAR TO DATE JUNE**

<b>Percent of Budget Year Transpired</b>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<b>Revenues (Court Fines)</b>	\$ 2,700	\$ 2,700	\$ 1,945	\$ 755	72%

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	\$ 32,722	\$ 32,722
<b>+ Net Increase (Decrease)</b>	2,700	2,700	1,945
<b>Ending Fund Balance</b>	\$ 35,419	\$ 35,422	\$ 34,667

**Audited FY18**

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	756,237
Park Fees (Rental)	24,384	74,400	79,500	49,596
Linear Park Fees	575	-	574	-
Miscellaneous Income	590	600	600	-
Interest Income	508	500	800	697
<b>Total</b>	<b>\$ 1,268,656</b>	<b>\$ 1,337,892</b>	<b>\$ 1,416,240</b>	<b>\$ 806,530</b>
<b>Expenditures</b>				
Personnel	205,020	266,907	283,470	222,976
Services / Supplies	145,584	213,722	200,630	119,520
Reimburse GF (Support Functions)	28,000	28,000	28,000	-
Reimburse GF (Debt Service)	870,124	800,685	856,827	746,759
<b>Total Non-Capital Expenditures</b>	<b>\$ 1,248,728</b>	<b>\$ 1,309,314</b>	<b>\$ 1,368,927</b>	<b>\$ 1,089,255</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>46,281</b>
<b>Net Increase / (Decrease)</b>	<b>(266,559)</b>	<b>(11,422)</b>	<b>47,313</b>	<b>(329,006)</b>
<b>Working Capital Balance</b>	<b>\$ 106,954</b>	<b>\$ 95,532</b>	<b>\$ 142,845</b>	<b>\$ (233,474)</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 JUNE**

<i>Percent of Budget Year Transpired</i>	<b>75.0%</b>
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 55,000	\$ 55,000	\$ 25,486	\$ 29,514	46%
<i>Total Revenues</i>	\$ 55,000	\$ 55,000	\$ 25,486	\$ 29,514	46%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	19,400	19,400	6,219	13,181	32%
<i>Capital</i>	-	-	3,416	(3,416)	0%
<i>Total Expenditures</i>	\$ 19,400	\$ 19,400	\$ 9,635	\$ 9,765	50%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 111,866	\$ 113,692	\$ 113,692
<i>+Net Increase (Decrease)</i>	35,600	35,600	15,851
<i>Ending Fund Balance</i>	\$ 147,466	\$ 149,292	\$ 129,543

Audited FY18

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

**AGENDA# 17**

**MEETING DATE: 08/27/19**

**SUBJECT: Conduct Public Hearing and Consider Ordinance 2019-1263 amending the Comprehensive Zoning Ordinance and Zoning Map relating to the use and development of a 2.702± Acre Tract of Land located in the E. Clary Survey, Abstract No. 248, Generally Located at 1400 Highland Village Road and Presently Zoned SF-15 Single Family Residential by Creating Planned Development No. 2019-01 for Detached Single Family Residential Development and Adopting Development Regulations, a Concept Plan, and Landscape Plan(1<sup>st</sup> read)**

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

**BACKGROUND**

The City has received an application from Mr. Bill Davidson, Foremost Investments, property owner, requesting to change the current zoning on his property from SF-15 to a Residential Planned Development consisting of eleven (11) lots.

This application was presented to the Planning and Zoning Commission on June 18, 2019. Action on the application was postponed by the Commission until the applicant could address some of the concerns expressed by Commissioners and residents speaking at the Public Hearing.

The City has received a revised application which addressed the following:

- The Front Yard Setback is now fifteen feet (15') and not ten feet (10') as originally proposed.
- A sidewalk will be constructed within the development.
- Lot 6 will be restricted to allow construction of only a single story residential structure.
- Required trees in the front yard are to be protected by a root barrier.
- Fencing around the detention pond will be six feet (6') tall.
- Fencing along the eastern property line will be six feet (6') tall.
- Fencing on each individual lot will be six feet (6') tall so that the development remains uniform and will be installed by the home builder.

**IDENTIFIED NEED/S:**

To request the change of zoning on the property, public hearings are required to be conducted by both the Planning and Zoning Commission and City Council. All public hearing notification requirements have been satisfied, notices had been reissued to all residents within 200' of the said property.

**OPTIONS & RESULTS:**

Options are that the application be (1) approved as submitted, (2) approve with modification, or (3) deny the request. The City Council may also postpone any action in order to receive any additional information which it requests be presented.

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

On November 15, 2016, Mr. Davidson gave a presentation to the Planning and Zoning Commission on the proposed residential development to be called "Tequesta".

On September 18, 2018, and October 16, 2018, Mr. Davidson presented to the Planning and Zoning Commission the request to amend the City of Highland Village Comprehensive Zoning Ordinance to reduce the minimum required area for establishment of a Planned Development District from three (3) acres to two (2) acres. On November 13, 2018, the City Council approved an ordinance amending the CZO in the manner requested.

On June 18, 2019, the Planning and Zoning Commission moved to postpone action on the application to allow the applicant an opportunity to address some of the concerns of the Commission with respect to the application, such as the proposed front yard setback, no sidewalk, drainage, the ability to construct a two-story house on Lot 6, and the proposed fencing. Motion passed (5-0).

Because the public hearing conducted on June 18, 2019, was continued but not reopened at the Commission's July meeting, which meeting was cancelled, it was necessary to provide public hearing notices again for this case for the Commission's August 20, 2019, regular meeting.

At its August 20, 2019 meeting, the Commission moved to recommend sending the Ordinance forward to City Council for approval, with a vote of 4 to 1 with the following modifications:

1. Landscape Exhibit L-3 – Change the four (4) trees that are to be planted along Highland Village Rd. to 4" Caliper diameter.
2. Recommended changes to the Ordinance
  - Section 2. E. Screening – add "minimum" to all verbiage for fencing – all shall be a minimum of 6' tall.
  - Section 2.I. Homeowner's/Property owners' Association – last word of this sentence remove "first".

As of the date of this briefing, August 21, 2019, staff has received no additional calls or emails regarding this request from the public hearing notices sent.

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

An Ordinance is required. A copy of the draft ordinance prepared by the City Attorney is attached.

## **RECOMMENDATION:**

Staff recommends that City Council consider the recommendation made by the Planning and Zoning Commission and make a determination on approval of the First Read of Ordinance 2019-1263.

**CITY OF HIGHLAND VILLAGE, TEXAS  
ORDINANCE NO. 2019-1263**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE HIGHLAND VILLAGE COMPREHENSIVE ZONING ORDINANCE AND ZONING MAP RELATING TO THE USE AND DEVELOPMENT OF A 2.702±\_ACRE TRACT OF LAND LOCATED IN THE E. CLARY SURVEY, ABSTRACT NO. 248, CITY OF HIGHLAND VILLAGE, DENTON COUNTY, TEXAS, PRESENTLY ZONED SF-15 SINGLE FAMILY RESIDENTIAL BY CREATING PLANNED DEVELOPMENT NO. 2019-01 FOR DETACHED SINGLE FAMILY RESIDENTIAL DEVELOPMENT AND ADOPTING DEVELOPMENT REGULATIONS, A CONCEPT PLAN, AND LANDSCAPE PLAN: PROVIDING A SEVERABILITY CLAUSE: PROVIDING A SAVINGS CLAUSE: PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE: AND PROVIDING AN EFFECTIVE DATE.**

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

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

**SECTION 1.** The Comprehensive Zoning Ordinance (“CZO”) and the Zoning Map of the City of Highland Village, Denton County, Texas, as previously amended, be further amended relating to the use and development of a 2.702±\_acre tract of land located in the E. Clary Survey, Abstract No. 248, City of Highland Village, Denton County, Texas, being more particularly described in Exhibit “A” attached hereto and incorporated herein by reference (“the Property”), which is presently zoned as “SF-15” Single Family Residential, by establishing Planned Development No. 2019-01 for Single Family Residential Development to be used and developed in accordance with the use and development regulations as set forth in Section 2 of this Ordinance.

**SECTION 2.** The Property shall be developed and used in accordance with the applicable provisions of the CZO, as amended, except to the extent modified by the Development Regulations as set forth below:

- A. BASE ZONING DISTRICT:** The Property shall be developed and used only in accordance with the standards of the CZO for the SF-15 Single Family Residential District 15000 except as modified in this Section 2.
- B. CONCEPT PLAN:** The Property shall be developed in general conformance with the Concept Plan attached hereto as Exhibit “B” and incorporated herein by reference (“the Concept Plan”).
- C. DEVELOPMENT STANDARDS:** The following standards shall apply to the use and



development of the Property:

<b>Minimum Dwelling Unit Area</b>	2000 square feet of air conditioned space
<b>Maximum Density</b>	4.09 dwelling units per acre
<b>Maximum Height</b>	<ul style="list-style-type: none"> <li>a. Thirty-five feet (35') for the main building.</li> <li>b. One story for accessory buildings without garages.</li> </ul>
<b>Minimum Lot Area</b>	6300 square feet
<b>Minimum Lot Width</b>	Sixty feet (60')
<b>Minimum Lot Depth</b>	One hundred feet (100').
<b>Minimum Front Yard</b>	Fifteen feet (15') for main structure; except the entry face of the garage, which shall be twenty feet (20').
<b>Minimum Side Yard</b>	Aggregate twelve feet (12') with not less than five feet (5') on a side and not less than seven feet (7') on the opposite side.
<b>Corner Lot Side Yard</b>	The corner lot side yard setbacks shall be twenty feet (20') adjacent to Highland Village Road.
<b>Minimum Rear Yard</b>	Fifteen feet (15') with no alleys
<b>Maximum Lot Coverage</b>	Fifty percent (50%) by main structure and accessory buildings
<b>Parking</b>	A minimum of two (2) enclosed spaces behind the front building line. Front entry garages shall be setback at least twenty feet (20') from front property line.
<b>Garage Doors</b>	Garage Doors shall have a wood or aluminum carriage-style or barn-door style that complement the color of the front facade of the dwelling unit

**D. LANDSCAPING:** The Property shall be landscaped substantially in accordance with the Landscape Concept Plan attached hereto as Exhibit "D" and incorporated herein by reference ("Landscape Plan").

**E. SCREENING:**

- (1) A six foot (6.0') tall cedar board on board wood screening fence with masonry columns equally spaced, along the western boundary along Highland Village Road as shown on the Landscape Plan.
- (2) A six foot (6.0') tall cedar board on board wood screening shall be constructed around the Detention Pond area as shown on Exhibit "C", attached hereto and incorporated herein by reference ("Screening Plan"). Construction of the screening fences required by Sections 2.E.(1) and (2) above must be completed prior to issuance of any building permits for construction of a dwelling unit on the Property.

- (3) Construction of a six foot (6.0') tall board on board wood fence matching the wood screening along Highland Village Road as shown on the Screening Plan – Entrance must be constructed on each respective lot along the outside boundaries of the Property adjoining other properties prior to issuance of a certificate of occupancy or approval of a final inspection for the dwelling unit constructed on said lot.
- F. TREES:** No fewer than two (2) canopy trees not less than four inches (4") caliper at the time of planting selecting from the approved plant list set forth in the CZO or as shown on exhibit "D" shall be planted in the front yard of each lot prior to the issuance of a certificate of occupancy or approval of a final inspection for the dwelling unit constructed on the lot.
- G. SIDEWALK:** Construction of a sidewalk not less than five feet (5') wide along Highland Village Road as shown on the Concept Plan must be completed prior to issuance of a building permit for any dwelling unit to be constructed on the Property.
- H. ENTRY FEATURE:** Construction of an entry feature designed and as show on Exhibit "E" attached hereto and incorporated herein by reference and located in a dedicated common area easement outside of any public street right-of-way shall be completed prior to issuance of a building permit for any dwelling unit to be constructed on the Property.
- I. HOMEOWNERS'/PROPERTY OWNERS' ASSOCIATION:** Prior to approval of the final plat for the Property, a homeowners' association shall be established and created to assume and be responsible for the continuous and perpetual operation, maintenance and supervision of landscape systems, screening walls and fences, features or elements located in parkways, common areas between screening walls or living screens and adjacent curbs or street pavement edges, adjacent to drainage ways or drainage structures or at subdivision entryways, open space common areas or properties, including but not limited to: landscape features and irrigation systems, subdivision entryway features and monuments, playgrounds, pavilions, detention ponds, trail, private neighborhood park and related amenities within the Property subject to the following:
- (1) All open space and common properties or areas, facilities, structures, improvements systems, or other property that are to be operated, maintained and/or supervised by the homeowners' association shall be dedicated by easement or deeded in fee simple ownership interest to the homeowners' association after construction and installation as applicable by the owner and shall be clearly identified on the recorded final plat of the Property or portion thereof;
  - (2) A copy of the agreements, covenants and restrictions establishing and creating the homeowners' association must be approved by the city attorney prior to the approval of the final plat of the portion of the Property to be platted and must be recorded prior to or concurrently with the recording of the final plat in the map and plat records of the Denton County. The recorded final plat shall clearly identify all facilities, structures, improvements systems, areas or grounds that are to be operated, maintained and/or supervised by the homeowners' association;
  - (3) At a minimum, the agreements, covenants and restrictions establishing and creating the homeowners' association required herein shall contain and/or provide for the following:

- (a) Definitions of terms contained therein;
- (b) Provisions for the establishment and organization of the homeowners' association and the adoption of bylaws for said homeowners' association, including provisions requiring that the owner(s) of any lot or lots within the applicable subdivision and any successive purchase(s) shall automatically and mandatorily become a member of the homeowners' association;
- (c) The initial term of the agreement, covenants and restrictions establishing and creating the homeowners' association shall be for a period of not less than 25 years and, if not established to be perpetual, shall automatically renew for successive periods of not less than 10 years thereafter;
- (d) The homeowners' association may not be dissolved without the prior written consent of the City;
- (e) Provisions ensuring the continuous and perpetual use, operation, maintenance and/or supervision of all facilities, structures, improvements, systems, open space or common areas that are the responsibility of the homeowners' association and to establish a reserve fund for such purposes;
- (f) Provisions prohibiting the amendment of any portion of the homeowners' association's agreements, covenants or restrictions pertaining to the use, operation, maintenance and/or supervision of any facilities, structures, improvements, systems, area or grounds that are the responsibility of the homeowners' association without the prior written consent of the City;
- (g) The right and ability of the City or its lawful agents, after due notice to the homeowners' association, to remove any landscape systems, features or elements that cease to be maintained by the homeowners' association; to perform the responsibilities of the homeowners' association and its board of directors if the homeowners' association fails to do so in compliance with any provisions of the agreements, covenants or restrictions of the homeowners' association or of any applicable City ordinances or regulations; to assess the homeowners' association for all costs incurred by the City in performing said responsibilities if the homeowners' association fails to do so; and/or to avail itself of any other enforcement actions available to the City pursuant to state law or City ordinances or regulations; and
- (h) Provisions indemnifying and holding the City harmless from any and all costs, expenses, suits, demands, liabilities or damages including attorney's fees and costs of suit, incurred or resulting from the City's removal of any landscape systems, features or elements that cease to be maintained by the homeowners' association or from the City's performance of the aforementioned operation, maintenance or supervision responsibilities of the homeowners' association due to the homeowners' association's failure to perform said responsibilities.

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

**SECTION 4.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

**SECTION 5.** An offense committed before the effective date of this Ordinance is governed by prior law and the provisions of the Comprehensive Zoning Ordinance, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 6.** Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in Comprehensive Zoning Ordinance as previously amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand Dollars (\$2,000) for each offense.

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

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON FIRST READING ON THE 27<sup>TH</sup> DAY OF AUGUST 2019.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE \_\_\_ DAY OF \_\_\_\_\_ 2019.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:8/21/19:108457)

**Ordinance No. 2019-1263**  
**EXHIBIT "A" - Description of the Property**

All that certain lot, tract or parcel of land lying and being situated in Denton County, Texas and being a part of the E. Clary Survey, Abstract number 248 and also being all of that called 2.702 acre tract of land described in deed to Foremost Investments, L.T.D. recorded in Instrument number 2004-42586, Real Property Records, Denton County, Texas and being more fully described by metes and bounds as follows;

BEGINNING at a capped iron rod found in the East line of Highland Village Road, same being the Northwest corner of that called tract II described in deed to Abdo Daoud and spouse, Rosie Daoud, recorded in Instrument number 2015-52955, Real Property Records, Denton County, Texas;

THENCE along said East line, North 08 degrees 27 minutes 43 seconds East, 245.13 feet to a Mag nail set in said Highland Village Road;

THENCE South 89 degrees 37 minutes 00 seconds East, 412.81 feet to a 5/8 inch iron rod found;

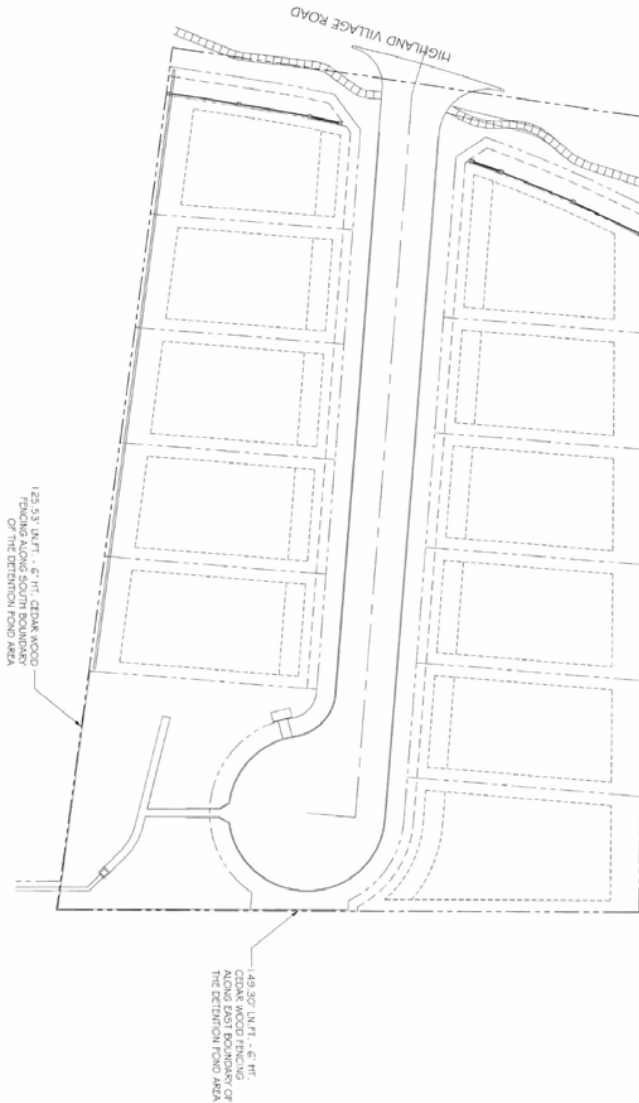
THENCE South 00 degrees 02 minutes 05 seconds East, 299.73 feet to a 3/8 inch iron rod found at the Northeast corner of said Tract II;

THENCE along the common line of said Tract II and this tract, North 82 degrees 23 minutes 07 seconds West, 453.05 feet to the PLACE OF BEGINNING and containing 2.69 acres of land more or less;





# Ordinance No. 2019-1263 EXHIBIT "C" - Screening Plan



GAYLA  
B  
PLICHTA  
LANDSCAPE  
1305 S. Orange Ave. #100  
Orlando, FL 32806  
321.477.4444  
Gayla@plichta.com

Tequesta Development Inc  
1801 S. Orange Ave.  
Orlando, FL 32806  
Tel: 321.477.4444

**NOTICE TO SUBMITTER:**  
This plan is to be used as a guide only. It is not intended to be used as a final construction document. The user is responsible for obtaining all necessary permits and approvals.

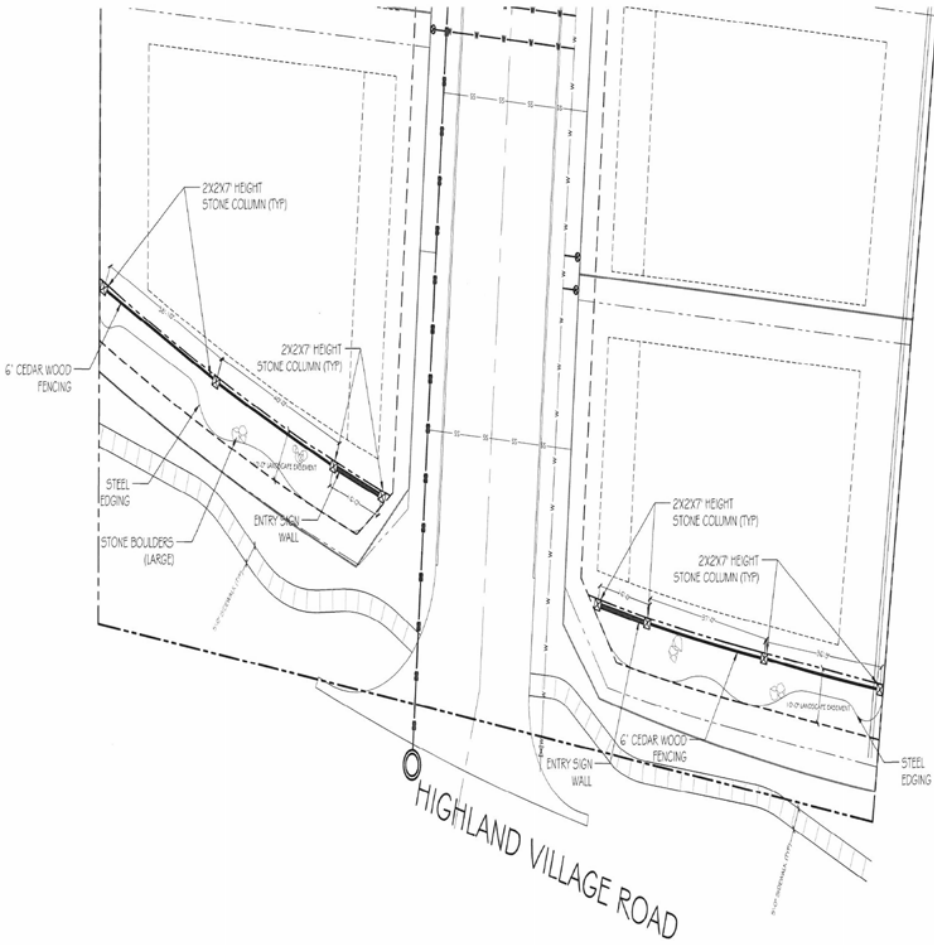
**TEQUESTA**  
Highland Village Road, Highland Village, Texas

**REVISIONS:**

Rev.	Date	By	Notes
001	11/13/2019	KARLSON	ISSUED

SCALE 1" = 20'-0"  
OVERALL PLAN  
SHEET NUMBER 1-1

**Ordinance No. 2019-1263  
EXHIBIT "D" - Landscape Plan**



**GAYLA  
PLICHTA**  
LANDSCAPE  
ARCHITECT  
135 Pangua Ave.  
San Antonio, Texas 78210  
T: 214.236.7160  
gayla@plichta.com

client name  
**Tequesta Development Inc**  
881 Davidson  
2019 Austin Road, Box 200  
Lawville, Texas 76777  
PH: 817.966.1111

NOT FOR SUBMITTAL  
This plan is for review purpose  
and estimating takeoffs only. It  
is not intended for submittal to  
the city for permitting.

**TEQUESTA**  
Highland Village Road, Highland Village, Texas

**REVISIONS:**

Drawn By	Date
GBP	3/29/2019
GBP	6/14/2019

**SCALE 1" = 10'-0"**  
**HARDSCAPE PLAN**  
SHEET NUMBER

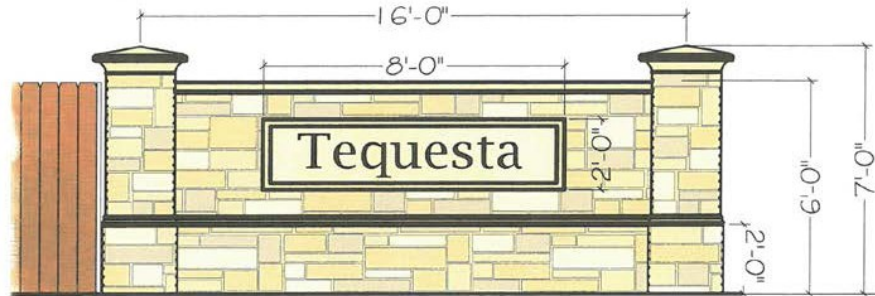
L-2







**Ordinance No. 2019-1263**  
**EXHIBIT "E" - Entry Feature**



**Entry Sign Stone Wall**  
Elevation - N.T.S

**Tequesta Development,  
Inc**  
2016 Justin Road, Ste 300  
Lewisville, Texas 75077  
Bill Davidson  
PH: 972-966-1111

GAYLA  
P  
PLICHTA  
LANDSCAPE  
ARCHITECT  
P.O. BOX 1471  
Conroe, Texas 77305  
T: 214.236.7060  
Gayla@Plichta@gmail.com

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

**AGENDA# 18**

**MEETING DATE: 08/27/19**

**SUBJECT: Conduct Public Hearing and Consider an Ordinance 2019-1264 Amending the Comprehensive Zoning Ordinance and Zoning District Map Relating to the Development and Use of a 23.471± Acre Tract Out of the J. Edmonson Survey, Abstract No. 398, generally located at the Northeast corner of Harlington Drive and Chinn Chapel Road and located In Planned Development District No. 8 (PD-8) by Amending the Development Plan Relating to Said Property (1<sup>st</sup> Read)**

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

**BACKGROUND**

The City has received an application from ECM Development, on behalf of David Weekly Homes, to amend the Development/Concept plan for the property located at 2601 Harlington Drive. The property is currently owned by the Lewisville Independent School District (LISD) and is currently under contract to be sold to David Weekly Homes. David Weekly Homes would like to construct approximately seventy-two (72) single-family residential dwelling units on the property. The applicant is not requesting a change in the base zoning regulations of Planned Development No. 8 (PD-8). The request is limited to an amendment to the PD-8 Development/Concept Plan in order to establish the future proposed subdivision (lot layout). Chapel Hill Estates, Phase I and Phase II are also located within PD-8.

**HISTORY:**

1998 – Property was originally part of the Chapel Hill Estates Subdivision.

1999 – Property was removed from Chapel Hill Estates due to it being sold to LISD for possible future Elementary and Middle School, however, the zoning on the property did not change.

City of Highland Village has a lease agreement with LISD to use the property as practice soccer fields. LISD had notified the City of termination of the lease agreement effective February 23, 2020.

2019 – LISD decides to sell this property along with ten (10) other tracts within the LISD.

2019 – David Weekly Homes contracts with LISD to purchase the property to construct approximately (72) single-family residential dwelling units, staying within the existing zoning on the property.

**IDENTIFIED NEED/S:**

To request an amendment to the Planned Development, public hearings are required to be conducted by both the Planning and Zoning Commission and City Council. All public hearing notification requirements have been satisfied.

**OPTIONS & RESULTS:**

Options are that the application be (1) approved as submitted, (2) approve with modification, or (3) deny the request. The City Council may also postpone any action in order to receive

any additional information which it requests be presented.

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

As of the date of this briefing, August 21, 2019, staff has received one (1) email regarding the request from the public hearing notices sent. The resident who submitted the email spoke at the Public Hearing at the Planning and Zoning Commission meeting held on August 20, 2019.

At the August 20, 2019, Planning and Zoning Commission meeting, the Commission recommended the City Council approve the Ordinance as presented with a vote of (5-0) in favor.

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

An Ordinance adopting an amended development plan is required.

**RECOMMENDATION:**

City Staff recommends the City Council consider the recommendation made by the Planning and Zoning Commission and make a determination on approval of the First Read of Ordinance No. 2019-1264.

**CITY OF HIGHLAND VILLAGE  
ORDINANCE NO. 2019-1264**

**AN ORDINANCE OF THE CITY OF HIGHLAND VILLAGE, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND ZONING DISTRICT MAP OF THE CITY OF HIGHLAND VILLAGE AS PREVIOUSLY AMENDED, RELATING TO THE DEVELOPMENT AND USE OF A 23.471± ACRE TRACT OUT OF THE J. EDMONSON SUBDIVISION SURVEY, ABSTRACT NO. 398, DESCRIBED IN EXHIBIT "A" HERETO AND LOCATED IN PLANNED DEVELOPMENT DISTRICT NO. 8 (PD-8); BY AMENDING THE DEVELOPMENT PLAN RELATING TO SAID PROPERTY; PROVIDING FOR A CONFLICTS RESOLUTION CLAUSE; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE; PROVIDING FOR NO VESTED INTEREST; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

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

**SECTION 1.** The Comprehensive Zoning Ordinance and Zoning District Map of the City of Highland Village, Texas, as amended, relating to the use and development of a 23.471± acre tract out of the J. Edmonson Subdivision Survey, Abstract No. 398, City of Highland Village, Denton County, Texas depicted in Exhibit "A", attached hereto and incorporated herein by reference ("the Property"), which is located in and subject to the regulations of Planned Development District No. 8 (PD #8) established by Ordinance No. 98-789, and amended by Ordinance No. 99-793, by amending the portion of the PD-8 Development Plan relating to the Property to read as set forth in Exhibit "A", hereto.

**SECTION 2.** All ordinances of the City of Highland Village related to the use and development of the Property heretofore adopted and in effect upon the effective date of this Ordinance are and shall remain in full force and effect except to the extent amended by this Ordinance or to the extent there is an irreconcilable conflict between the provisions of said other ordinance and the provisions of this Ordinance, in which case the provisions of this Ordinance shall be controlling.

**SECTION 3.** Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance, or of the Comprehensive Zoning Ordinance, as amended hereby, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Comprehensive Zoning Ordinance, as amended hereby, which shall remain in full force and effect.

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

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

**SECTION 6.** No person or entity shall acquire any vested interest in this Ordinance or any specific regulations contained herein. This Ordinance and any regulations may be amended or repealed by the City Council of the City of Highland Village, Texas, in the manner provided by law.

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

**FIRST READ ON THE 27<sup>TH</sup> DAY OF AUGUST 2019, BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS.**

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ON SECOND READING ON THIS THE \_\_\_\_ DAY OF SEPTEMBER 2019.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:8/13/19:110070)



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

**AGENDA# 19**

**MEETING DATE: 08/27/19**

**SUBJECT: Conduct Public Hearing and Consider Ordinance 2019-1265 amending the City of Highland Village Comprehensive Zoning Ordinance by Amending Article IV “Use Regulations” Section 29.6 “Automobile, Transportation, Utility, Communication, and Related Uses” by Adding the Use “Vehicle Storage Or Vehicle Auction” and Establishing the Zoning Districts In Which Such Use Is Permitted or Permitted Following Adoption of a Conditional Use Permit; by Amending Article VI “Definitions” Section 39 “Definitions” by Deleting the Definition for “Auto Storage or Auto Auction” and Adding a Definition for the Phrases “Vehicle Storage or Vehicle Auction”.**

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

**BACKGROUND**

Due to a procedural matter, this item has been rescheduled for the September 24, 2019, City Council Meeting.



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

**AGENDA# 20**

**MEETING DATE: 08/27/19**

**SUBJECT: Presentation of City Manager Recommended Budget for Fiscal  
Year 2019 / 2020**

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

**BACKGROUND**

City Staff has presented the components of the FY 2020 Budget in various work sessions starting with the Capital Improvement Program at the June 25<sup>th</sup> Council meeting. The General Fund was discussed at the July 23<sup>rd</sup> meeting, and the Utility Fund and Special Revenue Funds were reviewed at the August 13<sup>th</sup> Council Meeting. Concurrent with the first of two public hearings, the City Manager Recommended Budget is presented to Council inclusive of feedback provided with the various budget discussions.

**IDENTIFIED NEED/S:**

The proposed budget can be viewed on the City website at  
<https://www.highlandvillage.org/DocumentCenter/View/7619/FY-2020-CM-Recommended-Budget>

**OPTIONS & RESULTS:**

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

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

**RECOMMENDATION:**

Council to receive presentation from the City Manager.



CITY MANAGER  
1000 Highland Village Road  
Highland Village, TX 75077  
972-899-5131 F 972-317-0237  
www.highlandvillage.org

August 23, 2019

Honorable Mayor Charlotte Wilcox and Members of City Council,

It is my pleasure to submit the City of Highland Village Fiscal Year 2019 – 2020 Annual Budget and Program of Services. The annual budget guides the City's plan for providing the services, facilities, and infrastructure that has made Highland Village one of the best places to live in Southern Denton County.

Our Mission Statement and Values provided us excellent framework in stating our City Objectives. A major component for achieving success is our Mission Statement, Values, and City Objectives, which provide a clear direction for not only this Fiscal Year, but in guiding our five-year forecast as well. It is the goal of both Council and staff to maintain our organization, and the community as a whole, in a positive direction, efficiently providing necessary services for residents. Included within the budget message are our refined Departmental Objectives which reflect the corresponding Values.

In accordance with the Texas Local Government Code and the Charter of the City of Highland Village, the Annual Budget and Program of Services for the Fiscal Year beginning October 1, 2019, and ending September 30, 2020, is constructed for your review and comment and filed with the City Secretary. It presents the revenues and expenditures for each of the City's Departments, as well as the five-year Capital Improvement Program (CIP).

To communicate and facilitate the City's Budget and Program of Services, this budget message is divided into the following sections:

- I. Overview**
- II. Mission, Values, City Objectives, and Departmental Objectives**
- III. General Fund Budget Highlights**
- IV. Financial Assessment**
- V. Conclusion**

## **I. OVERVIEW**

Highlighted in this document are the Mission Statement, Values, City Objectives, and Departmental Objectives for the City. Thus providing the direction for growth, operational excellence, a financially sound government, enhanced quality of life, as well as a safe and secure community.

Mayor Wilcox captures the essence of our role in preparing the budget each year:

*“As Mayor of Highland Village, working with City Council and staff, as each decision comes before us I always frame my questions with ‘how will our residents benefit from this?’ It is our goal to be responsible with your money, transparent in how your money is spent, and conscientious of ensuring you, the taxpayer, receive the best service and amenities your money can buy.”*

While there is limited population growth within the City of Highland Village, our assessed valuation growth has been very positive and steady. The Denton Central Appraisal District (DCAD) certified

assessed valuations from DCAD for this budget year has increased 4.5%. An increase of 3.9% over Fiscal Year 2018 – 2019 revenue, providing an additional \$419,221 for Fiscal Year 2019 – 2020. Due to the combination of a solid year end projection along with an increase in our final tax role, we are projecting a Fund Balance of 31%, or \$5,624,300 before considering departmental supplemental request.

## **II. MISSION, VALUES, CITY OBJECTIVES, AND DEPARTMENTAL OBJECTIVES**

The following assumptions are priorities in our budget development considerations for Fiscal Year 2019 – 2020.

- **Tax Rate Management:** For Fiscal Year 2020, our certified tax roll provides an increase of 4.5%. The tax rate is allocated between Maintenance & Operations and Debt Service. We will continue to ensure that all Enterprise Funds, such as the Utility Fund, are covering indirect costs, as well as direct services. No change in our tax rate of \$0.56302 is recommended for Fiscal Year 2019 – 2020.
- **Fund Balances:** Our Financial Policies require a minimum of 20% Fund Balance, with a targeted range of 20% to 25%. Our projection in the five-year forecast reflects an estimated Fund Balance of approximately 28% for Fiscal Year 2020 (including supplemental request).
- **Five-Year Forecast:** A focus on the five-year General Fund forecast and CIP shall provide guidance for development initiatives in future years.
- **Budget Process:** Departmental budgets are prepared using the thorough review of a budget software program, which facilitates justification for base budget items and supplemental requests.
- **Salary and Benefits:** Our competitive pay, benefits, and career development structure to attract and retain qualified personnel for Fiscal Year 2019 – 2020 has identified a 4% performance/merit pool increase.

### ***MISSION STATEMENT***

We are committed to promoting a spirit of integrity, partnership, and excellence of service for the benefit of our citizens, guests, and neighboring communities; to ensure that Highland Village continues to be a vital and dynamic city with a vision for the future.

### ***VALUES***

#### **INTEGRITY**

We are dedicated to a high ethical culture, high moral standards, and honesty in our dealings with the public and each other. We will treat all people with dignity, respect, and fairness.

#### **SERVICE**

We will provide excellent service to the public in the most responsive, efficient, and effective manner.

- We will recognize and understand the needs of our residential and business community and deliver in a manner that meets or exceeds expectations.

## **TEAMWORK**

We value teamwork, empowerment, and a spirit of cooperative effort from all employee levels within the organization and the community. We believe that the employees of the City are our most valuable resource. Each employee's contribution is the key to our success.

- We will provide a work environment that is respectful of all employees, empowering each with the ability to solve problems, and provide support for employees to grow and attain a personal / work life balance.
- We will support and facilitate volunteer activities and social services that provide service to the city and the community.

## **RESPONSIVE**

We will be a responsive city organization, dedicated to maintaining a well-trained and competent workforce to enhance the quality of life in our city.

- We will foster a work force comprised of professional, highly qualified, and customer friendly employees to provide timely and accurate responses to the needs of the community.

## **COMMUNICATION**

We believe in simplicity, accuracy, and clarity in communications with the public and each other. We encourage the open exchange of ideas and information.

- We will work to instill a sense of community with our external and internal customers through multiple two-way communication avenues.

## **ACCOUNTABLE**

We are committed to a financially responsible local government, one that is cost conscious and concerned about the effective and efficient delivery of services to the public.

- We will achieve the highest ethical standards in providing all goods and services, using financial and departmental recognized "best practices."

## **ENTERPRISING**

We value innovation and creativity, and support a culture for change and reasonable risk-taking at all levels of the organization.

- We will innovate by generating creative solutions to problems that will result in improved performance, better outcomes, and higher productivity in our programs and services.

## ***DEPARTMENTAL OBJECTIVES WITH CORRESPONDING CORE VALUES***

### **Finance Department**

- **Teamwork** In conjunction with Information Services, complete a data conversion of Utility Billing, Municipal Court, and Cash Collections software to the current version.
- **Accountable** Investigate and consider updates to the Finance Department's web page(s) to contain disclosures that would qualify the City for the Texas Comptroller of Public Accounts Transparency Stars.

- **Integrity** Implement an audit of targeted cash collection functions throughout the City.

## Marketing & Communications

- **Communication** Create opportunities for the public to learn about upcoming City events, recent City news, and updates through the launch of an e-newsletter.
- **Communication** Increase use of Speak Up HV to gather input, inform, and engage residents on City initiatives and projects.
- **Responsive** Improve and encourage dialogue on City communication channels with the public and respond to inquiries in a timely manner.
- **Integrity** Investigate avenues to determine the frequently asked questions of residents and the trending city topics on social media and develop the appropriate messaging to answer resident questions.
- **Teamwork** Educate employees on proper visual and written communication through training and policies.
- **Enterprising** Raise awareness and help promote customer connection to Highland Village restaurants and retailers by implementing findings from market research conducted with local businesses.
- **Service** Work with the Human Resources department to educate and inform employees of City benefits, the wellness program, and fellow employee milestones.
- **Communication** Work with all departments to share public hearing and public notices through social media sites to inform all residents.
- **Accountable** Implement quarterly communication team meetings for all who regularly post to the City website and social media accounts to share and measure communication goals.

## Human Resources

- **Integrity** The Human Resources staff is committed to providing support services while keeping high ethical and moral standards in mind.
- **Service** The core function of the Human Resources Department involves providing service; whether it be regarding employment, benefits, professional development, or strategic planning.
- **Teamwork** We are committed to providing an environment that promotes and supports teamwork across departments. Our On the Spot program empowers employees to recognize those who go above and beyond expected duties by providing rewards for a job well done. Our agile performance management system provides a forum for employees to recognize their peers and express appreciation.
- **Responsive** We continuously promote training opportunities to increase the professionalism of employees. An in-house Supervisor Series offered throughout the year provides all supervisors the knowledge they need to effectively manage their direct reports in accordance with city-wide values and service expectations.
- **Responsive** As a support services department, Human Resources values input at all levels. We rely on employee committees, customer feedback, and we build relationships across all departments and organizational levels to ensure the services we provide are valuable, meaningful, and productive.
- **Communication** Open communication is paramount to a healthy organizational culture. The Human Resources Department continuously strives to provide open and meaningful communication to those we serve, and we encourage the same throughout all departments.
- **Accountable** Providing a fair, comprehensive, and sustainable compensation and benefit package to all employees remains a constant priority.
- **Enterprising** Staff at all levels are encouraged to provide creative solutions to the issues and challenges that arise. Cultivating innovative ways to improve is an ongoing goal, and

Human Resources will be paying particular attention to workflows this year to ensure we are performing at the most efficient levels possible.

### City Secretary

- **Teamwork** Continue the migration of paper records in the Public Works Department and Community Service Division to a digital content management program and work with the Information Services Department to create custom workflows to automate the process.
- **Teamwork** Work with departments to identify efficient preservation solutions for official records that will ensure standards and retention periods are maintained as established by provisions of the Local Government Code and the Texas State Library and Archives Commission.
- **Service** Explore and consider updates to improve the public information request process.
- **Communication** Continue to work with the Marketing & Communications Department to raise awareness of opportunities for residents to serve on City boards, commissions, and committees.
- **Responsive** Identify training opportunities to increase knowledge and professionalism of City Secretary staff in order to better meet the needs of our residents.

### Information Services

- **Responsive** Look at the feasibility of redundant internet and back up dispatch at the Denco 9-1-1 disaster response center.
- **Teamwork** Work with the Parks & Recreation Department to determine the need for additional cameras at Unity Park once the construction of Kids Kastle is complete, as well as to assess the need for additional cameras at Doubletree Ranch Park in the future.
- **Service** Improve and expand the online payment capabilities for online permits.
- **Enterprising** Look at cost effective and innovative ways to help improve the transfer of critical data from Dispatch to the Fire Department.
- **Teamwork** Coordinate with the Police Department to replace the body camera system.
- **Responsive** Replace and upgrade the City's firewall to allow for deep inspections of incoming and outgoing data, as well as to scan additional systems for potential threats.
- **Teamwork** Work with Fire Department to integrate inspections into CityWorks.
- **Service** Work with the Community Services Division to create an online inspection schedule platform.
- **Enterprising** Consider a restaurant inspection app that will streamline the process and disseminate results quicker.
- **Accountable** Work with the Department of Homeland Security to expand our cyber security scans and implement best practices for our public facing applications.
- **Communication** Create senior specific information about cyber fraud to include in The Villager.

### Police Department

- **Integrity** Continue promoting our School Resource Officer (SRO) Program commitment with focused efforts on growing relationships. This will be accomplished by promoting our high ethical culture, high moral standards, and honesty by providing a positive impact on our students, parents, and faculty in our four schools.
- **Service** We will monitor and analyze various response time data for priority service calls to determine how we are doing and if or how we can safely improve upon them.
- **Teamwork** Continue to grow our community programs that instill the spirit, support, and pride between the community and the Police Department through our implemented programs such as the TXFallenPD Tribute Event, Special Olympics Texas (SOTX), and the annual toy drive. These three events put officers, dispatchers, auxiliary members, and command staff into various forums throughout the community and other City Departments

while promoting our values and philosophies. The toy drive in 2019 will be the first joint venture with the Fire Department.

- **Responsive** Reinvigorate our Bike Program which has diminished due to promotions and the addition of new department personnel who have not completed their mandatory probationary period.
- **Communication** We will continue to utilize all aspects of social media to monitor citizens' concerns and respond accordingly. Additionally, we will continue to work with the Marketing & Communications Department to provide timely data and information to be shared for the betterment of our community.
- **Accountable** We will continue to maintain community trust by treating all persons with dignity, respect, and fairness. This is accomplished in a number of ways including supervisor oversight, facilitation of transparency, as well as the desire to meet or exceed public expectations with immediate investigation of complaints while continuing to recognize and promote praise and compliments.
- **Enterprising** Have 100% of our selected sworn officer positions certified as Emergency Care Attendants (ECAs).

## Fire Department

- **Accountable** Obtain the Best Practices Designation from the Texas Fire Chiefs Association. This program provides an independent third party evaluation of the department's emergency operations and overall service delivery provided to Highland Village residents.
- **Enterprising** Implement a nationally recognized Incident Command Certification Program and develop a Command Training Center. The training program will provide the Fire Department with a training and certification system that defines the highest standards in incident command practices, while preparing personnel for strategic and tactical emergency incident command operations.
- **Enterprising** Upgrading and augmenting the City's Outdoor Warning Siren System. This will help to ensure the safety of Highland Village residents, visitors, and businesses by giving them as much forewarning as possible during severe weather events.
- **Integrity** The Fire Department is committed to protecting the lives and property of our community through exceptional care and service, while maintaining a culture that encourages integrity, open communication, trust, and ethical behavior.
- **Responsive** Increase our level of training and preparedness by bringing in outside instructors with considerable knowledge and expertise to teach a variety of subjects in group, one-on-one, and shift based training.
- **Service** Leverage technology to improve the department's service delivery by acquiring and implementing an automated Fire Station Alerting system. This system will improve response times, which results in the department providing a higher level of service to our community.
- **Teamwork** Implement a comprehensive holistic Wellness Program for all uniformed fire personnel to assist them in developing and maintaining a high degree of physical and mental health. The program is designed to improve our readiness levels when called upon to work in difficult and taxing conditions, while also improving their overall health and well-being.

## Community Services

- **Enterprising** Implement an online payment option for CityWorks, Permitting, License and Land Use (PLL), which will allow customers to apply and pay for permits online.

- **Accountable** Develop and implement a monthly reporting function for CityWorks PLL for enhanced tracking of all building permits, site plans, concept plans, and Ordinances for potential development within the City.
- **Accountable** Review City building codes for revisions due to recent legislative orders.
- **Service** Review any issues with the solid waste contract with Community Waste Disposal (CWD) in September of 2019.
- **Service** Review proposed developments to allow forward movement to P&Z and City Council for approvals.

### Street Department

- **Teamwork** Inventory and rate all concrete and asphalt streets in Highland Village using the standard manual survey method developed by the Federal Highway Administration.
- **Teamwork** Perform traffic count data collection throughout the City.
- **Accountable** Identify, design, and construct the 2019 Asphalt Overlay Project based on the Condition Pavement Index (CPI) to enhance our street life cycle and repair program.
- **Accountable** Complete the construction of Phase 1 of the 2017 Street Bond Project. As well as design and construct Phases 2 and 3 of the 2017 Street Bond Project.
- **Service** Implement a pavement stripping plan for the City's streets and the Inland Trail System.

### Maintenance Department

- **Accountable** Continue interior enhancements of the rotunda in the Municipal Complex which consists of painting, wall repairs, and mill work.
- **Enterprising** Continue our Energy Efficiency Program which includes the installation and retrofitting of LED lights in the Municipal Complex, replacing all T-8 fluorescent fixtures. Additionally, replace all glass panes that have started to fog due to broken seals.
- **Accountable** Complete the roof replacements in the Parks & Recreation area as part of the hail storm recovery.

### Parks and Recreation Department

- **Teamwork** Work with the Information Services Department to develop and implement a robust facility program for preventative maintenance, major maintenance, and capital replacement cycles for Doubletree Ranch Park and Unity Park.
- **Teamwork** Work with the Marketing & Communications Department to develop a sponsorship packet for Kids Kastle that will engage the community, local business, and regional business for sponsorship opportunities.
- **Accountable** Look at cost recovery strategies where feasible and implement.
- **Accountable** Identify energy cost saving opportunities at our facilities, specifically with lighting and mechanical systems.
- **Communication** Work with the Marketing & Communications Department to improve our brand, create a new department video, and website design.

### Utilities (Water/Wastewater & Drainage)

- **Accountable** Identify and reduce Inflow and Infiltration (I&I) of our wastewater collection system by performing I&I smoke testing of approximately 20% of the collection system.



- **Responsive** Provide professional training both internal and external to all licensed Public Works employees to allow for growth in the industry.
- **Service** Reconstruct the existing sanitary sewer main crossing the KCS RXR in the FM 407 well lot area and replace the failing sewer main in the Village Estates III subdivision.
- **Service** Replace the existing Asbestos Cement (A/C) water mains in the Village Estates III Subdivision.
- **Communication** Continue the storm water education campaign for Highland Village residents.
- **Integrity** Uphold our commitment to environmental programs by performing water quality testing of local streams and creeks.

### III. GENERAL FUND BUDGET HIGHLIGHTS

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

For this Fiscal Year, we have experienced a 4.5% growth in our property values from Denton Central Appraisal District. Although it is the largest element of General Fund revenues, property tax is only one of several revenue sources used to fund City operations. Other revenue sources include the following projected increases/decreases. Sales tax 1.1%, franchise fees (-1.3%), licenses and permits (-21.0%), public safety fees 10.0%, interest income (-13.0%), and miscellaneous revenue 3.3%. The tax rate is split between two components – Maintenance & Operations and Debt Service.

The base Fiscal Year 2019 – 2020 General Fund expenditures total \$18,290,630 with \$424,986 identified for supplemental requests. These expenditures are accounted for in twelve separate department budgets, which reflect a base budget decrease of 2.8% from Fiscal Year 2018 – 2019, or a decrease of \$104,466 (-0.6%) including supplemental requests. The total budget amounts to \$18,715,616.

Summary Descriptions	2018-19	2018-19	2018-19	2018-19	2019-20	2019-20	2019-20	2019-20	2019-20
	Budget	Year-End	\$Increase/	Variance	Base	Supp'lmtl	Proposed	\$ Incr/(Decr)	Variance
	Adopted	Estimate	(Decrease)	%	Budget	Requests	Budget	From Last Yr	%
	(Includes Budget)								
<b>Revenues:</b>									
Property Tax	10,858,485	10,765,000	(93,485)	-0.9%	11,277,706	-	11,277,706	419,221	3.9%
Sales Tax	2,787,241	2,729,251	(57,990)	-2.1%	2,818,962	-	2,818,962	31,721	1.1%
Franchise Fees	1,685,326	1,653,307	(32,019)	-1.9%	1,662,980	-	1,662,980	(22,346)	-1.3%
Licenses and Permits	519,407	421,274	(98,133)	-18.9%	410,474	-	410,474	(108,933)	-21.0%
Public Safety Fees	513,237	558,578	45,341	8.8%	564,645	-	564,645	51,408	10.0%
Park/Recreation Fees	264,595	237,170	(27,425)	-10.4%	248,144	-	248,144	(16,451)	-6.2%
Municipal Court	97,920	109,000	11,080	11.3%	111,180	-	111,180	13,260	13.5%
Interest Income	184,000	170,000	(14,000)	-7.6%	160,000	-	160,000	(24,000)	-13.0%
Miscellaneous	271,958	564,587	292,629	107.6%	280,919	-	280,919	8,961	3.3%
<b>Total Revenues</b>	<b>\$ 17,182,169</b>	<b>\$ 17,208,167</b>	<b>\$ 25,998</b>	<b>0.2%</b>	<b>\$ 17,535,010</b>	<b>\$ -</b>	<b>\$ 17,535,010</b>	<b>\$ 352,841</b>	<b>2.1%</b>
<b>Other Sources:</b>									
Total Other Sources	\$ 534,000	\$ 534,000	\$ -		\$ 534,000		\$ 534,000		
<b>Expenditures:</b>									
City Manager Office	707,882	686,470	(21,412)	-3.0%	720,422	-	720,422	12,540	1.8%
Finance	1,614,695	1,618,218	3,523	0.2%	1,720,240	-	1,720,240	105,546	6.5%
Human Resources	520,658	414,932	(105,727)	-20.3%	557,051	10,000	567,051	46,393	8.9%
City Secretary Office	360,526	338,189	(22,337)	-6.2%	390,932	15,000	405,932	45,406	12.6%
Information Services	1,114,746	1,068,381	(46,365)	-4.2%	1,128,155	38,000	1,166,155	51,410	4.6%
Police	5,047,139	4,945,367	(101,772)	-2.0%	5,100,810	24,400	5,125,210	78,071	1.5%
Fire	4,022,597	3,947,712	(74,885)	-1.9%	2,941,599	167,586	3,109,185	(913,412)	-22.7%
Community Services	471,448	426,701	(44,747)	-9.5%	393,139	-	393,139	(78,308)	-16.6%
Streets	1,490,696	1,529,829	39,133	2.6%	1,695,758	80,000	1,775,758	285,062	19.1%
Building/Fleet Maintenance	925,288	1,454,717	529,429	57.2%	1,071,928	-	1,071,928	146,640	15.8%
Parks	2,011,787	2,316,099	304,312	15.1%	1,989,297	90,000	2,079,297	67,510	3.4%
Recreation	532,620	498,558	(34,063)	-6.4%	581,297	-	581,297	48,677	9.1%
<b>Total Operating Expenditures</b>	<b>\$ 18,820,082</b>	<b>\$ 19,245,172</b>	<b>\$ 425,090</b>	<b>2.3%</b>	<b>\$ 18,290,630</b>	<b>\$ 424,986</b>	<b>\$ 18,715,616</b>	<b>\$ (104,466)</b>	<b>-0.6%</b>
							(Change in Base Budget)	\$ (529,452)	-2.8%
<b>Other Uses:</b>									
Operating Transfers Out	66,000	66,000	-		136,000		136,000		
<b>Net Increase (Decrease)</b>	<b>\$ (1,169,913)</b>	<b>\$ (1,569,005)</b>			<b>\$ (357,620)</b>		<b>\$ (782,606)</b>		
<b>Fund Balance</b>									
Beginning Fund Balance	6,735,401	7,550,925			5,981,920		5,981,920		
+ Net Increase (Decrease)	(1,169,913)	(1,569,005)			(357,620)		(782,606)		
<b>Ending Fund Balance</b>	<b>5,565,488</b>	<b>5,981,920</b>			<b>5,624,300</b>		<b>5,199,314</b>		

## Employee Salary and Benefits

- Our current philosophy in salary structure is for each position to be established at the midpoint of our market cities, and for our health care benefit offerings to be at the upper tier of the market. This provides us with a total compensation package near the top of our market cities, making it an effective means to retain and maintain our public safety employees.
- Employee salaries are structured as a performance/merit pool along with a salary adjustment for employees. To ensure that we remain competitive with the market, we have proposed a 4% market/merit pool increase, which includes an across-the-board increase of at least 3% for all full time employees.
- After multiple years of minimal increases, we experienced an escalation in our health insurance premiums for the upcoming year. With the assistance of Higginbotham, the City's insurance broker, we were able to maintain our existing coverage and plan design with a net increase of 10%. Cigna, which had been the City's carrier for the past five years, was unable to match the proposal offered by Blue Cross Blue Shield of Texas. Therefore, staff recommends we change carriers to Blue Cross Blue Shield, one of the largest health care insurance providers in Texas. We are confident our employees will experience little to no interruption of service with regards to health care coverage.

## **Community Identity**

- We are currently working with three different development groups on three new single family residential developments that will potentially provide over 100 single family lots for new homes.
- House Bill 2439 that will go in effect September 1, 2019, will challenge us this next year in modifying our development regulations pertaining to exterior finishes for both new commercial and residential developments while maintaining our desired standards with our Look and Feel Overlay Ordinance and our base zoning standards.

## **Public Safety**

- School safety is a priority for everyone, we will work with Lewisville Independent School District (LISD) to enhance our School Resource Officer Program.
- Our Community Policing model focusing on “Prevention through Citizen Awareness and Involvement” continues to be successful for the Police Department.
- Upgrading and augmenting the City’s Outdoor Warning Sirens System will help to ensure the safety of Highland Village residents, visitors, and businesses by giving them as much forewarning as possible during severe weather events.
- The Fire Department continues to be a professional organization that delivers unmatched service to citizens, regardless of whether the need is an emergency or a routine event. We will provide confirmation of that to our residents by obtaining the Best Practices designation from the Texas Fire Chiefs Association.

## **Infrastructure**

- In our current CIP for both the General Fund and Enterprise Funds, we have identified facilities and infrastructure that will need to be addressed with growth and development of Highland Village.
- We continue to model our existing water and wastewater systems for Capital Planning for future issuance of Utility Bonds.

## **IV. FINANCIAL ASSESSMENT**

The City of Highland Village continues to be strong financially. Through sound fiscal management over the years, the City has positioned itself well to cope with growth, create a positive atmosphere for economic development, and provide greater flexibility on budgetary issues. The City is able to balance revenues and expenditures while maintaining a high level of service.

### **Fund Balance**

One unrestricted measure of a city’s financial strength is the level of its Fund Balance. The base Fiscal Year 2019 – 2020 General Fund expenditures total \$18,290,630 with \$424,986 identified as supplemental requests. Therefore, the total budgeted amount is \$18,715,616. The ending fund balance of \$5,199,314 represents 28% of Fiscal Year 2020 projected General Fund expenditures, exceeding the target range of 20% to 25%.

### **Bond Ratings**

The City's bond ratings are further evidence of its financial strength. Standard and Poor's, one of the nation's largest bond rating agencies, upgraded the City to a AAA rating for General Obligation and affirmed the City's bonds are considered to be of excellent investment quality. For General Obligation bonds, the rating agencies commented that the City has a strong economy, strong tax base growth, very strong budgetary flexibility supported by strong financial practices, very strong management and Financial Policies, stable financial performance, as well as solid reserve levels.

### **Current-Year Capital Projects**

A \$7.15M General Obligation Bond was issued in 2018 to address targeted Street Improvements (\$2.8M) and Parks and Recreation Improvements (\$4.29M).

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

##### ***Unity Park \$2.54M***

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

- The ponds at Unity Park were originally identified for expansion purposes to provide a level of drainage accommodation. However, bids received for the project were considerably above the funding capability. Therefore, a modified scope has been determined to dredge the ponds to remove accumulated silt, to replace the drainage pipes coming into the ponds due to corrosion of the corrugated metal pipes, as well as accompanying repair of the associated area of the parking lot. The modified scope has provided City Staff with the opportunity to develop an updated plan to address funding for all associated park improvements while remaining within the identified budget.
- The Kids Kastle Play Structure was originally constructed in the 1990s as a community build project. Following a fire in the 2000s, it was rebuilt again as a community project. The structure has reached the end of its useful life and is in need of replacement, this time with new recycled plastic materials that will provide increased safety and reduced maintenance. The intent is to approach it as a community build project again. As this is adjacent to the ponds, the playground will be demolished in conjunction with the pond construction to provide economies of scale with the design and required grading for the entire area. Reconstruction of Kids Kastle will proceed immediately following the completion of the pond improvements.
- A section of Unity Park is being redeveloped to add an additional softball field to complement the existing baseball fields.

##### ***Other Park Projects***

- Brazos Parking Lot Extension – \$396,000
  - A parking lot was constructed at Brazos Park several years ago to relieve parking on adjacent streets. Popularity of these fields prompted the need to increase the size of the parking area by an additional 50 spaces. This project was completed in February 2019.
- Victoria Park Walking Trail/Track – \$203,000
  - The current walking track is badly cracked and uneven, causing a tripping hazard to patrons. The track will be resurfaced and replaced with a six foot concrete path. The project concept was to rehab the existing walking trail around the perimeter of the park. However, feedback from a resident prompted consideration of a redesign of the trail to traverse through the park to encourage the transition of elimination of organized soccer utilization in lieu of open space, as originally intended for this park. The park is located in an Oncor easement, thus prompting required approval from Oncor for any design changes to the park. Proposals have been submitted to Oncor, and discussions are in progress to ensure sufficient safety for park patrons in consideration of the existing overhead power lines.
- Highland Village Road Trail Segment – \$969,000

- Construction of the sidewalk on Highland Village Road from the Municipal Complex to Sellmeyer Lane will increase pedestrian safety and connect residents to amenities along Highland Village Road. A large number of residents adjacent to this section have no access to the Inland Trail System connecting them to Lions Club Park, Lakeside Community Park, and Doubletree Ranch Park. This presents a potential safety issue as people walk Highland Village Road to access these amenities.
- Sunset Point Park – \$150,000
  - Sunset Point Park is classified as a mini park and serves local residents as a neighborhood park site that provides water access to Lewisville Lake. At this time, a scaled down version of this project, consisting of roadway improvements to allow for emergency vehicle turn-around capabilities, is anticipated. Further development of the park will be re-evaluated for consideration at a later date.

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

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

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

**Debt Service Fund**

This fund is utilized to account for the debt obligations of the City. Debt Service for Fiscal Year 2019 – 2020 is \$2,848,582 reflecting an increase of \$114,584 from Fiscal Year 2019. The corresponding Debt Rate portion of the tax rate for Fiscal Year 2020 is \$0.08653 with an M&O of \$0.47649, for a total tax rate of \$0.56302. Projected ending Fund Balance for the Debt Service Fund is \$133,617.

**Utility Fund**

A primary and critical task of any City is the provision of water and wastewater service to its residents. To its credit, Highland Village has secured a stable and reliable source for each of these services through owning and operating five water wells and a subscription with Upper Trinity Regional Water District (UTRWD), which are expected to be sufficient through build-out.

The Utility Fund is an Enterprise Fund that is financed primarily through user charges. Utility rates are maintained to derive sufficient revenues to meet the obligations associated with the provision of water and wastewater services. They are established to pay for delivery and maintenance of water and wastewater to City residents. The structure of the rate is bifocal, with charges

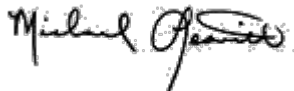
associated with wholesale water/wastewater purchases from UTRWD presented as a pass-through charge to residents, and separate rates to address the City's cost of service.

Current water sales have been lower than our budgeted amounts, which is also reflected in our expenditures with reduced purchases from UTRWD resulting in cost savings. Over the last month, we have seen an increase in water sales reflective of normal summer demand. With the forecast predicting another hot August, we are anticipating strong water sales moving forward. As stated in our Financial Policies, the City targets a minimum of 90 Equivalent Operating Days and a maximum of 120 Equivalent Operating Days. Currently, the Utility Fund is at 65 Equivalent Operating Days. At this time, it is staff's recommendation to keep the current rate structure in place.

## **V. CONCLUSION**

In preparing the Fiscal Year 2019 – 2020 Annual Budget and Program of Services, it was our goal to develop a budget that will maintain the desired quality of life, while balancing the needs of the residents. This year's budget document represents a collective effort by City Council and City Staff to meet the challenge. In our development of the budget, there are three essential areas that remain our focus in the fundamental understanding of government's role in providing enhanced core services to our residents: policy coordination and implementation between Council and staff; communications; and measurement and evaluation. City Staff will continue to review and evaluate internal operations for opportunities to reduce costs and improve the provision of funded services.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Leavitt". The signature is written in a cursive, flowing style.

Michael Leavitt  
City Manager

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

**AGENDA# 21**

**MEETING DATE: 08/27/19**

**SUBJECT: Conduct Public Hearing on the Proposed Budget and Tax Rate  
for Fiscal Year 2019/2020**

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

**BACKGROUND**

Truth in Taxation requires two public hearings before implementing a tax rate if a rate is **considered** which will exceed the lower of the rollback or effective rate. The effective rate is generally equal to the prior year's taxes divided by the current taxable value of properties that were also on the tax roll in the prior year. At the August 12<sup>th</sup> Meeting, Council voted to consider the current rate of \$.56302. While this is below the rollback rate of \$.585103, it does exceed the effective rate of \$.541706, thus public hearings are required. This is the first of two public hearings, with the second scheduled for the September 9<sup>th</sup> meeting.

**IDENTIFIED NEED/S:**

The proposed tax rate of \$.56302 is unchanged from last year.

The proposed budget can be viewed on the City website at

<https://www.highlandvillage.org/DocumentCenter/View/7619/FY-2020-CM-Recommended-Budget>

**OPTIONS & RESULTS:**

Budget calendar:

- August 23<sup>rd</sup>
  - City Manager Recommended Budget posted on City Website
- August 27<sup>th</sup> (Regular Council Meeting)
  - Public Hearing on tax rate and budget
- September 9<sup>th</sup> (Regular Council Meeting)
  - Public Hearing on tax rate and budget
  - 1<sup>st</sup> read on tax rate and budget
- September 23<sup>rd</sup> (Regular Council Meeting)
  - 2<sup>nd</sup> read on tax rate and budget

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

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

**RECOMMENDATION:**

Council to conduct a public hearing on the proposed tax rate and budget for FY 2020.

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

**AGENDA# 22**

**MEETING DATE: 08/27/19**

**SUBJECT: Consider Resolution 2019-2834 Approving the Negotiated Settlement Agreement and the Rate Increase Requested by Atmos Corp., Mid-Tex Division Under the Company's 2019 Annual Rate Review Mechanism Filing in All Cities Exercising Original Jurisdiction**

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

**BACKGROUND:**

Highland Village, along with 171 other cities served by Atmos Energy Corporation, Mid-Tex Division ("Atmos Mid-Tex" or "Company"), is a member of the Atmos Cities Steering Committee ("ACSC" or "Steering Committee"). The RRM Tariff was originally adopted by ACSC member cities in 2007 as an alternative to the Gas Reliability Infrastructure Program ("GRIP"), the statutory provision that allows Atmos to bypass the City's rate regulatory authority to increase its rates annually to recover capital investments. The RRM Tariff has been modified several times, most recently in 2018. In April 2019, Atmos Mid-Tex filed a rate request pursuant to the RRM Tariff adopted by ACSC members. The Company claimed that its cost-of-service in a test year ending December 31, 2018, entitled it to additional system-wide revenues of \$70 million. Application of the standards set forth in ACSC's RRM Tariff required Atmos to reduce its request to \$54 million, \$39.3 million of which would be applicable to ACSC members. ACSC's consultants concluded that the system-wide deficiency under the RRM regime should be \$38.7 million instead of the claimed \$54 million. The amount of the \$38.7 million deficiency applicable to ACSC members would be \$28.2 million. After the Company reviewed ACSC's consultants' report, ACSC's Executive Committee and the Company negotiated a settlement whereby the Company would receive an increase of \$35.4 million from ACSC Cities.



**IDENTIFIED NEED/S:**

The ACSC Executive Committee and its designated legal counsel and consultants recommend that all Cities adopt the resolution with its attachments approving the negotiated rate settlement of an increase of \$35.4 million from ACSC Cities resolving the 2019 RRM filing, and implementing the rate change. The effective date for new rates is October 1, 2019.

**PROGRESS TO DATE:**

The impact of the settlement on average residential rates is an increase of \$2.05 on a monthly basis, or 3.7 percent. Representative effect on customers' bills:

	<u>Current</u>	<u>Proposed</u>	<u>Change</u>	
- Residential (@ Avg. 47.5 Ccf)	\$55.45	\$57.50	\$2.05	(3.7%)
- Commercial (@ Avg. 367.6 Ccf)	\$267.90	\$274.08	\$6.18	(2.31%)

**BUDGETARY IMPACT/ORDINANCE CHANGE:**

Resolution following.

**RECOMMENDATION:**

Council to approve Resolution – xxxx as submitted.

**CITY OF HIGHLAND VILLAGE, TEXAS  
RESOLUTION NO. 2019-2834**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPROVING A NEGOTIATED SETTLEMENT BETWEEN THE ATMOS CITIES STEERING COMMITTEE (“ACSC”) AND ATMOS ENERGY CORP., MID-TEX DIVISION REGARDING THE COMPANY’S 2019 RATE REVIEW MECHANISM FILINGS; DECLARING EXISTING RATES TO BE UNREASONABLE; ADOPTING TARIFFS THAT REFLECT RATE ADJUSTMENTS CONSISTENT WITH THE NEGOTIATED SETTLEMENT; FINDING THE RATES TO BE SET BY THE ATTACHED SETTLEMENT TARIFFS TO BE JUST AND REASONABLE AND IN THE PUBLIC INTEREST; APPROVING AN ATTACHED EXHIBIT ESTABLISHING A BENCHMARK FOR PENSIONS AND RETIREE MEDICAL BENEFITS; APPROVING AN ATTACHED EXHIBIT REGARDING AMORTIZATION OF REGULATORY LIABILITY; REQUIRING THE COMPANY TO REIMBURSE ACSC’S REASONABLE RATEMAKING EXPENSES; DETERMINING THAT THIS RESOLUTION WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT; ADOPTING A SAVINGS CLAUSE; DECLARING AN EFFECTIVE DATE; AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND THE ACSC’S LEGAL COUNSEL.**

**WHEREAS**, the City of Highland Village, Texas (“City”) is a gas utility customer of Atmos Energy Corp., Mid-Tex Division (“Atmos Mid-Tex” or “Company”), and a regulatory authority with an interest in the rates and charges of Atmos Mid-Tex; and

**WHEREAS**, the City is a member of the Atmos Cities Steering Committee (“ACSC”), a coalition of similarly-situated cities served by Atmos Mid-Tex (“ACSC Cities”) that have joined together to facilitate the review of, and response to, natural gas issues affecting rates charged in the Atmos Mid-Tex service area; and

**WHEREAS**, ACSC and the Company worked collaboratively to develop a new Rate Review Mechanism (“RRM”) tariff that allows for an expedited rate review process by ACSC Cities as a substitute to the Gas Reliability Infrastructure Program (“GRIP”) process instituted by the Legislature, and that will establish rates for the ACSC Cities based on the system-wide cost of serving the Atmos Mid-Tex Division; and

**WHEREAS**, the RRM tariff was adopted by the City in a rate ordinance in 2018; and

**WHEREAS**, on about April 1, 2019, Atmos Mid-Tex filed its 2019 RRM rate request with ACSC Cities based on a test year ending December 31, 2018; and

**WHEREAS**, ACSC coordinated its review of the Atmos Mid-Tex 2019 RRM filing through its Executive Committee, assisted by ACSC’s attorneys and consultants, to resolve issues identified in the Company’s RRM filing; and

**WHEREAS**, the Executive Committee, as well as ACSC's counsel and consultants, recommend that ACSC Cities approve an increase in base rates for Atmos Mid-Tex of \$35.4 million applicable to ACSC Cities; and

**WHEREAS**, the attached tariffs (Exhibit A) implementing new rates are consistent with the recommendation of the ACSC Executive Committee, are agreed to by the Company, and are just, reasonable, and in the public interest; and

**WHEREAS**, the settlement agreement sets a new benchmark for pensions and retiree medical benefits (Exhibit B) and

**WHEREAS**, the settlement agreement establishes an amortization schedule for regulatory liability (Exhibit C); and

**WHEREAS**, the RRM Tariff contemplates reimbursement of ACSC's reasonable expenses associated with RRM applications;

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

**Section 1.** The findings set forth in this Resolution are hereby in all things approved.

**Section 2.** Without prejudice to future litigation of any issue identified by ACSC, the City Council finds that the settled amount of an increase in revenues of \$35.4 million for ACSC Cities represents a comprehensive settlement of gas utility rate issues affecting the rates, operations, and services offered by Atmos Mid-Tex within the municipal limits arising from Atmos Mid-Tex's 2019 RRM filing, is in the public interest, and is consistent with the City's authority under Section 103.001 of the Texas Utilities Code.

**Section 3.** The existing rates for natural gas service provided by Atmos Mid-Tex are unreasonable. The new tariffs attached hereto and incorporated herein as Exhibit A, are just and reasonable, and are designed to allow Atmos Mid-Tex to recover annually an additional \$35.4 million from customers in ACSC Cities, over the amount allowed under currently approved rates. Such tariffs are hereby adopted.

**Section 4.** The ratemaking treatment for pensions and retiree medical benefits in Atmos Mid-Tex's next RRM filing shall be as set forth on Exhibit B, attached hereto and incorporated herein.

**Section 5.** Amortization of regulatory liability shall be consistent with the schedule found in attached Exhibit C attached hereto and incorporated herein.

**Section 6.** Atmos Mid-Tex shall reimburse the reasonable ratemaking expenses of the ACSC in processing the Company's 2019 RRM filing.

**Section 7.** To the extent any resolution or ordinance previously adopted by the Council is inconsistent with this Resolution, it is hereby repealed.

**Section 8.** The meeting at which this Resolution was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

**Section 9.** If any one or more sections or clauses of this Resolution is adjudged to be unconstitutional or invalid, such judgment shall not affect, impair, or invalidate the remaining provisions of this Resolution, and the remaining provisions of the Resolution shall be interpreted as if the offending section or clause never existed.

**Section 10.** Consistent with the City Ordinance that established the RRM process, this Resolution shall become effective from and after its passage with rates authorized by attached tariffs to be effective for bills rendered on or after October 1, 2019.

**Section 11.** A copy of this Resolution shall be sent to Atmos Mid-Tex, care of Chris Felan, Vice President of Rates and Regulatory Affairs Mid-Tex Division, Atmos Energy Corporation, 5420 LBJ Freeway, Suite 1862, Dallas, Texas 75240, and to Geoffrey Gay, General Counsel to ACSC, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Avenue, Suite 1900, Austin, Texas 78701.

**PASSED AND APPROVED BY THE CITY COUNCIL OF HIGHLAND VILLAGE, TEXAS this 27<sup>TH</sup> DAY OF AUGUST 2019.**

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

(kbl:8/20/19:110216)

## **Exhibit A**

### **Rate Tariffs Effective October 1, 2019**

<b>RATE SCHEDULE:</b>	<b>R – RESIDENTIAL SALES</b>	
<b>APPLICABLE TO:</b>	<b>ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 10/01/2019</b>	<b>PAGE:</b>

**Application**

Applicable to Residential Customers for all natural gas provided at one Point of Delivery and measured through one meter.

**Type of Service**

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

**Monthly Rate**

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

<b>Charge</b>	<b>Amount</b>
Customer Charge per Bill	\$ 19.55 per month
Rider CEE Surcharge	\$ 0.05 per month <sup>1</sup>
<b>Total Customer Charge</b>	<b>\$ 19.60 per month</b>
Commodity Charge – All <u>Ccf</u>	\$0.17423 per Ccf

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Weather Normalization Adjustment: Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

**Agreement**

An Agreement for Gas Service may be required.

**Notice**

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

<sup>1</sup>Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 10170. Surcharge billing effective July 1, 2019.

<b>RATE SCHEDULE:</b>	<b>C – COMMERCIAL SALES</b>	
<b>APPLICABLE TO:</b>	<b>ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 10/01/2019</b>	<b>PAGE:</b>

**Application**

Applicable to Commercial Customers for all natural gas provided at one Point of Delivery and measured through one meter and to Industrial Customers with an average annual usage of less than 30,000 Ccf.

**Type of Service**

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

**Monthly Rate**

Customer's monthly bill will be calculated by adding the following Customer and Ccf charges to the amounts due under the riders listed below:

<b>Charge</b>	<b>Amount</b>
Customer Charge per Bill	\$ 46.50 per month
Rider CEE Surcharge	\$ 0.02 per month <sup>2</sup>
<b>Total Customer Charge</b>	<b>\$ 46.52 per month</b>
Commodity Charge – All Ccf	\$ 0.09924 per Ccf

**Gas Cost Recovery:** Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

**Weather Normalization Adjustment:** Plus or Minus an amount for weather normalization calculated in accordance with Rider WNA.

**Franchise Fee Adjustment:** Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

**Tax Adjustment:** Plus an amount for tax calculated in accordance with Rider TAX.

**Surcharges:** Plus an amount for surcharges calculated in accordance with the applicable rider(s).

**Agreement**

An Agreement for Gas Service may be required.

**Notice**

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

<sup>1</sup> Reference Rider CEE - Conservation and Energy Efficiency as approved in GUD 10170. Surcharge billing effective July 1, 2019.

<b>RATE SCHEDULE:</b>	<b>I – INDUSTRIAL SALES</b>	
<b>APPLICABLE TO:</b>	<b>ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 10/01/2019</b>	<b>PAGE:</b>

**Application**

Applicable to Industrial Customers with a maximum daily usage (MDU) of less than 3,500 MMBtu per day for all natural gas provided at one Point of Delivery and measured through one meter. Service for Industrial Customers with an MDU equal to or greater than 3,500 MMBtu per day will be provided at Company's sole option and will require special contract arrangements between Company and Customer.

**Type of Service**

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

**Monthly Rate**

Customer's monthly bill will be calculated by adding the following Customer and MMBtu charges to the amounts due under the riders listed below:

<b>Charge</b>	<b>Amount</b>
Customer Charge per Meter	\$ 845.50 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.3572 per MMBtu
Next 3,500 MMBtu	\$ 0.2616 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.0561 per MMBtu

Gas Cost Recovery: Plus an amount for gas costs and upstream transportation costs calculated in accordance with Part (a) and Part (b), respectively, of Rider GCR.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

**Curtailment Overpull Fee**

Upon notification by Company of an event of curtailment or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailment or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

**Replacement Index**

In the event the "midpoint" or "common" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.



<b>RATE SCHEDULE:</b>	<b>I – INDUSTRIAL SALES</b>	
<b>APPLICABLE TO:</b>	<b>ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 10/01/2019</b>	<b>PAGE:</b>

**Agreement**

An Agreement for Gas Service may be required.

**Notice**

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

**Special Conditions**

In order to receive service under Rate I, Customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

<b>RATE SCHEDULE:</b>	<b>T – TRANSPORTATION</b>	
<b>APPLICABLE TO:</b>	<b>ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 10/01/2019</b>	<b>PAGE:</b>

**Application**

Applicable, in the event that Company has entered into a Transportation Agreement, to a customer directly connected to the Atmos Energy Corp., Mid-Tex Division Distribution System (Customer) for the transportation of all natural gas supplied by Customer or Customer's agent at one Point of Delivery for use in Customer's facility.

**Type of Service**

Where service of the type desired by Customer is not already available at the Point of Delivery, additional charges and special contract arrangements between Company and Customer may be required prior to service being furnished.

**Monthly Rate**

Customer's bill will be calculated by adding the following Customer and MMBtu charges to the amounts and quantities due under the riders listed below:

<b>Charge</b>	<b>Amount</b>
Customer Charge per Meter	\$ 845.50 per month
First 0 MMBtu to 1,500 MMBtu	\$ 0.3572 per MMBtu
Next 3,500 MMBtu	\$ 0.2616 per MMBtu
All MMBtu over 5,000 MMBtu	\$ 0.0561 per MMBtu

Upstream Transportation Cost Recovery: Plus an amount for upstream transportation costs in accordance with Part (b) of Rider GCR.

Retention Adjustment: Plus a quantity of gas as calculated in accordance with Rider RA.

Franchise Fee Adjustment: Plus an amount for franchise fees calculated in accordance with Rider FF. Rider FF is only applicable to customers inside the corporate limits of any incorporated municipality.

Tax Adjustment: Plus an amount for tax calculated in accordance with Rider TAX.

Surcharges: Plus an amount for surcharges calculated in accordance with the applicable rider(s).

**Imbalance Fees**

All fees charged to Customer under this Rate Schedule will be charged based on the quantities determined under the applicable Transportation Agreement and quantities will not be aggregated for any Customer with multiple Transportation Agreements for the purposes of such fees.

**Monthly Imbalance Fees**

Customer shall pay Company the greater of (i) \$0.10 per MMBtu, or (ii) 150% of the difference per MMBtu between the highest and lowest "midpoint" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" during such month, for the MMBtu of Customer's monthly Cumulative Imbalance, as defined in the applicable Transportation Agreement, at the end of each month that exceeds 10% of Customer's receipt quantities for the month.

<b>RATE SCHEDULE:</b>	<b>T – TRANSPORTATION</b>	
<b>APPLICABLE TO:</b>	<b>ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 10/01/2019</b>	<b>PAGE:</b>

**Curtailment Overpull Fee**

Upon notification by Company of an event of curtailment or interruption of Customer's deliveries, Customer will, for each MMBtu delivered in excess of the stated level of curtailment or interruption, pay Company 200% of the midpoint price for the Katy point listed in *Platts Gas Daily* published for the applicable Gas Day in the table entitled "Daily Price Survey."

**Replacement Index**

In the event the "midpoint" or "common" price for the Katy point listed in *Platts Gas Daily* in the table entitled "Daily Price Survey" is no longer published, Company will calculate the applicable imbalance fees utilizing a daily price index recognized as authoritative by the natural gas industry and most closely approximating the applicable index.

**Agreement**

A transportation agreement is required.

**Notice**

Service hereunder and the rates for services provided are subject to the orders of regulatory bodies having jurisdiction and to the Company's Tariff for Gas Service.

**Special Conditions**

In order to receive service under Rate T, customer must have the type of meter required by Company. Customer must pay Company all costs associated with the acquisition and installation of the meter.

**MID-TEX DIVISION  
ATMOS ENERGY CORPORATION**

<b>RIDER:</b>	<b>WNA – WEATHER NORMALIZATION ADJUSTMENT</b>	
<b>APPLICABLE TO:</b>	<b>ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 11/01/2019</b>	<b>PAGE:</b>

Provisions for Adjustment

The Commodity Charge per Ccf (100 cubic feet) for gas service set forth in any Rate Schedules utilized by the cities of the Mid-Tex Division service area for determining normalized winter period revenues shall be adjusted by an amount hereinafter described, which amount is referred to as the "Weather Normalization Adjustment." The Weather Normalization Adjustment shall apply to all temperature sensitive residential and commercial bills based on meters read during the revenue months of November through April. The five regional weather stations are Abilene, Austin, Dallas, Waco, and Wichita Falls.

Computation of Weather Normalization Adjustment

The Weather Normalization Adjustment Factor shall be computed to the nearest one-hundredth cent per Ccf by the following formula:

$$WNAF_i = R_i \frac{(HSF_i \times (NDD-ADD))}{(BL_i + (HSF_i \times ADD))}$$

Where

- $i$  = any particular Rate Schedule or billing classification within any such particular Rate Schedule that contains more than one billing classification
- $WNAF_i$  = Weather Normalization Adjustment Factor for the  $i^{th}$  rate schedule or classification expressed in cents per Ccf
- $R_i$  = Commodity Charge rate of temperature sensitive sales for the  $i^{th}$  schedule or classification.
- $HSF_i$  = heat sensitive factor for the  $i^{th}$  schedule or classification divided by the average bill count in that class
- $NDD$  = billing cycle normal heating degree days calculated as the simple ten-year average of actual heating degree days.
- $ADD$  = billing cycle actual heating degree days.
- $BL_i$  = base load sales for the  $i^{th}$  schedule or classification divided by the average bill count in that class

The Weather Normalization Adjustment for the  $j$ th customer in  $i$ th rate schedule is computed as:

$$WNA_j = WNAF_i \times q_{ij}$$

Where  $q_{ij}$  is the relevant sales quantity for the  $j$ th customer in  $i$ th rate schedule.

**MID-TEX DIVISION  
ATMOS ENERGY CORPORATION**

<b>RIDER:</b>	<b>WNA – WEATHER NORMALIZATION ADJUSTMENT</b>	
<b>APPLICABLE TO:</b>	<b>ALL CUSTOMERS IN THE MID-TEX DIVISION UNDER THE RRM TARIFF</b>	
<b>EFFECTIVE DATE:</b>	<b>Bills Rendered on or after 11/01/2019</b>	<b>PAGE:</b>

Base Use/Heat Use Factors

Weather Station	<u>Residential</u>		<u>Commercial</u>	
	Base use <u>Ccf</u>	Heat use <u>Ccf/HDD</u>	Base use <u>Ccf</u>	Heat use <u>Ccf/HDD</u>
Abilene	9.77	0.1487	88.49	0.7036
Austin	9.04	0.1537	201.48	1.0000
Dallas	13.07	0.2202	184.64	1.1385
Waco	8.77	0.1470	135.70	0.7744
Wichita Falls	11.40	0.1468	117.90	0.5943

Weather Normalization Adjustment (WNA) Report

On or before June 1 of each year, the company posts on its website at [atmosenergy.com/mtx-wna](http://atmosenergy.com/mtx-wna), in Excel format, a *Weather Normalization Adjustment (WNA) Report* to show how the company calculated its WNA's factor during the preceding winter season. Additionally, on or before June 1 of each year, the company files one hard copy and an Excel version of the *WNA Report* with the Railroad Commission of Texas' Gas Services Division, addressed to the Director of that Division.

## **Exhibit B**

### **2019 Benchmark for Pensions and Retiree Medical Benefits**

**ATMOS ENERGY CORP., MID-TEX DIVISION  
PENSIONS AND RETIREE MEDICAL BENEFITS FOR CITIES APPROVAL  
TEST YEAR ENDING DECEMBER 31, 2018**

Line No.	Description	Shared Services		Mid-Tex Direct			Adjustment Total
		Pension Account Plan	Post-Employment Benefit Plan	Pension Account Plan	Supplemental Executive Benefit Plan	Post-Employment Benefit Plan	
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
Proposed Benefits Benchmark - Fiscal Year 2019 Willis Towers							
1	Watson Report as adjusted (1) (2) (3)	\$ 2,744,088	\$ 2,267,927	\$ 4,724,119	\$ 193,211	\$ 2,621,842	
2	Allocation to Mid-Tex	43.48%	43.48%	73.88%	100.00%	73.88%	
Proposed Benefits Benchmark Costs Allocated to Mid-Tex (Ln 1 x Ln 2)							
3		\$ 1,193,029	\$ 986,012	\$ 3,490,241	\$ 193,211	\$ 1,937,051	
4	O&M and Capital Allocation Factor	100.00%	100.00%	100.00%	100.00%	100.00%	
5	Proposed Benefits Benchmark Costs to Approve (Ln 3 x Ln 4) (3)	\$ 1,193,029	\$ 986,012	\$ 3,490,241	\$ 193,211	\$ 1,937,051	\$ 7,799,544
6							
7							
8	Summary of Costs to Approve (1):						
9							
10	O&M Expense Factor (WP_F-2.3, Ln 2)	81.35%	81.35%	38.28%	16.24%	38.28%	
11							
12							
13	Total Pension Account Plan	\$ 970,514		\$ 1,336,038			\$ 2,306,553
14	Total Post-Employment Benefit Plan		\$ 802,108			\$ 741,489	1,543,597
15	Total Supplemental Executive Benefit Plan				\$ 31,377		31,377
16	Total (Ln 13 + Ln 14 + Ln 15)	\$ 970,514	\$ 802,108	\$ 1,336,038	\$ 31,377	\$ 741,489	\$ 3,881,527

18 Notes:

- 19 1. Studies not applicable to Mid-Tex or Shared Services are omitted.
- 20 2. The Company is requesting that the benchmark amount approved by the RRM Cities for future periods include only the expense amount.
- 21 The amount attributable to capital would continue to be recorded to utility plant through the overhead process as described in the CAM.
- 22 3. SSU amounts exclude cost centers which do not allocate to Mid-Tex for rate making purposes.

## **Exhibit C**

### **2019 Amortization Schedule for Regulatory Liability**



**ATMOS ENERGY CORP., MID-TEX DIVISION  
RATE BASE ADJUSTMENTS  
TEST YEAR ENDING DECEMBER 31, 2018  
AMORTIZATION OF REGULATORY LIABILITY**

Line No.	Year Ended Dec. 31	Beginning of Year Rate Base Adjustment Amount (1)	Annual Amortization (2)	End of Year Rate Base Adjustment Amount
	(a)	(b)	(c)	(d)
1	2018	\$ 290,043,948	\$ -	290,043,948
2	2019	290,043,948	12,085,165	277,958,784
3	2020	277,958,784	12,085,165	265,873,619
4	2021	265,873,619	12,085,165	253,788,455
5	2022	253,788,455	12,085,165	241,703,290
6	2023	241,703,290	12,085,165	229,618,126
7	2024	229,618,126	12,085,165	217,532,961
8	2025	217,532,961	12,085,165	205,447,797
9	2026	205,447,797	12,085,165	193,362,632
10	2027	193,362,632	12,085,165	181,277,468
11	2028	181,277,468	12,085,165	169,192,303
12	2029	169,192,303	12,085,165	157,107,139
13	2030	157,107,139	12,085,165	145,021,974
14	2031	145,021,974	12,085,165	132,936,810
15	2032	132,936,810	12,085,165	120,851,645
16	2033	120,851,645	12,085,165	108,766,481
17	2034	108,766,481	12,085,165	96,681,316
18	2035	96,681,316	12,085,165	84,596,152
19	2036	84,596,152	12,085,165	72,510,987
20	2037	72,510,987	12,085,165	60,425,823
21	2038	60,425,823	12,085,165	48,340,658
22	2039	48,340,658	12,085,165	36,255,494
23	2040	36,255,494	12,085,165	24,170,329
24	2041	24,170,329	12,085,165	12,085,165

25	2042	12,085,165	12,085,165	(0)
27				
28				
29	Revenue Related Tax Factor		6.71%	See WP_F-5.1
	Revenue Related Taxes on Annual			Amortization * Tax
30	Amortization (see WP_B-6.3)	\$	810,653	Factor
31	Related Taxes (see WP_B-6.3)	\$	<u>12,905,421</u>	Amortization + Taxes

32

33 Notes:

- 34 1. The beginning 2018 balance is the September, 2018 balance. The regulatory  
35 liability for excess deferred taxes is an estimate. This estimate will be  
36 finalized when the Company files its federal tax return in July, 2019. To the  
37 extent that this estimate changes with the filing of the Company's tax return,  
38 the Company will 'true-up' the amount in the 2020 RRM filing.
- 39 2. The annual amortization of a 24 year recovery period is based on the  
40 Reverse South Georgia Method.
- 41 3. The Regulatory Liability is recorded to FERC Account 253, Sub Account 27909.

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

**AGENDA# 25**

**MEETING DATE: 08/27/19**

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

**PREPARED BY: Karen Bradley, Administrative Assistant to 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

Expected Absences: Mayor Pro Tem Lombardo (Council Meeting August 27, 2019)

**August 27, 2019** Regular City Council Mtg. 7:30 pm

**September 2, 2019** City Offices Closed in Observance of Labor Day

September 5, 2019 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**September 10, 2019** Regular City Council Mtg. 7:30 pm

September 16, 2019 Park Board Mtg. 6:00 pm (if needed)

September 17, 2019 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

**September 24, 2019** Regular City Council Mtg. 7:30 pm

October 3, 2019 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**October 8, 2019** Regular City Council Mtg. 7:30 pm

October 15, 2019 Planning & Zoning Commission Mtg. 7:00 pm (if needed)

October 21, 2019 Park Board Mtg. 6:00 pm (if needed)

**October 22, 2019** Regular City Council Mtg. 7:30 pm

November 7, 2019 Zoning Board of Adjustment Mtg. 7:00 pm (if needed)

**November 12, 2019** Regular City Council Mtg. 7:30 pm

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