



A G E N D A

**REGULAR MEETING
OF THE CITY COUNCIL
CITY OF HIGHLAND VILLAGE, TEXAS
TUESDAY, FEBRUARY 14, 2017, at 5:30 P.M.
HIGHLAND VILLAGE CITY COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

**Convene Meeting in Open Session
Training Room – 5:30 P.M.**

**EARLY WORK SESSION
Training Room**

- 1. Presentation from Destination Imagination Group regarding their Community Event at Unity Park**
- 2. Tour of Public Safety Dispatch Operations Facility**
- 3. Discussion and Presentation on the following Public Safety Related Items: Update on Response Times, Overlapping Calls for Fire & Emergency Medical Services (EMS), and Implementation of the Emergency Care Attendant (ECA) Program**
- 4. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of February 14, 2017**

(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)**

**RECEPTION
City Council Chambers**

- 6. Reception for Retirees Martha Butz and Charles Mitchell**

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

7. Call to Order
8. Prayer to be led by Mayor Charlotte J. Wilcox
9. Pledge of Allegiance to the U.S. and Texas Flags to be led by Mayor Charlotte J. Wilcox
10. **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.)*
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**
 - Proclamation – Martha Butz Day
 - Proclamation – Charles Mitchell Day
12. **City Manager/Staff Reports**
 - Gears of Highland Village – Parks and Recreation

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.

13. Consider Approval of Minutes of the Regular Meeting held on January 24, 2017
14. Consider Resolution 2017-2673 Providing for the Rescheduling of the February 28, 2017 City Council Meeting
15. Consider Resolution 2017-2674 Appointing an Associate Judge to the City of Highland Village Municipal Court
16. Receive Investment Report for Quarter Ending December 31, 2016
17. Receive Budget Report for Period Ending December 31, 2016

ACTION AGENDA

18. 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)
19. Consider Resolution 2017-2671 Ordering a General Municipal Election to be held on May 6, 2017 for the Purpose of Electing Councilmembers to Places 3, 5, and 7; Authorizing a Joint Election with other Denton County Political Subdivisions; and Authorizing a Contract for Election Services with Denton County
 20. Conduct 2nd Public Hearing on Potential Amendments to the Highland Village City Charter
 21. Consider Resolution 2017-2672 Ordering a Special Election to be held on May 6, 2017 for the Purpose of Considering Charter Amendments; Authorizing a Joint Election with other Denton County Political Subdivisions; and Authorizing a Contract for Election Services with Denton County

LATE WORK SESSION

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

22. 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.)
 - 35Express Project Update
23. 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 10th DAY OF FEBRUARY, 2017 NOT LATER THAN 4:00 P.M.



Angela Miller, City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 317-0237 for additional information.

Removed from posting on the _____ day of _____, 2017 at _____ am/pm by _____.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 1

MEETING DATE: 02/14/17

SUBJECT: Presentation from Destination Imagination

PREPARED BY: Angela Miller, City Secretary

COMMENTS

This item has been placed on the agenda to receive a presentation from Destination Imagination regarding their recent Messy Mutts' Arty Party event and the impact of the project in the community.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 2

MEETING DATE: 2/14/17

SUBJECT: Tour of Public Safety Dispatch Operations Facility

PREPARED BY: Doug Reim, Chief of Police

COMMENTS

Staff will provide a tour of the Public Safety Dispatch Center to elected officials.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 3

MEETING DATE: 2/14/17

SUBJECT: Discussion and Presentation on the following Public Safety Related Items: Update on Response Times, Overlapping Calls for Fire & Emergency Medical Services (EMS), and Implementation of the Emergency Care Attendant (ECA) Program

PREPARED BY: Doug Reim, Chief of Police

COMMENTS

Staff will provide a discussion and presentation on the following Public Safety Related Items:

- Update on Response Times
- Overlapping Calls for Fire & Emergency Medical Services (EMS)
- Implementation of the Emergency Care Attendant (ECA) Program

City of Highland Village Fire Department

Response Times

In October 2015 the Highland Village City Council set the National Fire Protection Association 1710 (NFPA1710) standard for Highland Village public safety Emergency Medical Service response time for Advanced Life Support (ALS) and the NFPA 1221 standard for Public Safety Dispatch. This industry standard will become the reference point for annual performance measures of the Emergency Medical Services provided to the citizens of Highland Village.

What is NFPA1221, NFPA1710 and Response Time?

NFPA 1221 addresses emergency communications service delivery, from receiving calls to dispatching emergency units to the correct location in the appropriate time period. The standard requires 90% of emergency call processing and dispatch to be completed within 90 seconds.

NFPA1710 for ALS specifies requirements for effective and efficient organization and deployment of emergency medical operations to the public by career fire departments to protect citizens and the occupational safety and health of fire department employees. The standard addresses turnout time, which is the time it takes for EMS personnel to leave the station once the call is dispatched, and travel time. NFPA 1710 standard for turnout time is one minute and the standard for travel time is eight minutes, both of which should be met 90% of the time.

Response Time is the total amount of time elapsing between an individual calling 911 and emergency service personnel arriving at the scene. The NFPA response time standard is ten minutes and thirty seconds.



Highland Village Fire Department Response Times January 2015 - December 2016 Data

	NFPA Standard	HVFD Compared to Standard	
		2015	2016
 Time call received to unit dispatched	1:30	71%	83%
 Time call dispatched to time leaving station	1:00	27%	21%
 Time EMS left station to arrival at scene	8:00	99%	99%
Total Response Time	10:30	96%	97%

The Highland Village Fire Department responds to an average 1.4 EMS calls per day, which is the frequency used in collecting the data. In 2015 the HVFD exceeded the NFPA1710 Standard 96% of the time and in 2016 97% of the time. The new computer aided dispatch software and new radio system that was approved in the 2015-2016 Budget is operational effective January 2017. The new systems will enhance accuracy and automation of data collection. As of February 2017, Highland Village police officers are now certified as Emergency Care Attendants to provide Basic Life Support (BLS) on scene until arrival of Emergency Medical personnel. All these measures are in line with the NFPA standards, policies and requirements in order to enhance the Emergency Medical services provided to the citizens of Highland Village.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 9 **MEETING DATE: 02/14/17**

SUBJECT: Pledge of Allegiance

PREPARED BY: Angela Miller, City Secretary

COMMENTS

A Councilmember will lead the Pledge of Allegiance to the U.S. and Texas Flags.

The Pledge to the Texas Flag is as follows:

“Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 11

MEETING DATE: 02/14/17

SUBJECT: Mayor and Council Reports on Items of Community Interest

PREPARED BY: Angela Miller, City Secretary

COMMENTS

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

- Proclamation – Martha Butz Day
- Proclamation – Charles Mitchell Day



PROCLAMATION

Whereas, Martha Butz joined the City of Highland Village as the Human Resources Director on January 31, 2000 and;

Whereas, Martha Butz was instrumental in hiring all but one of the City's leadership team, including the current City Manager of 14 years, Michael Leavitt and;

Whereas, Martha Butz has served as Human Resources Director during a time period in which the City of Highland Village staff has grown from 109 to 202 total employees (including part-time)

Whereas, Martha Butz has provided key support and leadership to all personnel and has dedicated her time at Highland Village to raising the level of professionalism across all departments and;

Whereas, Martha Butz has served in several leadership roles within state and regional professional Human Resources organizations, including the Texas Municipal Human Resources Association and

Whereas, Martha Butz shall retire from the City of Highland Village on January 26, 2016 and shall ever remain a part of the City of Highland Village family.; and

NOW THEREFORE, I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim January 26th as

"Martha Butz Day" in the City of Highland Village.

IN WITNESS WHEREOF, I have here unto set my hand and caused the seal of the City to be affixed on this 14th day of February 2017.

Charlotte Wilcox, Mayor



PROCLAMATION

Whereas, Charles Mitchell began his career in the Street Department of the City of Highland Village on July 24, 1991 as a Streets Foreman; and

Whereas, Charles Mitchell advanced to Parks Supervisor and ultimately Streets Supervisor; and

Whereas, Charles Mitchell has touched the lives of many he has known; and

Whereas, Charles Mitchell has received numerous compliments from citizens for his excellent customer service; and

Whereas, Charles Mitchell celebrated 25 years of service with the City of Highland Village on July 24, 2016; and

Whereas, Charles Mitchell shall retire from the City of Highland Village on February 24, 2017; and

Whereas, Charles Mitchell retires from the City of Highland Village with our sincere appreciation for his many contributions; and

Whereas, Charles Mitchell shall ever remain a part of the City of Highland Village family.

NOW THEREFORE, I, Charlotte Wilcox, Mayor of the City of Highland Village, do hereby proclaim February 24, 2017 as:

“Charles Mitchell 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 14th day of February 2017.

Charlotte Wilcox, Mayor

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 13

MEETING DATE 02/14/17

SUBJECT: Consider Approval of Minutes of the Regular Meeting held on January 24, 2017

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 Department 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 January 24, 2017 Council Meeting minutes.

**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS
HELD IN THE MUNICIPAL COMPLEX, LOCATED AT 1000 HIGHLAND VILLAGE ROAD
TUESDAY, JANUARY 24, 2017**

The City Council of the City of Highland Village, Texas met in Early Work Session on the 24th day of January, 2017, prior to the Regular Council Meeting.

Call to Order

Mayor Pro Tem Michelle Schwolert called the meeting to order at 6:00 p.m.

Roll Call

Present:	Michelle Schwolert	Mayor Pro Tem
	Mike Lombardo	Councilmember
	Barbara Fleming	Councilmember
	John McGee	Councilmember
	Fred Busche	Councilmember
	William Meek	Deputy Mayor Pro Tem
Absent:	Charlotte Wilcox	Mayor
Staff Members:	Michael Leavitt	City Manager
	Kevin B. Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Scott Kriston	Public Works Director
	Linda Cornelius	Parks and Recreation Director
	Andra Foreman	Recreation Manager
	Jana Onstead	Asst Director of Human Resources
	Jeff Sun	Staff Accountant
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Media Specialist
	Karen Bradley	Administrative Assistant

EARLY WORK SESSION

1. Introduction of Candidate for Alternate Municipal Court Judge

City Manager Michael Leavitt introduced Judge Sallas and candidate Stephanie Askew. Judge Sallas stated she is working to ensure Municipal Court is set up for the long term. Currently, virtually all coverage is provided by Judge Sallas and Associate Judge Hurst. She reported although Judge Hurst serves as a backup, there is still the need for another Associate Judge. She would like to bring someone in now so they can observe for a while before performing the duties of Associate Judge.

Stephanie Askew reported she has been practicing law for approximately eleven (11) years and currently has her own practice. She stated she has worked in various levels of government, including the City of Arlington in the City Attorney's Office, Dallas County District Attorney's Office and for Senator Kay Bailey Hutchison's Office. Ms. Askew said she has lived in Highland Village for eight (8) years, is grateful to raise her family here, and wants to give back to the community.

Mr. Leavitt stated if Council would like to move forward with an appointment, the next step would be for staff to bring a resolution for Council consideration.

2. Receive Presentations from Highland Village Area Baseball Softball Association (HVABSA), Greater Lewisville Area Soccer Association (GLASA) and City/Neighborhood Sports Youth Football & Basketball League

Parks and Recreation Director Linda Cornelius introduced new HVABSA President Walter Fitts and HVABSA Vice President of Rec Baseball Scott Isaacson. Mr. Isaacson reported they operate completely with volunteers, and that background checks are done for all coaches. Games are played at Unity Park.

Mr. Isaacson provided a history of the program. The HVABSA has been in existence for 20+ years and offers blastball, baseball and girls softball. Most of the participants come from the local schools and feed into the local high schools. The HVABSA offers both recreational and select sports, with over 1,000 children in ages 3-16 participating. He presented the following breakdown of where participants live:

- ❖ Highland Village – 73%
- ❖ Flower Mound – 12%
- ❖ Lewisville – 8%
- ❖ Other – 7%

Mr. Isaacson reported over the past few years they have committed over \$100,000 towards improvements and programming:

- ❖ Baseball and softball fields - \$76,000
- ❖ Drainage improvements to virtually eliminate rain-outs – over \$30,000
- ❖ Lighted batting cages
- ❖ State of the art concession stand
- ❖ Affordable registration fees
- ❖ High quality uniforms

They have also been involved in community events, such as the annual Back the Badge Softball Game between Highland Village Police and Fire Departments and the HVABSA coaches. Funds totaling over \$3,000 were raised in cooperation with the Firefighter's Association. In addition, they offer a "New Umpire" program where they instruct children ages 13 years and up about officiating games. The newly trained umpires can then work as umpires.

Mr. Isaacson stated the HVABSA has grown over the years, therefore creating a need for more fields for both practices and games. He thanked Ms. Cornelius and the Parks and Recreation Department and said HVABSA couldn't do what they do without their help and support. Mr. Fitts stated he has worked with other area cities in the past and complimented the program offered in Highland Village and that it offers a very healthy program for our children.

Mayor Pro Tem Schwolert asked if it was feasible to get a couple of the fields back (with dirt) at Copperas. Ms. Cornelius stated there is a need for more baseball and softball practice sites and recommended adding 2-3 fields with skinned infield areas. She further stated the vision is to have 2 skinned fields with a large open multi-use green space.

Ms. Cornelius stated Mike Malone is President of the GLASA and reported Mr. Malone gave a presentation at the last Parks and Recreation Advisory Board meeting. She encouraged everyone to watch that presentation.

Recreation Manager Andra Foreman reported the youth flag football and basketball leagues are co-sponsored by the City and Neighborhood Sports. She stated the co-sponsorship started in the fall of 2011 with youth flag football; youth basketball was added in the summer of 2012. The NFL Youth Flag Football League is offered for boys and girls in Pre-K through 10th grade. The league uses Brazos Park during the spring and fall seasons. The NBA Youth Basketball League is offered for boys and girls in 1st through 12th grade. The league uses Briarhill Middle School and other surrounding middle schools during the winter and summer months.

Ms. Foreman further reported participation has increased each year since their inception, with the following:

Flag Football

Fall of 2016 – 559 participants

Spring of 2016 – 569 participants

Basketball

Summer of 2016 – 466 participants

Winter of 2016 – 579 participants (expected to rise to 723 in Winter of 2017)

Ms. Cornelius stated parking at Brazos Park is a concern, and they are working to find a solution.

3. Clarification of Consent or Action Items listed on today's City Council Regular Meeting Agenda of January 24, 2017

No items were discussed.

Since time allowed, Mayor Pro Tem Schwolert moved Agenda Items #17 and #18 up on the Early Work Session portion of the agenda.

17. Discuss City Council Planning Session Meeting

Mr. Leavitt stated this item is to discuss a date for the City Council Planning Session. He reported in working with Mayor Wilcox, a Saturday meeting date in March would be good, and suggested March 4 or March 11. Councilmember McGee stated he would be out of town beginning March 12.

Consensus of Council is to meet on Saturday, March 11 at 8:30 a.m. at the Highland Village Service Center, located at 948A Highland Village Road.

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

- **Highland Village Road Update**

Public Works Director Scott Kriston provided the following update regarding Highland Village Road:

Mr. Kriston reported the contract for the Highland Village Road Overlay is \$345,810.25. He stated with \$302,112.40 paid to date, the City is holding \$33,568.05 in retainage. The inspection of the final overlay section found many areas to be out of compliance with NCTCOG specification 302.9.6.8 SURFACE TEST. City staff met with the contractor to bring the issue to their attention. The contractor confirmed the compliance issue by performing a ride quality analysis using radar testing equipment and brought forth a project cost reduction resolution that staff rejected. City staff met with the contractor and agreed to the contractor performing pavement grinding of the out of compliance areas to achieve ride quality for the overlaid section of the road. He reported the pavement grinding operation was completed, a FOG Seal was applied and the striping was placed. At this time, the project is considered complete. The City has received a few complaints regarding the surface of the finished product. This project was simply a mill and overlay project and was not intended to be a reconstruction project. The goal of repairing several base failures was achieved as part of this project. The project does meet specifications for an asphalt overlay project. The reconstruction of this section of Highland Village Road is identified as a future project in 6-8 years as funding allows. Total reconstruction cost is estimated at \$1.5 million dollars. Mr. Kriston stated this project will extend the useful life of the existing road until total reconstruction can be funded.

Early Work Session ended at 7:00 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 Pro Tem Michelle Schwolert called the meeting to order at 7:30 p.m.

Roll Call

Present:	Michelle Schwolert	Mayor Pro Tem
	Mike Lombardo	Councilmember
	Barbara Fleming	Councilmember
	John McGee	Councilmember
	Fred Busche	Councilmember
	William Meek	Deputy Mayor Pro Tem
Absent:	Charlotte Wilcox	Mayor

Staff Members:	Michael Leavitt	City Manager
	Kevin B. Laughlin	City Attorney
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary
	Doug Reim	Police Chief
	Karl Schlichter	Police Commander
	Jason Collier	Assistant Fire Chief
	Scott Kriston	Public Works Director
	Laurie Mullens	Public Affairs Manager
	Andrew Boyd	Media Specialist

6. Prayer to be led by Mayor Pro Tem Michelle Schwolert

Mayor Pro Tem Schwolert gave the invocation.

7. Pledge of Allegiance to the U.S. and Texas Flags to be led by Mayor Pro Tem Michelle Schwolert

Mayor Pro Tem Schwolert led the Pledge to the U.S. and Texas Flags.

8. Visitor Comments

The following people spoke:

Ginger Simonson (3104 Native Oak Drive, Flower Mound) and Douglas Brown (1721 Ingleside Drive, Flower Mound) presented a “repurposed” American Flag to the City by the Military Veterans Peer Network and the Military Officers Association in honor of the City allowing the organizations to host the Veterans and Family Christmas Eve Dinner at the DuVall Center. The organization held the event for veterans who are struggling with reintegration, combat experiences and other trauma. The flag is “repurposed” by a Marine mom who cleans, folds and repairs flags that are worn, tattered and torn and gives them as gifts to veterans.

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

- **Swearing In and Pinning Ceremony for:**
 - ❖ **Officer Eric Luster**

Police Chief Doug Reim swore in Officer Eric Luster. Officer Luster was a Reserve Officer in Blue Mound, Texas and has a bachelor’s degree from Texas Tech. Officer Luster’s longtime girlfriend Emma pinned his badge. His mother and grandmother were also in attendance.

- ❖ **Officer Alvin Varughese**

Police Chief Reim swore in Officer Alvin Varughese. Officer Varughese has a master’s degree from Trinity University and moved to Texas to become a police

officer. Officer Varughese's brother and family were in attendance. His wife Christina pinned his badge.

❖ **Officer Desydelia Townsend**

Police Chief Reim swore in Officer Desydelia Townsend. Officer Townsend worked as a Dispatcher in Highland Village and has sixteen (16) years law enforcement experience at Texas Women's University, the City of Krum and the Denton County Sheriff's Office. Officer Townsend's family was in attendance. Her husband William pinned her badge.

• **Presentation – Donation of Pet Oxygen Masks from the Project Breathe Program to the Highland Village Fire Department**

Mr. Bobby Swan, owner of Invisible Fence Brand of Greater Dallas, presented two (2) pet oxygen mask kits to Assistant Fire Chief Brad Collier on behalf of the Highland Village Fire Department. The donated oxygen masks will help reduce the number of pets killed each year in fires. The kits will help resuscitate a dog or cat when found in a burning house, and are made possible through Invisible Fence Brand's Project Breathe Program, which has now donated over 5,000 kits to fire departments throughout the United States and Canada.

10. City Manager/Staff Reports

• **HVTV Update**

The latest video report from HVTV News was shown. The report included information on the following:

Highland Village General Election – Highland Village will hold a general election on May 6, 2017 for Places 3, 5 and 7; anyone interested in running for City Council should visit the elections page on the City's website to find the necessary forms to file to run; continue to check the City's website or contact the City Secretary's Office for further information

Eye on Highland Village App – is an online tool that allows residents to report issues and concerns to City staff; photos can also be uploaded; then a map and description of the issue is sent to the respective department; look online to "Report a Concern" when visiting the City's website to learn more about the free app

Father Daughter Dance - the Father and Daughter Valentine's Dance will take place on Friday, February 3 at the Hilton Garden Inn in Lewisville from 6:30-9:00 p.m.; tickets are on sale now and can be purchased online or in person at the DuVall Center; tickets are \$30/per person for residents and \$35/per person for non-residents

CONSENT AGENDA

11. Consider Approval of Minutes of the Regular Meeting held on January 10, 2017

12. Receive Budget Report for Period Ending November 30, 2016

Motion by Councilmember Lombardo, seconded by Councilmember McGee, to approve Consent Agenda Items #11 and #12. Motion carried 6-0.

ACTION AGENDA

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

NO ACTION TAKEN

Council did not meet in Closed Session; no action was taken.

14. **Discussion and Consideration of all Matters Incident and Related to the Issuance and Sale of “City of Highland Village, Texas, General Obligation Refunding Bonds, Series 2017”, including the Adoption of Ordinance 2017-1219 Authorizing the Issuance of such Bonds and Providing for the Redemption of the Obligations being Refunded (first and only reading)**

APPROVED (6-0)

Assistant City Manager Ken Heerman reported this ordinance will refund bonds at an interest rate of 2.28% and provides a \$247,189 savings. Mr. Heerman introduced Jim Sabonis, Managing Director from First Southwest. Mr. Sabonis reported the bonds, issued in 2008 and 2009, related to the 4B and Utility funds and totaled \$6,640,000. He stated the savings will be structured to reduce the annual debt service over the next eight (8) years.

Mr. Sabonis stated investors competed heavily for this refunding, with eleven (11) bids submitted. He said he has never seen that many banks respond and that it shows the quality, superb financial stability of the City.

Motion by Councilmember Busche, seconded by Councilmember Fleming, to approve Ordinance 2017-1219. Motion carried 6-0.

15. **Conduct a Public Hearing on Potential Amendments to the Highland Village City Charter**

PUBLIC HEARING CONDUCTED

City Manager Michael Leavitt stated on June 28, 2016, direction was given by Council to move forward with a legal review of the City Charter. At their meetings in November and December, 2016 and January 10, 2017, Council discussed and reviewed possible Charter amendments. A legal review was completed by the City Attorney and includes updates regarding state laws and the election code, as well as language and procedural clarifications. Mr. Leavitt presented an overview of the following items being considered:

Section 3.04(A) – Member Qualification: The current language is not clear as to when to begin counting back with respect to the 12 month period. The Texas Election Code provides that a City may establish a residency requirement, but the requirement cannot be longer than a twelve month period is as of Election Day. Clarification of the language in this section will make it consistent with state law

Section 3.07(A) – Procedure to Enact Legislation: This section restructures the current paragraphs and removes the reference to two (2) separate reads as it relates to ordinances. Procedurally the Council already has the option to table an item or to defer action to another meeting before voting on an ordinance, therefore this amendment

changes the requirement of two (2) separate reads for adoption of ordinances to one (1) read for the adoption of ordinances.

Section 3.12.1 – The Deputy Mayor Pro Tem: Currently the Deputy Mayor Pro Tem is a position of ceremonial representation only. This authorizes the Deputy Mayor Pro Tem to perform all the duties of the Mayor in the absence of the Mayor and Mayor Pro Tem.

Section 3.13 – Council Meetings: Currently a quorum of five (5), composed of the Mayor or Mayor Pro Tem and four (4) members of Council, must be present to hold a Council meeting. There have been occasions when five (5) members of the City Council could meet, but both the Mayor and Mayor Pro Tem were required to be absent, resulting in the inability to conduct a meeting. This section relates to the above Section 3.12.1 in that it adds that the Deputy Mayor Pro Tem may preside at meetings in the absence of the Mayor and Mayor Pro Tem.

Section 4.05 – Clerk of the Municipal Court: The Charter states the Court may appoint a Clerk of the Municipal Court with such duties and responsibilities as the Council may direct. A total repeal of this section is proposed in order to reflect current practice, and the Code of Ordinances, Section 1.004.005 would be amended to reflect that the Municipal Court Clerk is appointed by the City Manager, with duties and responsibilities directed by the City Manager.

Section 4.06(B) – Commissions, Boards and Committees/Parks and Recreation Board: As the City approaches full build out of the City's parks and trails system, removing this provision from the City Charter will allow the City Council greater flexibility in defining the role of the Parks and Recreation Advisory Board as the City's needs shift from park and trail development to maintenance and redevelopment. A total repeal of this section is proposed, in lieu of the existing provisions relating to the Parks and Recreation Advisory Board in the Code of Ordinances, Section 14.04.032

Section 8.02(A)2 – Filing for Office/Eligibility to File: The current language states a candidate must have resided in the City for twelve (12) months prior to the date of the filing deadline and is contrary to applicable provisions of the Texas Election Code. The Texas Election Code states that the twelve (12) month period is determined as of Election Day. Clarification of the language in this section will make it consistent with state law

Section 8.02(A)5 – Filing for Office/Eligibility to File: The current language states that a person filing as a candidate for City Council shall resign from the office and the position declared vacant if an incumbent is seeking another office or position. This language creates some confusion when a sitting councilmember desires to run for Mayor in light of the language in Section 3.06. This language would be clarified to include a cross reference to Section 3.06.

Section 9.02 – Initiation of Proceedings, Petitioners' Committee, Affidavit: The current language states that *immediately* after the affidavit of the petitioners' committee is filed, the city secretary shall issue the appropriate petition blanks to the petitioners' committee. Amending this section would clarify the term "immediately" as to read "within ten (10) business days".

Section 10.02 – Public Records: The current language does not correspond with what is allowed by state law. Amending this section would provide:

- (1) That documents are open to the public for inspection except to the extent such public information may or must be withheld in accordance with applicable state or federal law; and
- (2) That the City may establish the rates to be charged for retrieving, copying, and making available for inspection such records not to exceed amounts allowed by state law. Clarification of the language in this section will make it consistent with state law

Section 10.08 – Codification of Ordinances: This section references that Council shall publish as soon as practicable in pamphlet form for public distribution the ordinances of the City, and shall annually thereafter revise and keep same up to date. Given the size of the Code of Ordinances, publication in “pamphlet form” is impractical if not impossible. Amending this section to update the language reflects current practice with respect to codification of the City’s ordinances and the updating of the Code of Ordinances.

Mayor Pro Tem Schwolert stated although formal public hearings are not required by law, informal public hearings are being held in order to receive public comments. Mayor Pro Tem Schwolert opened the public hearing. With no one wishing to speak, Mayor Pro Tem Schwolert closed the public hearing.

A second public hearing will be held during the February 14, 2017 City Council meeting.

16. Receive Annual Report Regarding Compliance with the Highland Village Police Department’s Policy Prohibiting Racial Profiling
REPORT RECEIVED

Commander Karl Schlichter presented the report for 2016. He advised that state law requires each law enforcement agency in the state to adopt a written policy on racial profiling and to submit a report containing the information compiled during the previous calendar year to the governing body. He explained that this report requires the collection of information relating to traffic stops in which a citation is issued and arrests resulting from those traffic stops, including information relating to:

- The race or ethnicity of the individual detained; and
- Whether a search was conducted and, if so, whether the person detained consented to the search
- Race or ethnicity was known prior to stop

Commander Schlichter advised the City has a policy in place prohibiting racial profiling, as well as a formal, comprehensive complaint process. He further advised that police departments with the capabilities to collect video/audio recordings of each traffic stop and capabilities for audio recording of each pedestrian interaction are exempt from collecting certain data. Because the Highland Village Police Department has procedures enacted to capture the required data, they qualify for exemptions for both.

He reported the following:

- There were 35 searches conducted, 4 of the searches were consent based, and 31 of the searches were non-consent (arrests or probable cause)
- Race/ethnicity are proportionate with the increased growth of the City and increased traffic interactions
- Per state law, video/audio records are maintained for a minimum of 90 days

- Highland Village Police Department is in compliance with Code of Criminal Procedure, Article 2.132

Motion by Councilmember McGee, seconded by Councilmember Fleming, to accept the report. Motion carried 6-0.

LATE WORK SESSION

17. Discuss City Council Planning Session Meeting

Since time allowed, Mayor Pro Tem Schwolert moved Agenda Item #17 up to the Early Work Session portion of the agenda.

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

- **Highland Village Road Update**

Since time allowed, Mayor Pro Tem Schwolert moved Agenda Item #18 up to the Early Work Session portion of the agenda.

19. Adjournment

Mayor Pro Tem Schwolert adjourned the meeting at 8:26 p.m.

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 14	MEETING DATE: 02/14/17
SUBJECT:	Consider Resolution 2017-2673 Rescheduling the February 28, 2017 Council Meeting
PREPARED BY:	Angela Miller, City Secretary

BACKGROUND:

The Regular City Council meeting scheduled for Tuesday, February 28, 2017 conflicts with Denton County Days, which will be held February 28 – March 1, 2017. This event is a semi-annual event held in Austin during each legislative session and offers an opportunity for Council to meet with and hear from the state’s top elected official decision makers and key agency officials.

IDENTIFIED NEED/S:

Staff has reviewed future business and with all City Council members attending Denton County Days, proposes that the Regular City Council meeting scheduled for Tuesday, February 28, 2017 be rescheduled to Thursday, March 2, 2017.

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

Council discussed this at their December 13, 2016 meeting and directed staff to move forward with rescheduling the Regular City Council Meeting, if needed to conduct future business.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

To approve Resolution 2017-2673 rescheduling the February 28, 2017 Council meeting to March 2, 2017.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO. 2017-2673

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS RESCHEDULING THE FEBRUARY 28, 2017 CITY COUNCIL MEETING, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 3.13 of the City Charter of the City of Highland Village provides that the City Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits; and

WHEREAS, the City Council customarily holds its regular meetings on the second and fourth Tuesdays of each month; and

WHEREAS, the City Council finds that rescheduling the February 28, 2017 meeting to March 2, 2017 will provide the opportunity to continue conducting City business.

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

SECTION 1. The Regular City Council meeting scheduled for February 28, 2017 shall be rescheduled to March 2, 2017.

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

PASSED AND APPROVED this the 14th day of February, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 15

MEETING DATE: 02/14/17

SUBJECT: Consider Resolution 2017-2674 Appointing an Associate Judge to the City of Highland Village Municipal Court

PREPARED BY: Ken Heerman, Assistant City Manager

BACKGROUND:

In May of 2016, Colette Sallas was appointed as presiding judge, with the retirement of Ron Hurst. Judge Hurst has transitioned to a different role with the City as associate judge, with the primary responsibility of handling arraignments and magistrate duties at the City's jail. Associate judges are needed to fill in when the presiding judge is unavailable and to provide coverage in addressing duties associated with the jail. Currently, virtually all coverage is provided by Judge Sallas and Judge Hurst. One other alternate judge, Holly Fox, has not actively been utilized in recent years. The City of Highland Village Charter requires judges for this court to be licensed attorneys in the State of Texas and be appointed by Council. The appointments are for a two-year period.

IDENTIFIED NEED/S:

A proactive view of the Court merits consideration of addition of an associate judge now, to be developed for a role of primary associate judge in preparation for eventual retirement of Judge Hurst in this capacity. Stephanie Askew is recommended by Judge Sallas to fill this role. She currently sits on the City's Ethics Board, and has met with the Mayor, as well as City Council. Upon appointment, she will be scheduled for Judge Training through the Texas Municipal Courts Education Center. She has already observed several Court sessions to acquaint herself with the process. Once trained, she will be available to fill in for occasions in which Judge Sallas and Judge Hurst are both out of town or unable to be present for any reason.

OPTIONS & RESULTS:

Budgeted compensation is on a call-out basis, with a call-out fee of \$75 for magistrate services and a court fee of \$400 per half day docket and \$600 per full day docket.

BUDGETARY IMPACT/ORDINANCE CHANGE:

An amount for potential call-outs is addressed in the FY 2017 budget, thus having no further impact on the budget.

RECOMMENDATION:

Council to approve Resolution 2017-2674.

CITY OF HIGHLAND VILLAGE, TEXAS

RESOLUTION NO 2017-2674

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, APPOINTING STEPHANIE ASKEW AS ALTERNATE MUNICIPAL COURT JUDGE AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT RELATED TO THE DUTIES AND COMPENSATION RELATED TO SUCH APPOINTMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 4.01 of the City Charter provides for the appointment of the Municipal Court Judge and Alternate Municipal Court Judges, who shall serve at the pleasure of the Council; and

WHEREAS, the City Council desires to appoint Stephanie Askew as an Alternate Municipal Court Judge and to provide for an agreement setting forth the duties and compensation relating to such appointment; and

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

Section 1. Stephanie Askew is hereby appointed to serve as Alternate Municipal Court Judge for the Municipal Court of Record in the City of Highland Village, Texas, for a term of two years commencing on the effective date of this resolution.

Section 2. The City Manager is hereby authorized to execute an Alternate Municipal Court Judge Agreement with Stephanie Askew and take those actions reasonable and necessary to comply with the intent of this Resolution.

Section 3. This Resolution shall be effective immediately upon its approval.

PASSED AND APPROVED THIS THE 14TH DAY OF FEBRUARY, 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:2/8/17:83640)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 16 **MEETING DATE: 02/14/17**

SUBJECT: Investment Report for Quarter Ending December 31, 2016

PREPARED BY: Heather Miller, Assistant Finance Director

BACKGROUND:

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

IDENTIFIED NEED/S:

N/A

OPTIONS & RESULTS:

The detailed transactions for September 30, 2016 through December 31, 2016 follow this briefing.

- TexPool (Texas Local Government Investment Pool, a public funds investment pool that matures January 1, 2017)
- TexSTAR (Texas Short Term Asset Reserve Program, a public funds investment pool, custodial, and depository services are provided by JP Morgan Chase Bank and subsidiary J.P. Morgan Investor Services Co. that matures January 1, 2017)
- Independent DDA (Demand Deposit Account that matures January 1, 2017 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Independent NOW (Negotiable Order of Withdraw that matures January 1, 2017 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- Southside MMA (Money Market Account that matures January 1, 2017, collateralized by pledged securities held in custody by the Federal Home Loan Bank)
- Wallis State Bank CD (Certificates of Deposit that matures January 26, 2017 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- LegacyTexas Bank CD (Certificates of Deposit that matures January 29, 2017 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

- Wallis State Bank CD (Certificates of Deposit that matures July 26, 2017 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)
- LegacyTexas Bank CD (Certificates of Deposit that matures July 29, 2017 collateralized by a letter of credit held in custody by the Federal Home Loan Bank)

This information reports that the beginning market value for all cash and investments was \$11,459,159 and the ending market value on December 31, 2016 was \$13,192,223. The rate of return for the quarter ending December 31, 2016 in pooled, demand deposit, negotiable order of withdrawal, and money market accounts (0.49%) is less than the six-month term treasuries. The beginning pool, demand deposit, negotiable order of withdrawal, and money market accounts invested balance at September 30, 2016 was \$7,195,226 and the ending balance at December 31, 2016 was \$8,919,586 or 68% of the City's total portfolio. The weighted average maturity of the City's portfolio at December 31, 2016 is 46 days.

The average total portfolio yield for the quarter ending December 31, 2016 was 0.59%.

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

	<u>Book Value</u>	<u>Market Value</u>
September 30, 2016	\$11,459,159	\$11,459,159
December 31, 2016	\$13,192,223	\$13,192,223

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



Heather Miller
Investment Officer



Ken Heerman
Assistant City Manager

¹Note:

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

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

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

PROGRESS TO DATE: (if appropriate)

N/A

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

N/A

RECOMMENDATION:

Council to receive the Investment Reports for the period ending December 31, 2016.



QUARTERLY INVESTMENT REPORT

For the Quarter Ended

December 31, 2016

Prepared by

Valley View Consulting, L.L.C.

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

Ken Heerman, Assistant City Manager

Heather Miller, Assistant Finance Director

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

Summary

Quarter End Results by Investment Category:

Asset Type	Ave. Yield	December 31, 2016		September 30, 2016	
		Book Value	Market Value	Book Value	Market Value
MMA/NOW/Pools	0.49%	\$ 8,919,586	\$ 8,919,586	\$ 7,195,226	\$ 7,195,226
Securities/CDs	0.81%	4,272,637	4,272,637	4,263,932	4,263,932
Totals		\$ 13,192,223	\$ 13,192,223	\$ 11,459,159	\$ 11,459,159

Current Quarter Average Yield ⁽¹⁾

Total Portfolio 0.59%

Rolling Three Mo. Treas. Yield 0.43%

Rolling Six Mo. Treas. Yield 0.50%

Fiscal Year-to-Date Average Yield ⁽²⁾

Total Portfolio 0.59%

Rolling Three Mo. Treas. Yield 0.43%

Rolling Six Mo. Treas. Yield 0.50%

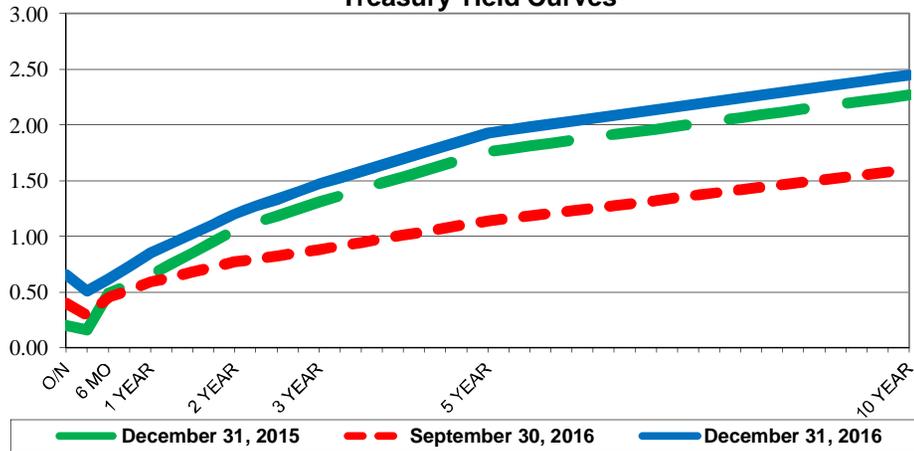
Average Quarterly TexPool Yield 0.46%

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

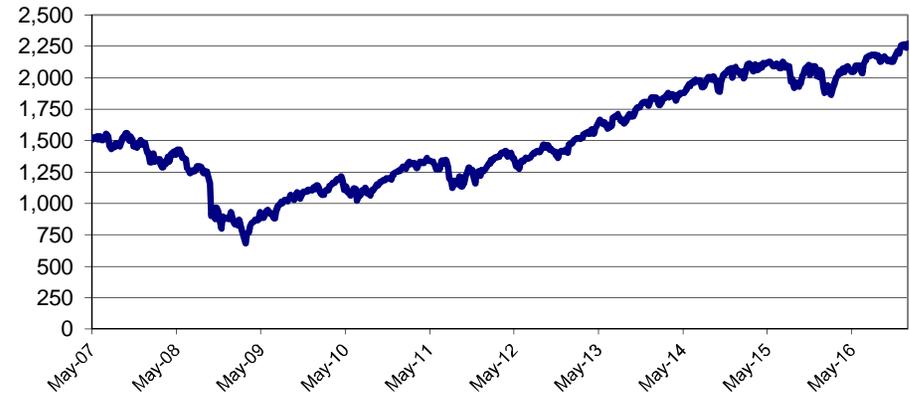
(2) Fiscal Year-to-Date Average Yields calculated using quarter end report yields and adjusted book values and does not reflect a total return analysis or account for advisory fees.

The Federal Open Market Committee (FOMC) raised the Fed Funds target range to 0.50% - 0.75% (actual Fed Funds currently trading +/-65 bps). The FOMC also projected the possibility of three additional increases during 2017. Third Quarter US GDP revised up to 3.5%. Other economic data recorded mixed results. December Non Farm Payroll Employment provided 156,000 new jobs. The US Stock markets recorded record highs. Treasury yields peaked and settled slightly lower. When available, CD and Taxable Municipal yields generally exceed government securities. The banks' reactions to recent market movements will determine if MMAs and CDs continue to be attractive.

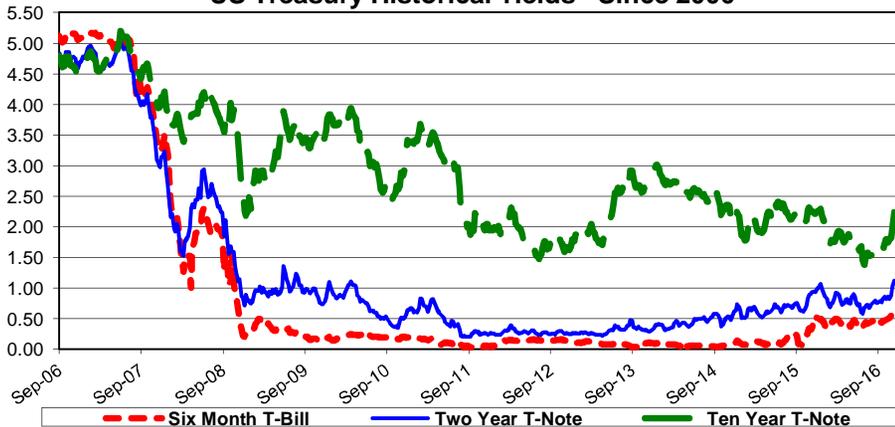
Treasury Yield Curves



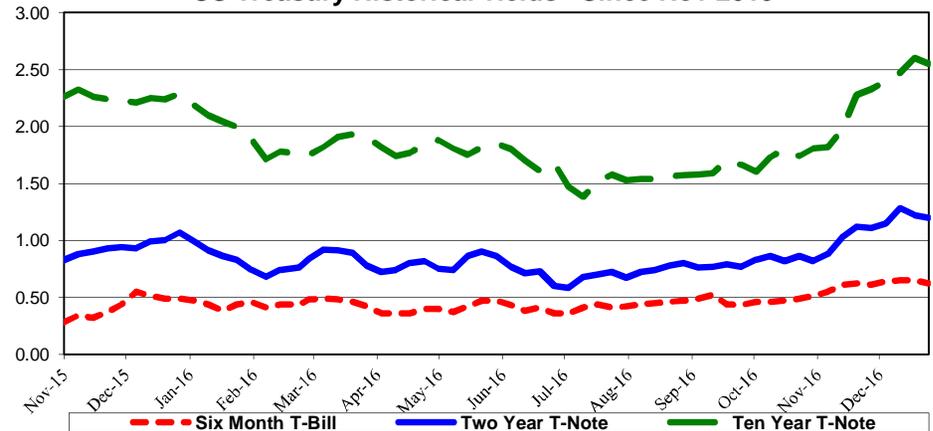
S&P 500



US Treasury Historical Yields - Since 2006



US Treasury Historical Yields - Since Nov 2015



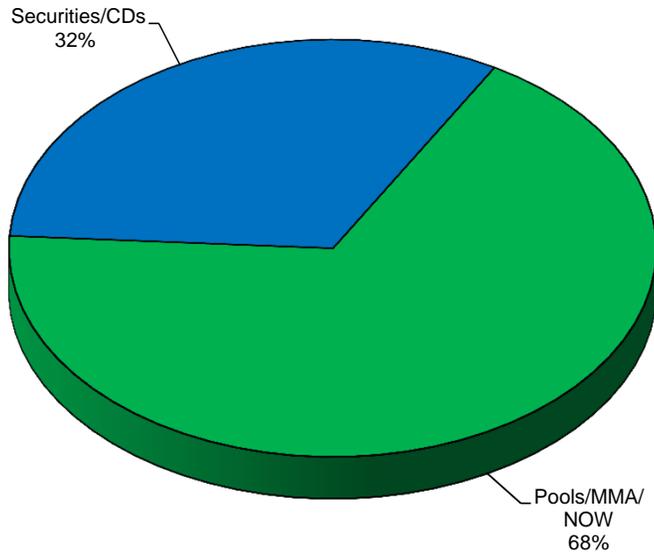
Investment Holdings
December 31, 2016

Description	Rating	Coupon/ Discount	Maturity Date	Settlement Date	Original Face/ Par Value	Book Value	Market Price	Market Value	Life (days)	Yield
TexPool	AAAm	0.46%	01/01/17	12/31/16	\$ 2,287,925	\$ 2,287,925	1.00	\$ 2,287,925	1	0.46%
TexSTAR	AAAm	0.48%	01/01/17	12/31/16	4,013,619	4,013,619	1.00	4,013,619	1	0.48%
Independent DDA		0.35%	01/01/17	12/31/16	514,189	514,189	1.00	514,189	1	0.35%
Independent NOW		0.40%	01/01/17	12/31/16	294,072	294,072	1.00	294,072	1	0.40%
Southside MMA		0.60%	01/01/17	12/31/16	1,809,782	1,809,782	1.00	1,809,782	1	0.60%
Wallis State Bank CD		0.75%	01/26/17	01/26/16	1,005,641	1,005,641	100.00	1,005,641	26	0.75%
LegacyTexas Bank CD		0.75%	01/29/17	07/29/16	601,889	601,889	100.00	601,889	29	0.75%
Wallis State Bank CD		0.85%	07/26/17	01/26/16	2,012,789	2,012,789	100.00	2,012,789	207	0.85%
LegacyTexas Bank CD		0.85%	07/29/17	07/29/16	652,319	652,319	100.00	652,319	210	0.85%
					\$ 13,192,223	\$ 13,192,223		\$ 13,192,223	46	0.59%
									(1)	(2)

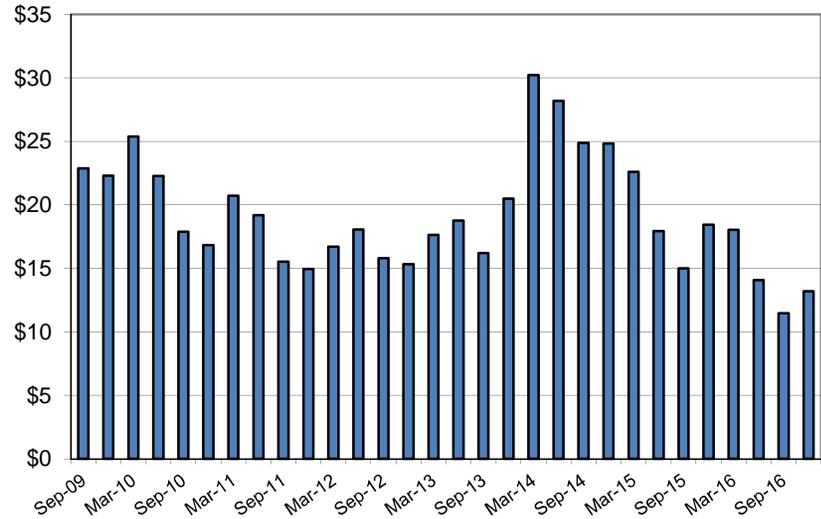
(1) **Weighted average life** - For purposes of calculating weighted average life, pool and bank account investments are assumed to have a one day maturity.

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

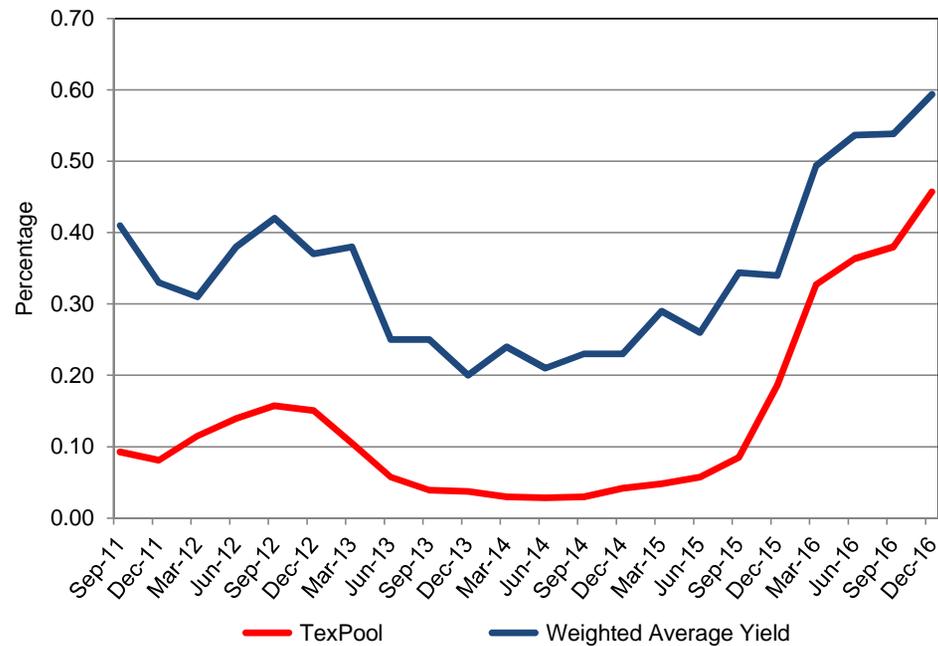
Portfolio Composition



Total Portfolio (Millions)



Total Portfolio Performance



Book Value Comparison

Description	Coupon/ Discount	Maturity Date	September 30, 2016		Purchases/ Accretions	Amortizations/ Sales/Maturities	December 31, 2016	
			Original Face/ Par Value	Book Value			Original Face/ Par Value	Book Value
TexPool	0.46%	01/01/17	\$ 2,135,644	\$ 2,135,644	\$ 152,280	\$ -	\$ 2,287,925	\$ 2,287,925
TexSTAR	0.48%	01/01/17	1,612,002	1,612,002	2,401,617		4,013,619	4,013,619
Independent DDA	0.35%	01/01/17	221,524	221,524	292,665		514,189	514,189
Independent NOW	0.40%	01/01/17	2,418,533	2,418,533		(2,124,462)	294,072	294,072
Southside MMA	0.60%	01/01/17	807,523	807,523	1,002,259		1,809,782	1,809,782
Wallis State Bank CD	0.75%	01/26/17	1,003,743	1,003,743	1,897		1,005,641	1,005,641
LegacyTexas Bank CD	0.75%	01/29/17	600,765	600,765	1,124		601,889	601,889
Wallis State Bank CD	0.85%	07/26/17	2,008,486	2,008,486	4,303		2,012,789	2,012,789
LegacyTexas Bank CD	0.85%	07/29/17	650,939	650,939	1,380		652,319	652,319
TOTAL			\$ 11,459,159	\$ 11,459,159	\$ 3,857,526	\$ (2,124,462)	\$ 13,192,223	\$ 13,192,223

Market Value Comparison

Description	Coupon/ Discount	September 30, 2016			Qtr-to-Qtr Change	December 31, 2016		
		Original Face/ Par Value	Market Price	Market Value		Original Face/ Par Value	Market Price	Market Value
TexPool	0.46%	\$ 2,135,644	1.00	\$ 2,135,644	\$ 152,280	\$ 2,287,925	1.00	\$ 2,287,925
TexSTAR	0.48%	1,612,002	1.00	1,612,002	2,401,617	4,013,619	1.00	4,013,619
Independent DDA	0.35%	221,524	1.00	221,524	292,665	514,189	1.00	514,189
Independent NOW	0.40%	2,418,533	1.00	2,418,533	(2,124,462)	294,072	1.00	294,072
Southside MMA	0.60%	807,523	1.00	807,523	1,002,259	1,809,782	1.00	1,809,782
Wallis State Bank CD	0.75%	1,003,743	100.00	1,003,743	1,897	1,005,641	100.00	1,005,641
LegacyTexas Bank CD	0.75%	600,765	100.00	600,765	1,124	601,889	100.00	601,889
Wallis State Bank CD	0.85%	2,008,486	100.00	2,008,486	4,303	2,012,789	100.00	2,012,789
LegacyTexas Bank CD	0.85%	650,939	100.00	650,939	1,380	652,319	100.00	652,319
TOTAL		\$ 11,459,159		\$ 11,459,159	\$ 1,733,065	\$ 13,192,223		\$ 13,192,223

**Allocation by Fund
December 31, 2016
Book and Market Value**

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Southside MMA	Certificates of Deposit				Total	Interest This Quarter
						1/26/2017	1/29/2017	7/26/2017	7/29/2017		
Interest & Sinking	\$ 781,194	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 781,194	\$ 700
Replacement Reserve	448,992									448,992	467
Operations	44,152				263,887		601,889			909,927	1,565
Impact Fees	200,608				42,111				652,319	895,038	1,647
2013 CO Utility Capital Projects		377,765			502,737					880,502	1,179
Sub Total	\$ 1,474,945	\$ 377,765	\$ -	\$ -	\$ 808,734	\$ -	\$ 601,889	\$ -	\$ 652,319	\$ 3,915,652	\$ 5,559
General Funds											
Operations	\$ 29,650	\$ 3,134,992	\$ -	\$ 97,506	\$ 1,001,048	\$ 1,005,641	\$ -	\$ 2,012,789	\$ -	\$ 7,281,625	\$ 8,292
Pooled Cash			514,189							514,189	690
Interest & Sinking	144,113	62,499								206,612	180
Drainage Utility	188,987									188,987	196
Sub Total	\$ 362,751	\$ 3,197,491	\$ 514,189	\$ 97,506	\$ 1,001,048	\$ 1,005,641	\$ -	\$ 2,012,789	\$ -	\$ 8,191,413	\$ 9,358
General Capital Project Funds											
Park Development	\$ 170,987	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,987	\$ 178
2015 Tax Note Capital Projects		404,831								404,831	494
Sub Total	\$ 170,987	\$ 404,831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 575,818	\$ 671
Corp Leased Park Funds											
Corp LeasedTXDot Mitigation	\$ -	\$ 3	\$ -	\$ 196,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 196,569	\$ 198
Sub Total	\$ -	\$ 3	\$ -	\$ 196,566	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 196,569	\$ 198
HV Community Development Funds											
Operations	\$ 279,241	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 279,241	\$ 215
HVCDC TXDot Mitigation		5,758								5,758	6
2014 CO HVCDC Capital Projects		27,771								27,771	82
Sub Total	\$ 279,241	\$ 33,529	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 312,770	\$ 303
Totals	\$ 2,287,925	\$ 4,013,619	\$ 514,189	\$ 294,072	\$ 1,809,782	\$ 1,005,641	\$ 601,889	\$ 2,012,789	\$ 652,319	\$ 13,192,223	\$ 16,090

**Allocation by Fund
September 30, 2016
Book and Market Value**

Utility Funds	TexPool	TexSTAR	Independent DDA	Independent NOW	Southside MMA	Certificates of Deposit				Total	Interest This Quarter
						1/26/2017	1/29/2017	7/26/2017	7/29/2017		
Interest & Sinking	\$ 559,848	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 559,848	\$ 399
Replacement Reserve	448,525									448,525	423
Operations	44,106				263,492		600,765			908,362	2,200
Impact Fees	190,412				42,048				650,939	883,398	2,081
2013 CO Utility Capital Projects		395,073			501,984					897,057	1,293
Sub Total	\$ 1,242,891	\$ 395,073	\$ -	\$ -	\$ 807,523	\$ -	\$ 600,765	\$ -	\$ 650,939	\$ 3,697,191	\$ 6,395
General Funds											
Operations	\$ 314,296	\$ 570,197	\$ -	\$ 2,093,996	\$ -	\$ 1,003,743	\$ -	\$ 2,008,486	\$ -	\$ 5,990,717	\$ 14,221
Pooled Cash			221,524							221,524	507
Interest & Sinking	79,314	62,430								141,744	311
Drainage Utility	191,348									191,348	153
Sub Total	\$ 584,958	\$ 632,627	\$ 221,524	\$ 2,093,996	\$ -	\$ 1,003,743	\$ -	\$ 2,008,486	\$ -	\$ 6,545,334	\$ 15,192
General Capital Project Funds											
Park Development	\$ 170,810	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,810	\$ 60
2015 Tax Note Capital Projects		474,233								474,233	686
Sub Total	\$ 170,810	\$ 474,233	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 645,042	\$ 745
Corp Leased Park Funds											
Corp LeasedTXDot Mitigation	\$ -	\$ 3	\$ -	\$ 324,538	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 324,541	\$ 272
Sub Total	\$ -	\$ 3	\$ -	\$ 324,538	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 324,541	\$ 272
HV Community Development Funds											
Operations	\$ 136,986	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136,986	\$ 108
HVCDC TXDot Mitigation		5,751								5,751	6
2014 CO HVCDC Capital Projects		104,314								104,314	197
Sub Total	\$ 136,986	\$ 110,065	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 247,051	\$ 311
Totals	\$ 2,135,644	\$ 1,612,002	\$ 221,524	\$ 2,418,533	\$ 807,523	\$ 1,003,743	\$ 600,765	\$ 2,008,486	\$ 650,939	\$ 11,459,159	\$ 22,916

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 17

MEETING DATE: 02/14/17

SUBJECT: Receive Budget Reports for Period Ending December 31, 2016

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 December represents the third 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 December 31, 2016.

General Fund Summary

FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget (Includes Budget Amendments)	Year to Date	Variance	% Received
Property Tax	\$ 9,763,828	\$ 9,763,828	\$ 4,379,833	\$ (5,383,995)	45%
Sales Tax	2,700,218	2,700,218	199,184	(2,501,034)	7%
Franchise Fees	1,714,328	1,714,328	29,548	(1,684,780)	2%
Licensing & Permits	450,833	450,833	76,339	(374,494)	17%
Park/Recreation Fees	221,070	221,070	39,686	(181,384)	18%
Public Safety Fees	39,000	39,000	7,266	(31,734)	19%
Rents	126,401	126,401	45,819	(80,582)	36%
Municipal Court	112,200	112,200	16,445	(95,755)	15%
Public Safety Charges for Svc	466,921	466,921	141,424	(325,497)	30%
Interest Income	32,000	32,000	4,473	(27,527)	14%
Miscellaneous	129,850	129,850	25,819	(104,031)	20%
Total Revenues	\$ 15,756,649	\$ 15,756,649	\$ 4,965,839	\$ (10,790,810)	32%

Other Sources					
Transfers In	\$ 534,000	\$ 534,000	\$ -	\$ (534,000)	0%
Total Available Resources	\$ 16,290,649	\$ 16,290,649	\$ 4,965,839	\$ (11,324,810)	

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
City Manager Office	\$ 646,560	\$ 646,560	\$ 123,849	\$ 522,711	19%
Finance (includes Mun. Court)	1,483,887	1,483,887	457,918	1,025,968	31%
Human Resources	552,948	552,948	109,021	443,927	20%
City Secretary Office	304,402	304,402	63,970	240,433	21%
Information Services	1,109,963	1,109,963	176,499	933,465	16%
Police	4,676,887	4,676,887	1,065,028	3,611,859	23%
Fire	2,846,905	2,846,905	833,134	2,013,771	29%
Community Services	425,512	425,512	92,759	332,752	22%
Streets/Drainage	1,374,669	1,374,669	500,215	874,455	36%
Maintenance	898,459	898,459	131,343	767,116	15%
Parks	1,571,130	1,571,130	334,950	1,236,180	21%
Recreation	448,527	448,527	62,159	386,368	14%
Total Expenditures	\$ 16,339,850	\$ 16,339,850	\$ 3,950,846	\$ 12,389,004	24%

Capital Summary	(Included in totals above - summary information only)				
Equipment Replacement	\$ 484,000	\$ 484,000	\$ 187,803	\$ 296,197	39%

Other Uses					
Transfers Out	\$ 266,000	\$ 266,000	\$ -	266,000	0%
Total Expenditures	\$ 16,605,850	\$ 16,605,850	\$ 3,950,846	\$ 12,655,004	

Fund Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	4,024,986	4,024,986	4,024,986
+ Net Increase (Decrease)	(315,201)	(315,201)	1,014,993
Ending Fund Balance	\$ 3,709,785	\$ 3,709,785	\$ 5,039,979

Fund Balance Detail	Original Budget	Revised Budget	Year to Date
Reserve Fund Balance (15% of Total Expenditures)	\$ 2,450,977	\$ 2,450,977	\$ 592,627
Restricted	11,500	11,500	11,500
Unassigned	1,247,308	1,247,308	4,435,852
Total Fund Balance	\$ 3,709,785	\$ 3,709,785	\$ 5,039,979

General Fund Expenditure Summary

FY 2016/2017 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

- - - Summary - - -

	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 11,486,094	\$ 11,486,094	\$ 2,535,976	\$ 8,950,118	22%
Services / Supplies	4,369,755	4,369,755	1,227,067	3,142,689	28%
Capital	484,000	484,000	187,803	296,197	39%
	\$ 16,339,850	\$ 16,339,850	\$ 3,950,846	\$ 12,389,004	24%

- - - Detail - - -

Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 8,416,498	\$ 8,416,498	\$ 1,781,174	\$ 6,635,323	21%
<i>Employee Benefits</i>	3,069,597	3,069,597	754,802	2,314,795	25%
<i>Total Personnel</i>	\$ 11,486,094	\$ 11,486,094	\$ 2,535,976	\$ 8,950,118	22%
Services / Supplies					
<i>Professional Services</i>	\$ 1,313,594	\$ 1,313,594	\$ 416,507	\$ 897,087	32%
<i>Employee Development</i>	313,817	313,817	65,374	248,443	21%
<i>Office Supplies / Equipment</i>	1,064,876	1,064,876	219,936	844,939	21%
<i>Utilities</i>	328,432	328,432	69,401	259,031	21%
<i>Other</i>	1,349,037	1,349,037	455,849	893,188	34%
<i>Total Services / Supplies</i>	\$ 4,369,755	\$ 4,369,755	\$ 1,227,067	\$ 3,142,689	28%
Capital					
<i>Equipment / Vehicles</i>	\$ 484,000	\$ 484,000	\$ 187,803	\$ 296,197	39%
<i>Total Capital</i>	\$ 484,000	\$ 484,000	\$ 187,803	\$ 296,197	39%
Total General Fund Expenditure Summary	\$ 16,339,850	\$ 16,339,850	\$ 3,950,846	\$ 12,389,004	24%

General Fund Revenue

FY 2016/2017 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Property Tax	\$ 9,763,828	\$ 9,763,828	\$ 4,379,833	\$ (5,383,995)	45%
Sales Tax	2,700,218	2,700,218	199,184	(2,501,034)	7%
Franchise Fees	1,714,328	1,714,328	29,548	(1,684,780)	2%
Licensing & Permits	450,833	450,833	76,339	(374,494)	17%
Park/Recreation Fees	221,070	221,070	39,686	(181,384)	18%
Public Safety Fees	39,000	39,000	7,266	(31,734)	19%
Rents	126,401	126,401	45,819	(80,582)	36%
Municipal Court	112,200	112,200	16,445	(95,755)	15%
Public Safety Charges for Svc	466,921	466,921	141,424	(325,497)	30%
Interest Income	32,000	32,000	4,473	(27,527)	14%
Miscellaneous	129,850	129,850	25,819	(104,031)	20%
Total Revenues	\$ 15,756,649	\$ 15,756,649	\$ 4,965,839	\$ (10,790,810)	32%

City Manager Office FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 382,973	\$ 382,973	\$ 80,586	\$ 302,386	21%
Services / Supplies	263,587	263,587	43,263	220,324	16%
Capital	-	-	-	-	0%
	\$ 646,560	\$ 646,560	\$ 123,849	\$ 522,711	19%

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

Personnel					
<i>Salaries / Wages</i>	\$ 312,211	\$ 312,211	\$ 64,562	\$ 247,650	21%
<i>Employee Benefits</i>	70,761	70,761	16,025	54,737	23%
Total Personnel	\$ 382,973	\$ 382,973	\$ 80,586	\$ 302,385	21%

Services / Supplies					
<i>Professional Services (City-wide legal - \$120,500)</i>	\$ 135,750	\$ 135,750	\$ 38,908	\$ 96,842	29%
<i>Employee Development</i>	12,875	12,875	2,780	10,095	22%
<i>Supplies / Equipment</i>	4,710	4,710	1,575	3,135	33%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Contingency)</i>	110,252	110,252	-	110,252	0%
Total Services / Supplies	\$ 263,587	\$ 263,587	\$ 43,263	\$ 220,324	16%

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

Total City Manager	\$ 646,560	\$ 646,560	\$ 123,849	\$ 522,710	19%
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Finance Department FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 928,120	\$ 928,120	\$ 215,265	\$ 712,855	23%
Services / Supplies	555,767	555,767	242,653	313,113	44%
Capital	-	-	-	-	0%
	\$ 1,483,887	\$ 1,483,887	\$ 457,918	\$ 1,025,968	31%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 682,779	\$ 682,779	\$ 154,329	\$ 528,450	23%
<i>Employee Benefits</i>	245,341	245,341	60,936	184,405	25%
Total Personnel	\$ 928,120	\$ 928,120	\$ 215,265	\$ 712,855	23%

Services / Supplies					
<i>Professional Services</i> <i>(City-wide liability insurance - \$107,201 / DCAD - \$74,670)</i>	\$ 502,763	\$ 502,763	\$ 226,712	\$ 276,051	45%
<i>Employee Development</i>	19,938	19,938	1,537	18,401	8%
<i>Supplies / Equipment</i>	10,176	10,176	1,212	8,964	12%
<i>Utilities</i>	-	-	1,675	(1,675)	100%
<i>Other (Special Events)</i>	22,890	22,890	11,518	11,372	50%
Total Services / Supplies	\$ 555,767	\$ 555,767	\$ 242,653	\$ 313,113	44%

Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Finance Department	\$ 1,483,887	\$ 1,483,887	\$ 457,918	\$ 1,025,968	31%

Human Resources FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 450,958	\$ 450,958	\$ 94,705	\$ 356,253	21%
Services / Supplies	101,990	101,990	14,315	87,675	14%
Capital	-	-	-	-	0%
	\$ 552,948	\$ 552,948	\$ 109,021	\$ 443,927	20%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 362,545	\$ 362,545	\$ 72,572	\$ 289,973	20%
<i>Employee Benefits</i>	88,413	88,413	22,133	66,280	25%
<i>Total Personnel</i>	\$ 450,958	\$ 450,958	\$ 94,705	\$ 356,252	21%

Services / Supplies					
<i>Professional Services</i>	\$ 26,350	\$ 26,350	\$ 3,361	\$ 22,990	13%
<i>Employee Development</i>	67,590	67,590	10,794	56,796	16%
<i>Supplies / Equipment</i>	2,050	2,050	10	2,040	0%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	6,000	6,000	151	5,849	3%
<i>Total Services / Supplies</i>	\$ 101,990	\$ 101,990	\$ 14,315	\$ 87,675	14%

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

<i>Total Human Resources</i>	\$ 552,948	\$ 552,948	\$ 109,021	\$ 443,926	20%
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City Secretary Office FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 180,137	\$ 180,137	\$ 40,686	\$ 139,451	23%
Services / Supplies	124,265	124,265	23,284	100,981	19%
Capital	-	-	-	-	-
	\$ 304,402	\$ 304,402	\$ 63,970	\$ 240,433	21%

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

Personnel					
<i>Salaries / Wages</i>	\$ 143,137	\$ 143,137	\$ 31,741	\$ 111,396	22%
<i>Employee Benefits</i>	37,001	37,001	8,945	28,055	24%
Total Personnel	\$ 180,137	\$ 180,137	\$ 40,686	\$ 139,450	23%

Services / Supplies					
<i>Professional Services</i>	\$ 26,650	\$ 26,650	\$ 4,492	\$ 22,158	17%
<i>Employee Development</i> <small>(City Council related \$31,280)</small>	42,560	42,560	6,504	36,056	15%
<i>Supplies / Equipment</i>	16,355	16,355	2,287	14,068	14%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	38,700	38,700	10,000	28,700	26%
Total Services / Supplies	\$ 124,265	\$ 124,265	\$ 23,284	\$ 100,981	19%

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

Total City Secretary Office	\$ 304,402	\$ 304,402	\$ 63,970	\$ 240,432	21%
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Information Services FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 565,776	\$ 565,776	\$ 99,436	\$ 466,340	18%
Services / Supplies	319,187	319,187	77,063	242,124	24%
Capital	<u>225,000</u>	<u>225,000</u>	<u>-</u>	<u>225,000</u>	<u>0%</u>
	\$ 1,109,963	\$ 1,109,963	\$ 176,499	\$ 933,465	16%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 418,823	\$ 418,823	\$ 74,675	\$ 344,148	18%
<i>Employee Benefits</i>	<u>146,954</u>	<u>146,954</u>	<u>24,761</u>	<u>122,193</u>	<u>17%</u>
Total Personnel	\$ 565,776	\$ 565,776	\$ 99,436	\$ 466,340	18%

Services / Supplies					
<i>Professional Services</i>	\$ 155,020	\$ 155,020	\$ 60,617	\$ 94,403	39%
<i>Employee Development</i>	24,425	24,425	10,461	13,964	43%
<i>Supplies / Equipment</i>	2,560	2,560	354	2,206	14%
<i>Utilities</i>	15,032	15,032	2,595	12,437	17%
<i>Other (Data Processing)</i>	<u>122,150</u>	<u>122,150</u>	<u>3,036</u>	<u>119,114</u>	<u>2%</u>
Total Services / Supplies	\$ 319,187	\$ 319,187	\$ 77,063	\$ 242,124	24%

Capital					
<i>Equipment / Vehicles</i>	225,000	225,000	-	225,000	0%
Total Capital	\$ 225,000	\$ 225,000	\$ -	\$ 225,000	0%

Total City Secretary Office	\$ 1,109,963	\$ 1,109,963	\$ 176,499	\$ 933,465	16%
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Police Department FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 4,198,439	\$ 4,198,439	\$ 884,679	\$ 3,313,760	21%
Services / Supplies	378,448	378,448	99,194	279,254	26%
Capital	<u>100,000</u>	<u>100,000</u>	<u>81,155</u>	<u>18,845</u>	<u>81%</u>
	\$ 4,676,887	\$ 4,676,887	\$ 1,065,028	\$ 3,611,859	23%

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

Personnel					
<i>Salaries / Wages</i>	\$ 3,091,914	\$ 3,091,914	\$ 631,555	\$ 2,460,359	20%
<i>Employee Benefits</i>	<u>1,106,525</u>	<u>1,106,525</u>	<u>253,124</u>	<u>853,401</u>	<u>23%</u>
Total Personnel	\$ 4,198,439	\$ 4,198,439	\$ 884,679	\$ 3,313,760	21%

Services / Supplies					
<i>Professional Services</i>	\$ 133,147	\$ 133,147	\$ 48,504	\$ 84,643	36%
<i>Employee Development</i>	44,924	44,924	9,719	35,205	22%
<i>Supplies / Equipment</i>	135,249	135,249	28,325	106,923	21%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Animal Care - \$49,420)</i>	<u>65,128</u>	<u>65,128</u>	<u>12,646</u>	<u>\$ 52,482</u>	<u>19%</u>
Total Services / Supplies	\$ 378,448	\$ 378,448	\$ 99,194	\$ 279,254	26%

Capital					
<i>Equipment / Vehicles</i>	100,000	100,000	81,155	18,845	81%
Total Capital	\$ 100,000	\$ 100,000	\$ 81,155	\$ 18,845	81%

Total Police Department	\$ 4,676,887	\$ 4,676,887	\$ 1,065,028	\$ 3,611,859	23%
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Fire Department FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 2,207,017	\$ 2,207,017	\$ 512,941	\$ 1,694,077	23%
Services / Supplies	581,888	581,888	257,570	324,318	44%
Capital	58,000	58,000	62,624	(4,624)	108%
	\$ 2,846,905	\$ 2,846,905	\$ 833,134	\$ 2,013,771	29%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,597,162	\$ 1,597,162	\$ 346,109	\$ 1,251,053	22%
<i>Employee Benefits</i>	609,856	609,856	166,832	443,024	27%
Total Personnel	\$ 2,207,017	\$ 2,207,017	\$ 512,941	\$ 1,694,077	23%

Services / Supplies					
<i>Professional Services</i>	\$ 61,676	\$ 61,676	\$ 11,116	\$ 50,560	18%
<i>Employee Development</i> <small>(Training - \$42,000)</small>	57,520	57,520	16,254	41,266	28%
<i>Supplies / Equipment</i>	187,692	187,692	94,701	92,991	50%
<i>Utilities</i>	1,800	1,800	388	1,412	22%
<i>Other</i>	273,200	273,200	135,111	138,089	49%
Total Services / Supplies	\$ 581,888	\$ 581,888	\$ 257,570	\$ 324,318	44%

Capital					
<i>Equipment / Vehicles</i>	58,000	58,000	62,624	(4,624)	108%
Total Capital	\$ 58,000	\$ 58,000	\$ 62,624	\$ (4,624)	108%

Total Fire Department	\$ 2,846,905	\$ 2,846,905	\$ 833,134	\$ 2,013,771	29%
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Community Services FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 402,319	\$ 402,319	\$ 91,923	\$ 310,396	23%
Services / Supplies	23,193	23,193	837	22,357	4%
Capital	-	-	-	-	0%
	\$ 425,512	\$ 425,512	\$ 92,759	\$ 332,752	22%

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

Personnel					
<i>Salaries / Wages</i>	\$ 290,160	\$ 290,160	\$ 64,505	\$ 225,655	22%
<i>Employee Benefits</i>	112,158	112,158	27,418	84,740	24%
<i>Total Personnel</i>	\$ 402,319	\$ 402,319	\$ 91,923	\$ 310,396	23%

Services / Supplies					
<i>Professional Services</i>	\$ 9,200	\$ 9,200	\$ (566)	9,766	-6%
<i>Employee Development</i>	4,765	4,765	770	3,995	16%
<i>Supplies / Equipment</i>	7,228	7,228	633	6,595	9%
<i>Utilities</i>	-	-	-	-	0%
<i>Other</i>	2,000	2,000	-	2,000	0%
<i>Total Services / Supplies</i>	\$ 23,193	\$ 23,193	\$ 837	\$ 22,357	4%

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

<i>Total Building Operations</i>	\$ 425,512	\$ 425,512	\$ 92,759	\$ 332,752	22%
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Streets Division FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 671,743	\$ 671,743	\$ 163,048	\$ 508,695	24%
Services / Supplies	672,926	672,926	293,143	379,783	44%
Capital	<u>30,000</u>	<u>30,000</u>	<u>44,024</u>	<u>(14,024)</u>	<u>147%</u>
	\$ 1,374,669	\$ 1,374,669	\$ 500,215	\$ 874,455	36%

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

Personnel					
<i>Salaries / Wages</i>	\$ 452,166	\$ 452,166	\$ 104,819	\$ 347,347	23%
<i>Employee Benefits</i>	<u>219,577</u>	<u>219,577</u>	<u>58,229</u>	<u>161,348</u>	<u>27%</u>
Total Personnel	\$ 671,743	\$ 671,743	\$ 163,048	\$ 508,695	24%

Services / Supplies					
<i>Professional Services</i>	\$ 64,676	\$ 64,676	\$ -	\$ 64,676	0%
<i>Employee Development</i>	10,150	10,150	1,501	8,649	15%
<i>Supplies / Equipment</i>	47,550	47,550	10,464	37,086	22%
<i>Utilities</i>	90,000	90,000	20,849	69,151	23%
<i>Other (Street Maintenance)</i>	<u>460,550</u>	<u>460,550</u>	<u>260,329</u>	<u>200,221</u>	<u>57%</u>
Total Services / Supplies	\$ 672,926	\$ 672,926	\$ 293,143	\$ 379,783	44%

Capital					
<i>Equipment / Vehicles</i>	30,000	30,000	44,024	(14,024)	147%
Total Capital	\$ 30,000	\$ 30,000	\$ 44,024	\$ (14,024)	147%

Total Streets	\$ 1,374,669	\$ 1,374,669	\$ 500,215	\$ 874,455	36%
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Maintenance Division FY 2016/2017 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 305,832	\$ 305,832	\$ 66,434	\$ 239,398	22%
Services / Supplies	592,627	592,627	64,909	527,718	11%
Capital	-	-	-	-	0%
	\$ 898,459	\$ 898,459	\$ 131,343	\$ 767,116	15%

- - - Detail - - -					
Category	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel					
<i>Salaries / Wages</i>	\$ 217,185	\$ 217,185	\$ 44,658	\$ 172,526	21%
<i>Employee Benefits</i>	88,648	88,648	21,776	66,872	25%
Total Personnel	\$ 305,832	\$ 305,832	\$ 66,434	\$ 239,398	22%
Services / Supplies					
<i>Professional Services</i>	\$ 64,480	\$ 64,480	\$ 6,690	\$ 57,790	10%
<i>Employee Development</i>	5,535	5,535	867	4,668	16%
<i>Supplies / Equipment (Fuel & Oils - \$135,777, Repair Parts / Contract Repairs - \$188,000)</i>	437,512	437,512	40,473	397,039	9%
<i>Utilities</i>	85,000	85,000	16,879	68,121	20%
<i>Other</i>	100	100	-	\$ 100	0%
Total Services / Supplies	\$ 592,627	\$ 592,627	\$ 64,909	\$ 527,718	11%
Capital					
<i>Equipment / Vehicles</i>	-	-	-	-	0%
Total Capital	\$ -	\$ -	\$ -	\$ -	0%
Total Maintenance	\$ 898,459	\$ 898,459	\$ 131,343	\$ 767,116	15%

Parks Division FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,001,680	\$ 1,001,680	\$ 247,003	\$ 754,678	25%
Services / Supplies	498,450	498,450	87,948	410,502	18%
Capital	<u>71,000</u>	<u>71,000</u>	<u>-</u>	<u>71,000</u>	<u>0%</u>
	\$ 1,571,130	\$ 1,571,130	\$ 334,950	\$ 1,236,180	21%

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

Personnel					
<i>Salaries / Wages</i>	\$ 708,555	\$ 708,555	\$ 165,496	\$ 543,058	23%
<i>Employee Benefits</i>	<u>293,125</u>	<u>293,125</u>	<u>81,506</u>	<u>211,619</u>	<u>28%</u>
Total Personnel	\$ 1,001,680	\$ 1,001,680	\$ 247,003	\$ 754,678	25%

Services / Supplies					
<i>Professional Services</i>	\$ 133,882	\$ 133,882	\$ 16,673	\$ 117,209	12%
<i>Employee Development</i>	14,980	14,980	3,988	10,992	27%
<i>Supplies / Equipment</i>	212,288	212,288	39,791	172,497	19%
<i>Utilities</i>	136,600	136,600	27,015	109,585	20%
<i>Other</i>	<u>700</u>	<u>700</u>	<u>480</u>	<u>220</u>	<u>69%</u>
Total Services / Supplies	\$ 498,450	\$ 498,450	\$ 87,948	\$ 410,502	18%

Capital					
<i>Equipment / Vehicles</i>	71,000	71,000	-	71,000	0%
Total Capital	71,000	71,000	-	71,000	0%

Total Parks	\$ 1,571,130	\$ 1,571,130	\$ 334,950	\$ 1,236,180	21%
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Recreation Division FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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- - - Summary - - -					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 191,099	\$ 191,099	\$ 39,270	\$ 151,829	21%
Services / Supplies	257,428	257,428	22,889	234,539	9%
Capital	-	-	-	-	0%
	\$ 448,527	\$ 448,527	\$ 62,159	\$ 386,368	14%

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

Personnel					
<i>Salaries / Wages</i>	\$ 139,861	\$ 139,861	\$ 26,153	\$ 113,708	19%
<i>Employee Benefits</i>	51,238	51,238	13,117	38,122	26%
Total Personnel	\$ 191,099	\$ 191,099	\$ 39,270	\$ 151,829	21%

Services / Supplies					
<i>Professional Services</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Employee Development</i>	8,555	8,555	200	8,355	2%
<i>Supplies / Equipment</i>	1,506	1,506	111	1,395	7%
<i>Utilities</i>	-	-	-	-	0%
<i>Other (Recreation Programs)</i>	247,367	247,367	22,578	224,789	9%
Total Services / Supplies	\$ 257,428	\$ 257,428	\$ 22,889	\$ 234,539	9%

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

Total Recreation	\$ 448,527	\$ 448,527	\$ 62,159	\$ 386,368	14%
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Equipment Replacement / Capital Schedule FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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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	225,000	225,000	-	-	0%
Police Dept Capital Outlay	100,000	100,000	81,155	18,845	81%
Fire Dept Capital Outlay	58,000	58,000	62,624	(4,624)	108%
Community Services Capital Outlay	-	-	-	-	0%
Streets Dept Capital Outlay	30,000	30,000	44,024	(14,024)	147%
Maintenance Capital Outlay	-	-	-	-	0%
City Parks Capital Outlay	71,000	71,000	-	71,000	0%
City Recreation Capital Outlay	-	-	-	-	0%
Total Expenditures	\$ 484,000	\$ 484,000	\$ 187,803	\$ 296,197	39%

Utility Fund Revenues

FY 2016/2017 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Fees	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Electronic Payment</i>	\$ (100,000)	\$ (100,000)	\$ (20,340)	\$ (79,660)	20%
<i>Charges / Penalties</i>	81,950	81,950	17,524	64,426	21%
Total Fees	\$ (18,050)	\$ (18,050)	\$ (2,816)	\$ (15,234)	16%

Licenses & Permits

<i>Construction Inspection</i>	\$ 10,000	\$ 10,000	\$ 1,100	\$ 8,900	11%
Total Licenses & Permits	\$ 10,000	\$ 10,000	\$ 1,100	\$ 8,900	11%

Charges for Services

<i>Water Sales</i>	\$ 4,859,679	\$ 4,859,679	\$ 818,068	\$ 4,041,611	17%
<i>Sewer Sales</i>	3,585,708	3,585,708	762,997	2,822,711	21%
<i>Inspection Fees</i>	3,300	3,300	480	2,820	15%
Total Charges for Service	\$ 8,448,687	\$ 8,448,687	\$ 1,581,545	\$ 6,867,142	19%

Interest

<i>Interest (Operations)</i>	\$ 7,000	\$ 7,000	\$ 4,379	\$ 2,621	63%
<i>Interest (Capital Projects)</i>	10,000	10,000	1,179	8,821	12%
Total Interest	\$ 17,000	\$ 17,000	\$ 5,559	\$ 11,441	33%

Impact Fees

<i>Impact Fees</i>	\$ 192,000	\$ 192,000	\$ 29,976	\$ 162,024	16%
Total Impact Fees	\$ 192,000	\$ 192,000	\$ 29,976	\$ 162,024	16%

Miscellaneous Income

<i>Miscellaneous Income</i>	\$ 5,000	\$ 5,000	\$ 437	\$ 4,563	9%
Total Miscellaneous Income	\$ 5,000	\$ 5,000	\$ 437	\$ 4,563	9%

Total Utility Fund Revenues	\$ 8,654,637	\$ 8,654,637	\$ 1,615,801	\$ 7,038,836	19%
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Utility Division FY 2016/2017 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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--- Summary - Operations ---					
	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ 1,529,725	\$ 1,529,725	\$ 378,671	\$ 1,151,055	25%
Services / Supplies	5,569,211	5,569,211	1,299,995	4,269,216	23%
Capital	95,000	95,000	124,731	(29,731)	131%
Total Utility Division	\$ 7,193,936	\$ 7,193,936	\$ 1,803,396	\$ 5,390,540	25%

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

Personnel					
<i>Salaries / Wages</i>	\$ 1,077,784	\$ 1,077,784	\$ 248,176	\$ 829,608	23%
<i>Employee Benefits</i>	451,941	451,941	130,494	321,447	29%
Total Personnel	\$ 1,529,725	\$ 1,529,725	\$ 378,671	\$ 1,151,055	25%

Services / Supplies					
<i>Professional Services</i>	\$ 255,447	\$ 255,447	\$ 91,405	\$ 164,041	36%
<i>Employee Development</i>	58,379	58,379	32,200	26,179	55%
<i>Supplies / Equipment</i>	83,159	83,159	13,497	69,663	16%
<i>Utilities</i>	404,380	404,380	74,174	330,206	18%
<i>Other (Well Lot Maintenance)</i>	497,027	497,027	21,738	475,289	4%
Sub-Total - Operations Services / Supplies	\$ 1,298,392	\$ 1,298,392	\$ 233,014	\$ 1,065,378	18%

Wholesale Water / Wastewater					
Note: UTRWD billing reflects a one month delay					
<i>UTRWD - Administration Fees</i>	\$ 4,955	\$ 4,955	\$ 4,954	\$ 1	100%
<i>UTRWD - Water Volume Cost</i>	916,014	916,014	260,799	655,215	28%
<i>UTRWD - Water Demand Charges</i>	1,234,500	1,234,500	308,625	925,875	25%
<i>UTRWD - Sewer Effluent Volume Rate</i>	495,680	495,680	88,036	407,644	18%
<i>UTRWD - Capital Charge Joint Facilities</i>	1,329,595	1,329,595	332,399	997,196	25%
<i>UTRWD - HV Sewer Line to UTRWD</i>	290,075	290,075	72,167	217,908	25%
<i>UTRWD - Wtr Transmission - Opus Develop</i>	-	-	-	-	0%
Sub-Total - Wholesale Water / Wastewater	\$ 4,270,819	\$ 4,270,819	\$ 1,066,980	\$ 3,203,839	25%

Total Services / Supplies	\$ 5,569,211	\$ 5,569,211	\$ 1,299,995	\$ 4,269,216	23%
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Capital					
<i>Equipment / Vehicles</i>	95,000	95,000	124,731	(29,731)	131%
Total Capital	\$ 95,000	\$ 95,000	\$ 124,731	\$ (29,731)	131%

Total Utility Division - Operations	\$ 7,193,936	\$ 7,193,936	\$ 1,803,396	\$ 5,390,540	25%
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Utility Fund Working Capital FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Water Sales</i>	\$ 4,859,679	\$ 4,859,679	\$ 818,068	\$ 4,041,611	17%
<i>Sewer Sales</i>	3,585,708	3,585,708	762,997	2,822,711	21%
<i>Other Fees / Charges</i>	100,250	100,250	19,541	80,709	19%
<i>Electronic Payment Credit</i>	(100,000)	(100,000)	(20,340)	(79,660)	20%
<i>Interest</i>	7,000	7,000	4,379	2,621	63%
Total Revenues	\$ 8,452,637	\$ 8,452,637	\$ 1,584,646	\$ 6,867,991	19%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Administration</i>	\$331,316	\$331,316	\$ 88,815	\$ 242,501	27%
<i>Operations</i>	2,496,801	2,496,801	522,870	1,973,931	21%
<i>UTRWD</i>	4,270,819	4,270,819	1,066,980	3,203,839	25%
<i>Debt Service</i>	1,285,650	1,285,650	500	1,285,150	0%
<i>Capital Projects</i>	-	-	-	-	0%
<i>Equipment Replace / Capital</i>	95,000	95,000	124,731	(29,731)	131%
Total Expenditures	\$ 8,479,586	\$ 8,479,586	\$ 1,803,896	\$ 6,675,690	21%

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>	-	-	-	-	0%
<i>Operating Transfers Out / General Fund</i>	(470,000)	(470,000)	-	(470,000)	0%
Total Other Sources (Uses)	\$ (320,000)	\$ (320,000)	\$ 150,000	\$ (470,000)	-47%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Net Increase/Decrease</i>	(346,949)	(346,949)	(69,250)
Beginning Working Capital			
<i>Operations</i>	1,729,103	1,729,103	1,729,103
<i>Available Impact Fees</i>	889,804	889,804	889,804
Total Available Working Capital	\$ 2,618,907	\$ 2,618,907	\$ 2,618,907
Ending Working Capital			
<i>Operations</i>	1,382,154	1,382,154	1,659,853
<i>Designated Capital Project</i>	-	-	-
<i>Available Impact Fees</i>	931,804	931,804	769,780
Total Available Working Capital	\$ 2,313,958	\$ 2,313,958	\$ 2,429,633

<i>Impact Fees</i>			
<i>Beginning Balance</i>	889,804	889,804	889,804
<i>+ Collections</i>	192,000	192,000	29,976
<i>- Applied to offset Debt Service</i>	(150,000)	(150,000)	(150,000)
<i>Ending Balance</i>	931,804	931,804	769,780

*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 2016/2017 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Park Entry Fees</i>	\$ 351,300	\$ 351,300	\$ 101,562	\$ 249,738	29%
<i>Annual Park Passes</i>	20,000	20,000	140	19,860	1%
<i>Concession Sales</i>	-	-		-	0%
<i>Interest</i>	1,300	1,300	198	1,102	15%
<i>I-35 Mitigation</i>	50,000	50,000	-	50,000	0%
Total Revenues	\$ 422,600	\$ 422,600	\$ 101,900	\$ 320,700	24%

I-35 Mitigation Revenue is recognized as it is used and / or to replace lost revenue.
Initial total - \$641,834 (Est balance as of 9/30/2016 \$219,280)

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 199,564	\$ 199,564	\$ 44,213	\$ 155,351	22%
<i>Services / Supplies</i>	147,171	147,171	28,267	118,903	19%
<i>Capital</i>	71,500	71,500	34,125	37,375	48%
Total Expenditures	\$ 418,234	\$ 418,234	\$ 106,605	\$ 311,629	25%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 84,919	\$ 84,919	\$ 84,919
<i>+ Net Increase (Decrease)</i>	4,366	4,366	(4,705)
Ending Fund Balance	\$ 89,285	\$ 89,285	\$ 80,214

Debt Service Fund

FY 2016/2017 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Revenues</i>	\$1,761,728	\$ 1,761,728	\$ 787,906	\$ 973,822	45%
<i>Interest Income</i>	1,400	1,400	180	1,220	13%
Total Revenues	\$ 1,763,128	\$ 1,763,128	\$ 788,086	\$ 975,042	45%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Principal Payments</i>	\$ 2,015,000	\$ 2,015,000	\$ -	\$ 2,015,000	0%
<i>Interest Payments</i>	625,801	625,801	-	625,801	0%
<i>Paying Agent Fees</i>	4,000	4,000	-	4,000	0%
Total Expenditures	\$ 2,644,801	\$ 2,644,801	\$ -	\$ 2,644,801	0%

Other Sources (Uses)	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Transfers In (Out) [To 4B]</i>	890,071	890,071	-	-	0%
<i>Proceeds from Refunding Debt</i>	-	-	-	-	0%
<i>Debt Issuance Cost</i>	-	-	-	-	0%
<i>Payment to Escrow Agent</i>	-	-	-	-	0%
Total Financing Sources	\$ 890,071	\$ 890,071	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 137,811	\$ 137,811	\$ 137,811
<i>+ Net Increase (Decrease)</i>	8,398	8,398	788,086
Ending Fund Balance	\$ 146,209	\$ 146,209	\$ 925,897

Capital Projects Fund

FY 2016/2017 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Grants	\$ -	\$ -	\$ -	\$ -	0%
Contributions	-	-	-	-	0%
Interest Income	-	-	494	(494)	100%
Total Revenues	\$ -	\$ -	\$ 494	\$ (494)	100%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
2015 Tax Note (CAD, Radio System, Screening Walls, Drainage)	\$ -	\$ -	\$ 35,640	\$ (35,640)	100%
2012 Certificate (Parks/Streets/Drainage)	-	-	33,713	(33,713)	0%
Total Expenditures	\$ -	\$ -	\$ 69,353	\$ (69,353)	100%

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%
Total Financing Sources	\$ -	\$ -	\$ -	\$ -	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ -	\$ -	\$ -
<i>+Net Increase (Decrease)</i>	-	-	(68,859)
<i>Ending Fund Balance</i>	\$ -	\$ -	\$ (68,859)

Drainage Utilities

FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Drainage Conversion Fee</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Drainage Fee Receipts</i>	480,000	480,000	101,151	378,849	21%
<i>Miscellaneous</i>	-	-	-	-	0%
<i>Interest</i>	75	75	196	(121)	262%
Total Revenues	\$ 480,075	\$ 480,075	\$ 101,348	\$ 378,727	21%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ 331,943	\$ 331,943	\$ 88,711	\$ 243,232	27%
<i>Services / Supplies</i>	166,355	166,355	14,414	151,941	9%
<i>Capital</i>	250,000	250,000	425,870	(175,870)	170%
Total Expenditures	\$ 748,298	\$ 748,298	\$ 528,995	\$ 219,303	71%

Other Sources/Uses	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Transfers In - City Impervious / General Fund (\$250,000 transfer from GF related to purchase of Gradall)</i>	\$ 266,000	\$ 266,000	\$ -	\$ 266,000	0%
<i>Operating TransfersOut / General Fund</i>	(16,000)	(16,000)	-	(16,000)	0%
Total Other Sources (Uses)	\$ 250,000	\$ 250,000	\$ -	\$ 250,000	0%

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ 164,197	\$ 164,197	\$ 164,197
<i>+ Net Increase (Decrease)</i>	(18,223)	(18,223)	(427,647)
Ending Fund Balance	\$ 145,974	\$ 145,974	\$ (263,450)

Park Development Fee Fund FY 2016/2017 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>Interest</i>	\$ -	\$ -	\$ 178	\$ (178)	100%
<i>Community Park Fees</i>	684	684	-	684	0%
<i>Linear Park Fees</i>	-	-	-	-	0%
<i>Neighborhood Park Fees</i>	-	-	-	-	0%
<i>Service Area II</i>	-	-	-	-	0%
<i>Service Area IV</i>	-	-	-	-	0%
Total Revenues	\$ 684	\$ 684	\$ 178	\$ 506	26%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Unity Park</i>	\$ -	\$ -	\$ 75,298	\$ (75,298)	100%
<i>Capital Outlay (Unity Park)</i>	-	-	-	-	0%
<i>Capital Outlay (Village Park)</i>	-	-	-	-	0%
<i>Capital Outlay - (St James development, Area I)</i>	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ 75,298	\$ (75,298)	0%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning Fund Balance</i>	\$ -	\$ -	\$ -
<i>+ Net Increase (Decrease)</i>	684	684	(75,120)
Ending Fund Balance	\$ 684	\$ 684	\$ (75,120)

Ending Fund Balance Detail	Original Budget	Year to Date
<i>Community Park Fees</i>	\$ 684	(75,120)
<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>	-	-
Total	\$ 684	\$ (75,120)

Public Safety Special Revenue Fund

FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 25,600	\$ 25,600	\$ 56,764	\$ (31,164)	222%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel	\$ -	\$ -	\$ -	\$ -	0%
Services / Supplies	3,600	3,600	4,008	(408)	111%
Capital	-	-	-	-	0%
Total Expenditures	\$ 3,600	\$ 3,600	\$ 4,008	\$ (408)	0%

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

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 17,905	\$ 17,905	\$ 17,905
+ Net Increase (Decrease)	-	-	52,757
Ending Fund Balance	\$ 17,905	\$ 17,905	\$ 70,662

Municipal Court Technology Fee Fund FY 2016/2017 Budget

YEAR TO DATE DECEMBER

Percent of Budget Year Transpired

25.0%

Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues	\$ 5,000	\$ 5,000	\$ 661	4,339	13%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Services / Supplies</i>	\$ 5,500	\$ 5,500	\$ 4,785	\$ 715	87%
<i>Total Expenditures</i>	\$ 5,500	\$ 5,500	\$ 4,785	\$ 715	87%

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>	\$ 36,256	\$ 36,256	\$ 36,256
<i>+ Net Increase (Decrease)</i>	(500)	(500)	(4,123)
<i>Ending Fund Balance</i>	\$ 35,756	\$ 35,756	\$ 32,133

Municipal Court Building Security Fund FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
Revenues (Court Fines)	\$ 3,600	\$ 3,600	\$ 496	\$ 3,104	14%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
Personnel (Bailiff)	\$ -	\$ -	\$ 290	\$ (290)	0%
Services / Supplies	-	-	-	-	0%
Total Expenditures	\$ -	\$ -	\$ 290	\$ (290)	0%

Beginning & Ending Balance	Original Budget	Revised Budget	Year to Date
Beginning Fund Balance	\$ 29,016	\$ 29,016	\$ 29,016
+ Net Increase (Decrease)	3,600	3,600	206
Ending Fund Balance	\$ 32,616	\$ 32,616	\$ 29,222

Highland Village Community Development Corporation
Working Capital Analysis (FY 2016)

	<i>Actual 2014-2015</i>	<i>Actual (Unaudited) 2015-2016</i>	<i>Budget 2016-2017</i>	<i>YTD 2016-2017</i>
Beginning Fund Balance	\$ 717,764	\$ 755,390	\$ 401,792	\$ 303,392
Revenues				
4B Sales Tax	1,197,263	1,231,754	1,317,305	99,592
Park Fees (Rental)		1,063	19,240	1,630
Linear Park Fees	11,934	287	500	-
Miscellaneous Income	-	-	-	-
Interest Income	6,112	2,601	2,000	303
Total	\$ 1,215,309	\$ 1,235,705	\$ 1,339,045	\$ 101,526
Expenditures				
Personnel	113,602	165,208	180,617	47,116
Services / Supplies	148,197	253,796	153,690	31,896
Reimburse GF (Support Functions)	28,000	28,000	-	-
Reimburse GF (Debt Service)	887,884	889,309	918,071	-
Total Non-Capital Expenditures	\$ 1,177,683	\$ 1,336,313	\$ 1,252,378	\$ 79,012
Capital				
Engineering	-	-	-	-
Projects Funded Directly	-	-	-	-
Transfer to 4B Capital Projects	\$ -	\$ 300,000	\$ -	\$ -
Equipment	-	51,390	42,680	-
Net Increase / (Decrease)	37,626	(451,998)	43,987	22,513
Working Capital Balance	\$ 755,390	\$ 303,392	\$ 445,779	\$ 325,905

Highland Village Community Development Corporation Capital Projects

	<i>Actual 2014-2015</i>	<i>Actual 2014-2015</i>	<i>Budget 2016-2017</i>	<i>YTD 2016-2017</i>
Beginning Fund Balance	\$ -	\$ -	\$ -	\$ -
Funding				
Debt Issuance	-	-	-	-
Bond Discount	-	-	-	-
Debt Issuance Cost	-	-	-	-
Funding from Operations	-	300,000	-	-
Capital Projects (HV RR Crossing)	-	-	-	-
Denton County	-	-	-	-
I-35 Mitigation	-	-	-	-
Interest Earnings	-	-	-	-
Total Available Project Funding	\$ -	\$ 300,000	\$ -	\$ -
Expenditures				
Castlewood Trail				
Engineering - \$131,200	-	-	-	-
Project Cost - \$1.312M (Estimated)	400,236	-	-	-
Copperas Trail				
Engineering - \$112,380	-	-	-	-
Project Cost - \$1.5M (Estimated)	-	-	-	-
HV Rd Trail (Phase IIa - CH to Svc Cntr)				
Engineering - \$25,000	-	-	-	-
Project Cost - \$250,982 (Estimated)	-	-	-	-
HV Rd Trail (Phase IIb - Lions Club Park to Doubletree Ranch Park)				
Engineering (Mostly included in Copperas Trail Eng.) - \$25,714 (Remain)	-	-	-	-
Project Cost - \$250,000 (Estimated)	-	-	-	-
FM 2499 Sidewalk				
Engineering - \$12,500	-	-	-	-
Project Cost - \$117,678 (Estimated)	-	-	-	-
Pedestrian Crosswalk Enhancement				
Engineering	-	-	-	-
Project Cost - \$26,000/Crossing	-	-	-	-
Marauder Park Lake Access				
Engineering - \$31,000 (Estimated)	-	-	-	-
Project Cost - \$58,178 (Estimated)	-	-	-	-
HV Rd RR Crossing				
Engineering - \$7,200 (Estimated)	-	-	-	-
Project Cost - \$48,000 (Estimated)	-	-	-	-
Lakeside Community Park (707 HV Rd Trailhead)				
Engineering - \$40,000	-	-	-	-
Project Cost - \$420,000	630,385	-	-	-
Misc. Small, Fill-In/Connector Sections				
Project Cost - \$20,000 (Per Year)	9,375	1,875	20,000	3,375
Doubletree Ranch Park				
Engineering - \$779,300	-	1,868,787	-	-
Project Cost - \$8,500,000 (Estimated)	5,889,393	-	-	450,515
Total Capital Projects	\$ 6,929,389	\$ 1,870,662	\$ 20,000	\$ 453,890
Remaining Project Funding	\$ 1,593,694	\$ 23,032	\$ 3,032	\$ (430,858)

PEG Fee Fund

FY 2016/2017 Budget

YEAR TO DATE DECEMBER

<i>Percent of Budget Year Transpired</i>	25.0%
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Revenues	Original Budget	Revised Budget	Year to Date	Variance	% Received
<i>PEG Fee Receipts</i>	\$ 65,000	\$ 65,000	\$ -	\$ 65,000	0%
Total Revenues	\$ 65,000	\$ 65,000	\$ -	\$ 65,000	0%

Expenditures	Original Budget	Revised Budget	Year to Date	Variance	% Used
<i>Personnel</i>	\$ -	\$ -	\$ -	\$ -	0%
<i>Services / Supplies</i>	21,700	21,700	583	21,117	3%
<i>Capital</i>	12,000	12,000	15,191	(3,191)	127%
Total Expenditures	\$ 33,700	\$ 33,700	\$ 15,774	\$ 17,926	47%

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

Fund Balance	Original Budget	Revised Budget	Year to Date
<i>Beginning fund balance</i>	\$ 2,601	\$ 2,601	\$ 2,601
+Net Increase (Decrease)	31,300	31,300	(15,774)
Ending Fund Balance	\$ 33,901	\$ 33,901	\$ (13,173)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 19

MEETING DATE: 02/14/17

SUBJECT: Consider Resolution 2017-2671 Authorizing a General Municipal Election to be held May 6, 2017 for the purpose of Electing Councilmembers to Places 3, 5, and 7; Authorizing a Joint Election with other Denton County Political Subdivisions; and Contracting for Election Services with Denton County

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

Pursuant to the City Charter and Texas Election Code, the City's general election is to be held on the uniform election date on the first Saturday in May. The Charter further requires that the offices of Councilmember Places 3, 5, and 7 be elected at the general election in odd-numbered years.

The City Secretary's Office is responsible for conducting municipal elections as prescribed by the Texas Election Code. In accordance with Section 271.002 of the Texas Election Code, the City's election will be conducted jointly with other political subdivisions of Denton County. The proposed resolution calls for the May 6, 2017 general election for the offices of Councilmember Places 3, 5, and 7, establishes an election day voting location, provides for the appointment of election officials, provides for early voting and election day procedures, authorizes a joint election agreement and authorizes a contract for election services with Denton County.

IDENTIFIED NEED/S:

The Council is required to call an election no later than 78 days prior to Election Day. The City Charter requires an election be held for the identified offices on May 6, 2017.

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

Denton County Elections Administrator Frank Phillips will serve as the administrator of the Joint Election, with each participating entity remaining responsible for decisions and actions as required by law.

The contract provides for the following:

- Denton County will coordinate, supervise and conduct the Joint Election

- pursuant to provisions of the Texas Election Code;
- All election officials, including the Early Voting Clerk, shall be officials appointed by Denton County;
 - Denton County will procure, prepare and distribute supplies and equipment for Early Voting and Election Day;
 - Ballots that contain ballot content for more than one joint participant because of overlapping territory will be arranged in the following order: Independent School District, City, Water District(s), and other political subdivisions;
 - Denton County shall be responsible for appointment of presiding judge and alternate judge for each polling location;
 - Early Voting will be conducted jointly with all participating entities beginning April 24, 2017 and concluding May 2, 2017 at the locations and times established by the County. Highland Village voters may vote early at any joint early voting location;
 - Early Voting by personal appearance and voting on Election Day shall be conducted exclusively on Denton County's eSlate/eScan voting system;
 - Denton County shall be responsible for releasing unofficial cumulative totals and precinct returns from the election to joint participants, candidates, press and general public by distribution of hard copies at the central counting station (if requested) and by posting to the Denton County web site;
 - Denton County is general custodian of the voted ballots and all records of the Joint Election;
 - Runoff election, if needed, will be conducted on Saturday, June 10, 2017.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

The City's general election is funded in the Fiscal Year 2016-2017 budget.

RECOMMENDATION:

To approve Resolution No. 2017-2671.

CITY OF HIGHLAND VILLAGE

RESOLUTION NO. 2017-2671

A RESOLUTION AUTHORIZING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 6, 2017 FOR THE PURPOSE OF ELECTING PERSONS TO THE OFFICE OF COUNCILMEMBER PLACES 3, 5, AND 7; AUTHORIZING A JOINT ELECTION WITH OTHER DENTON COUNTY POLITICAL SUBDIVISIONS; AUTHORIZING A CONTRACT FOR ELECTION SERVICES WITH DENTON COUNTY; PROVIDING FOR A RUNOFF DATE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the general election for the City of Highland Village, as set forth by the Texas Election Code, is required to be held on May 6, 2017, at which time the voters will elect persons to City Council Places 3, 5, and 7; and

WHEREAS, in accordance with Section 271.002 of the Texas Election Code, the City election will be conducted jointly with other political subdivisions of Denton County, Texas; and

WHEREAS, the City Council of the City of Highland Village finds it to be in the public interest to call the foregoing election and to enter into a contract with Denton County to conduct said election jointly with other Denton County government entities.

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

SECTION 1. A general municipal election is hereby ordered to be held on the 6th day of May, 2017 for the purpose of allowing the qualified voters of the City of Highland Village to elect a person to serve in the offices of Councilmember Places 3, 5, and 7.

SECTION 2. The election will be conducted jointly with other political subdivisions in Denton County on May 6, 2017, pursuant to Chapters 31 and 271, Texas Election Code.

SECTION 3. The election precinct and voting place of said elections shall be as follows:

City Voting Precinct
Highland Village Municipal Complex
1000 Highland Village Road
(Includes County voting precincts 3002, 3003, 3004, and 3005)

Election polls shall open at 7:00 a.m. and close at 7:00 p.m.

SECTION 4. All election officials, including the Early Voting Clerk shall be the officials appointed to such positions by Denton County and to the extent required by law, are hereby so appointed.

SECTION 5. Early voting by personal appearance will be held jointly with other Denton County public entities at Denton County's Main Early Voting Site located at the Denton County Elections Office, 701 Kimberly Drive, Suite A101, Denton, Texas 76208 beginning on April 24, 2017 and continuing through May 2, 2017 at the times set forth below:

Early Election Dates

Times When Polls Are Open

Monday through Saturday
April 24, 2017 through April 29, 2017

8:00 a.m. until 5:00 p.m.

Monday and Tuesday
May 1, 2017 and May 2, 2017

7:00 a.m. until 7:00 p.m.

In addition, all qualified and registered voters may vote by early appearance at the Highland Village Municipal Complex, 1000 Highland Village Road, Highland Village, Texas 75077 at the dates and times set forth below:

**Highland Village Municipal Complex
1000 Highland Village Road
Highland Village, TX 75077**

Early Election Dates

Time When Polls Are Open

Monday through Saturday
April 24, 2017 through April 29, 2017

8:00 a.m. until 5:00 p.m.

Monday and Tuesday
May 1, 2017 and May 2, 2017

7:00 a.m. until 7:00 p.m.

SECTION 6. Additional early voting locations will be determined per the Joint Election Agreement and Contract for Election Services with the Denton County Election Administrator.

SECTION 7. The Denton County Election Administrator is hereby appointed to serve as the Early Voting Clerk and the Election Administrator's permanent county employees are appointed as deputy early voting clerks.

Applications for ballot by mail shall be mailed to:

Frank Phillips, Early Voting Clerk
Denton County Elections
P.O. Box 1720
Denton, TX 76202

Applications for ballots by mail must be received no later than the close of business on Tuesday, April 25, 2017.

SECTION 8. The election shall be conducted pursuant to the election laws of the State of Texas.

SECTION 9. Should a runoff election be required following the canvass of the May 6, 2017, elections for any of the offices to be elected in the foregoing elections, the Council hereby orders that a runoff election be held with respect to said office(s) on Saturday, June 10, 2017. The polling place on Election Day for the runoff election shall be held at the Highland Village Municipal Complex at 1000 Highland Village Road, Highland Village, Texas, 75077 and the hours of voting shall be between 7:00 a.m. and 7:00 p.m.

Should a runoff election be necessary, early voting by personal appearance shall be held at the same locations set out in Section 6 hereof at the dates and times set forth below:

Early Voting Dates

Time when Polls Are Open

Tuesday through Saturday
May 30, 2017 through June 3, 2017

8:00 a.m. until 5:00 p.m.

Monday and Tuesday
June 5, 2017 and June 6, 2017

7:00 a.m. until 7:00 p.m.

SECTION 10. This resolution shall be construed with any action of the Denton County Commissioners Court providing for the conduct of a joint election with other public entities as herein contemplated.

SECTION 11. The City Manager is hereby authorized to negotiate and execute a contract for a joint election and election services with Denton County as the authorized representative of the City.

SECTION 12. The City Secretary is hereby authorized and directed to file, publish and/or post, in the time and manner prescribed by law, all notices required to be so filed, published and/or posted in connection with the conduct of this election.

SECTION 13. This resolution shall be effective immediately upon adoption.

PASSED AND APPROVED THIS THE 14TH DAY OF FEBRUARY 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney
(kbl:2/8/16:83642)

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 20

MEETING DATE: 02/14/17

SUBJECT: Conduct a Public Hearing on Potential Amendments to the Highland Village City Charter

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

A municipality is allowed to submit proposed charter amendment(s) to its qualified voters for their approval at an election no more than once every two (2) years. The last Special Election to consider Highland Village Charter Amendments was held during the May, 2009 election.

In June, 2016, City Council discussed if the City Charter should be amended, the process required to amend the Charter, level of review, and time table for holding a Special Election. Direction was given to move forward with a legal review of the Charter that would be conducted by the City Attorney, with amendments to be put before the voters not earlier than the May, 2017 election.

A legal review has been conducted and includes updates regarding state laws and the election code, as well as any language clarification. City Council has discussed and reviewed the possible amendments at their meetings held in November, December and January.

IDENTIFIED NEED/S:

This item has been placed on the agenda to receive comments from the public.

OPTIONS & RESULTS:

A municipal election will be held on May 6, 2017 and the last day Council may call the election is February 17, 2017.

Council discussed the proposed Charter amendments and conducted the first public hearing on January 24, 2017. A second public hearing is scheduled for tonight's meeting. Although formal public hearings are not required by law, informal public hearings have been scheduled in order to receive public comments.

After discussion and conducting the second public hearing, if Council wishes to move forward with a special election on May 6, 2017 to consider charter amendments, an item has been placed on tonight's agenda to order the election.

PROGRESS TO DATE: (if appropriate)

Council has discussed and reviewed possible Charter amendments at their meetings held in

November, December and January. A copy of the potential amendments follows this briefing.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

Funding has been allocated in the Fiscal Year 2016-2017 budget for costs associated with a Special Election. The Special Election will be held in conjunction with the General Election on May 6, 2017.

RECOMMENDATION:

Receive public comments regarding potential Charter amendments.

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 21

MEETING DATE: 02/14/17

SUBJECT: Consider Resolution 2017-2672 Authorizing a Special Election to be held May 6, 2017 for the Purpose of Considering Charter Amendments; and Providing an Effective Date

PREPARED BY: Angela Miller, City Secretary

BACKGROUND:

A municipality is allowed to submit proposed Charter amendments to its qualified voters for their approval at an election no more than once every two years. The last election to consider amendments to the City Charter was held on May 9, 2009.

On June 28, 2016 the City Council directed that a legal review of the City Charter be conducted, with amendments to be put before the voters not earlier than the May, 2017 election. The proposed amendments resulting from the legal review include updates regarding state laws and the election code, as well as language clarification, and/or updates that are procedural in nature.

The proposed amendments were reviewed and discussed by the City Council at their meetings held on November 10, 2016, December 13, 2016, and January 10, 2017. Public hearings were held on January 24, 2017 and February 14, 2017 for public review and to receive comments.

IDENTIFIED NEED/S:

The Council is required to call an election no later than 78 days prior to Election Day.

OPTIONS & RESULTS:

N/A

PROGRESS TO DATE: (if appropriate)

Pursuant to the City Charter and Texas Election Code, a City's special election is to be held on the uniform election date on the first Saturday in May.

The proposed resolution calls for a May 6, 2017 special election for the purpose of considering charter amendments. In accordance with Section 271.002 of the Texas Election Code, the City's election will be conducted jointly with other political subdivisions of Denton County. Early Voting will be conducted jointly with all participating entities beginning April 24, 2017 and concluding May 2, 2017 at the locations and times established by the County. Highland Village voters may vote early at any joint early voting location.

BUDGETARY IMPACT/ORDINANCE CHANGE: (if appropriate)

The City's special election is funded in the Fiscal Year 2016-2017 budget.

RECOMMENDATION:

To approve Resolution No. 2017-2672.

CITY OF HIGHLAND VILLAGE

RESOLUTION NO. 2017-2672

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HIGHLAND VILLAGE, TEXAS, ORDERING A SPECIAL ELECTION ON PROPOSED AMENDMENTS TO THE HOME RULE CHARTER OF THE CITY OF HIGHLAND VILLAGE TO BE HELD ON MAY 6, 2017; PROVIDING FOR THE PUBLICATION AND POSTING OF NOTICE; PROPOSING AMENDMENTS TO THE HOME RULE CHARTER OF THE CITY OF HIGHLAND VILLAGE; AUTHORIZING THE CITY MANAGER AND CITY SECRETARY TO EXECUTE AN ELECTION AGREEMENT AND ELECTION SERVICES CONTRACT WITH DENTON COUNTY ELECTIONS ADMINISTRATOR; DESIGNATING POLLING PLACES; PROVIDING FOR THE APPOINTMENT OF ELECTION JUDGES, ELECTION CLERKS, EARLY VOTING CLERK, AND EARLY VOTING BALLOT BOARD; PROVIDING FOR DATES FOR EARLY VOTING BY PERSONAL APPEARANCE; PROVIDING FOR DEADLINE FOR APPLICATION FOR ABSENTEE BALLOT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council has reviewed the Home Rule Charter of the City of Highland Village and has determined that certain amendments are in the best interest of the citizens and to comply with state law; and

WHEREAS, the City Council, after due consideration, desires to conduct a special election on proposed amendments to the Home Rule Charter on the uniform election date of May 6, 2017, and to authorize the City Manager and City Secretary to negotiate and execute an agreement with the Denton County Elections Administrator for the conduct of said special election;

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

SECTION 1. The hereinafter proposed amendments to the Charter of the City of Highland Village, Texas contained in Exhibit "A," attached hereto and made a part of this resolution for all purposes shall be submitted to the City's qualified voters for their approval or disapproval at an election to be held on May 6, 2017.

SECTION 2. In addition to any other notice of the election required by State law, notice of the election shall be posted on the bulletin board used to post notice of the City Council meetings, be published in a newspaper of general circulation published in the City, and include a substantial copy of the proposed amendments and an estimate of the anticipated fiscal impact to the City if the proposed amendment is approved at the election. Said notice must be published on the same day in each of two successive weeks, with the first publication occurring no earlier than the thirtieth day but before the fourteenth day before the date of the election. A copy of the published notice that contains the name of the newspaper and the date of publication shall be retained as a record of such notice, and the person posting the notice shall make a record of the time of posting, starting date, and the place of posting.

SECTION 3. The election will be conducted jointly with other political subdivisions in Denton County on May 6, 2017, pursuant to Chapters 31 and 271, Texas Election Code.

SECTION 4. The election precinct and voting place of said elections shall be as follows:

City Voting Precinct

Highland Village Municipal Complex

1000 Highland Village Road

(Includes County voting precincts 3002, 3003, 3004, and 3005)

Election polls shall open at 7:00 a.m. and close at 7:00 p.m.

SECTION 5. All election officials, including the Early Voting Clerk shall be the officials appointed to such positions by Denton County and to the extent required by law, are hereby so appointed.

SECTION 6. Early voting by personal appearance will be held jointly with other Denton County public entities at Denton County's Main Early Voting Site located at the Denton County Elections Office, 701 Kimberly Drive, Suite A101, Denton, Texas 76208 beginning on April 24, 2017 and continuing through May 2, 2017 at the times set forth below:

Early Election Dates

Times When Polls Are Open

Monday through Saturday
April 24, 2017 through April 29, 2017

8:00 a.m. until 5:00 p.m.

Monday and Tuesday
May 1, 2017 and May 2, 2017

7:00 a.m. until 7:00 p.m.

In addition, all qualified and registered voters may vote by early appearance at the Highland Village Municipal Complex, 1000 Highland Village Road, Highland Village, Texas 75077 at the dates and times set forth below:

Highland Village Municipal Complex

1000 Highland Village Road

Highland Village, TX 75077

Early Election Dates

Time When Polls Are Open

Monday through Saturday
April 24, 2017 through April 29, 2017

8:00 a.m. until 5:00 p.m.

Monday and Tuesday
May 1, 2017 and May 2, 2017

7:00 a.m. until 7:00 p.m.

SECTION 7. Additional early voting locations will be determined per the Joint Election Agreement and Contract for Election Services with the Denton County Election Administrator.

SECTION 8. The Denton County Election Administrator is hereby appointed to serve as the Early Voting Clerk and the Election Administrator's permanent county employees are appointed as deputy early voting clerks.

Applications for ballot by mail shall be mailed to:

Frank Phillips, Early Voting Clerk
Denton County Elections
P.O. Box 1720
Denton, TX 76202

Applications for ballots by mail must be received no later than the close of business on Tuesday, April 25, 2017.

SECTION 9. The election shall be conducted pursuant to the election laws of the State of Texas.

SECTION 10. This resolution shall be construed with any action of the Denton County Commissioners Court providing for the conduct of a joint election with other public entities as herein contemplated.

SECTION 11. The City Manager is hereby authorized to negotiate and execute a contract for a joint election and election services with Denton County as the authorized representative of the City.

SECTION 12. Each amendment submitted must contain only one subject, and the ballot shall be prepared in a manner that the voters may vote "for" or "against" any amendment or amendments without voting "for" or "against" all of said amendments. Each such proposed amendment, if approved by the majority of the qualified voters voting at said election, shall become a part of the City Charter of the City of Highland Village, Texas.

SECTION 13. The ballot propositions for the proposed amendments to the City Charter are as follows:

PROPOSITION NO. 1

Amend Section 3.04 of the City of Highland Village City Charter to be consistent with state law by requiring that a City Councilmember must have been a resident of the City for one year prior to the date of election.

PROPOSITION NO. 2

Amend Section 3.07 of the City of Highland Village City Charter to eliminate the requirement that ordinances be read two times at separate meetings prior to enactment so that they become effective immediately upon approval unless otherwise provided by state law.

PROPOSITION NO. 3

Amend Section 3.12.1 of the City of Highland Village City Charter to provide that the Deputy Mayor Pro Tem shall be authorized to preside at City Council meetings in the absence of the Mayor and Mayor Pro Tem and make a conforming amendment to Section 3.13 of the City of Highland Village City Charter to require the attendance of the Deputy Mayor Pro Tem in the absence of the Mayor and Mayor Pro Tem in order to conduct business.

PROPOSITION NO. 4

Repeal Section 4.05 of the City of Highland Village City Charter relating to the appointment of Clerk of the Municipal Court.

PROPOSITION NO. 5

Amend Section 4.06, Subsection B of the City of Highland Village City Charter to require enactment of an ordinance establishing a Parks and Recreation Advisory Board and the purpose and duties of said board.

PROPOSITION NO. 6

Amend Section 8.02, Subsection A.2., of the City of Highland Village City Charter to be consistent with state law by requiring that a candidate for an elective City office must have been a resident of the City for one year prior to the date of election.

PROPOSITION NO. 7

Amend Section 8.02, Subsection A.5. of the City of Highland Village City Charter to clarify that the requirement of an incumbent City Councilmember to resign that office if filing as a candidate for another position on the City Council is subject to Section 3.06 of the City of Highland Village City Charter.

PROPOSITION NO. 8

Amend Section 9.02 of the City of Highland Village City Charter to provide that the City Secretary shall have ten business days after the date a petitioners' committee affidavit is filed to issue the appropriate petition blanks with respect to initiative, referendum, or recall proceedings.

PROPOSITION NO. 9

Amend the first sentence of Section 10.02 of the City of Highland Village City Charter to read "All records of the City shall be open for public inspection to the extent required by state or federal law."

PROPOSITION NO. 10

Amend the second sentence of Section 10.02 of the City of Highland Village City Charter to clarify that the inspection and copying of City records shall be subject to charges established in accordance with state law.

PROPOSITION NO. 11

Amend Section 10.08 of the City of Highland Village City Charter to read "The Council shall have the power to cause the ordinances of the City to be printed in code form and to thereafter revise and keep same up to date."

SECTION 14. This resolution shall take effect immediately upon its approval.

PASSED AND APPROVED THIS THE 14TH DAY OF FEBRUARY 2017.

APPROVED:

Charlotte J. Wilcox, Mayor

ATTEST:

Angela Miller, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Kevin B. Laughlin, City Attorney

(kbl:2/9/16:83643)

**EXHIBIT "A" TO
CITY OF HIGHLAND VILLAGE RESOLUTION NO. 2017-2672**

Shown below are the proposed amendments to the Home Rule Charter of the City of Highland Village, Texas. Words and punctuation proposed to added are underlined. Words and punctuation proposed to be deleted are marked with ~~double-overstrike~~. The proposition in the accompanying resolution to which the proposed amendment relates is indicated in the right column of this Exhibit "A."

Amendment Text	Proposition
<p>Sec. 3.04. Member Qualification</p> <p>A. The Mayor and each Councilmember shall be a citizen <u>resident</u> of the City for a period of <u>not less than</u> twelve (12) months <u>prior to the date of election</u>, and a qualified voter of the State of Texas.</p>	Proposition No. 1
<p>Sec. 3.07. Procedure to Enact Legislation</p> <p><u>A.</u> The Council shall legislate by ordinance, and the enacting clause of every ordinance shall be: "Be it ordained by the City Council of the City of Highland Village."</p> <p><u>B.</u> The City Attorney shall review all ordinances adopted by the Council as to the legality thereof, or shall file with the City Secretary his written legal position thereto. Evidence of the review of an ordinance by the City Attorney may be by notation on the ordinance itself, or by separate paper or instrument.</p> <p><u>C.</u> Every ordinance enacted by the Council shall be signed by the Mayor, Mayor Pro Tem, or by three Councilmembers and shall be filed with and recorded by the City Secretary upon passage.</p> <p>D. A. — All routine ordinances shall be read at two open meetings of the Council on two separate days; the second such reading shall occur not less than ten days following the first such reading. The ordinance, u Unless provided by law or by its terms, <u>every ordinance shall take become effect effective</u> immediately upon the final passage thereof.</p> <p>B. Emergency ordinances may be enacted without two separate readings when dealing with the immediate preservation of the public peace, health, safety or welfare. These ordinances must be adopted by the favorable vote of not less than four of the entire Council and shall contain a statement as to the nature of the emergency and the length of time the ordinance will be in effect, not to exceed ninety days.</p>	Proposition No. 2

<p>Sec. 3.12.1. The Deputy Mayor Pro Tem</p> <p>The Council at its first meeting after election of the Council members, shall select one of its members Deputy Mayor Pro Tem. The Deputy Mayor Pro Tem shall <u>be authorized to perform all the duties of the Mayor in the absence or disability of the Mayor and the Mayor Pro Tem.</u> be a position of ceremonial representation only. He shall not preside over meetings of the Council, administer oaths or be considered the head of the City for any reason.</p>	<p>Proposition No. 3</p>
<p>Sec. 3.13. Council Meetings</p> <p>Each Council meeting shall be held by published agenda. The Mayor or any member of the Council may place an item on the agenda. Once an item is placed on the agenda, it may only be removed by a majority vote of the Council. At each Council meeting, a quorum of five, composed of the Mayor, or Mayor Pro Tem, <u>or Mayor Pro Tem</u> and four <u>other</u> members of the Council, must be present <u>for the conduct of business,</u> but no action shall be of any force or effect unless adopted by the favorable vote of not less than four of the entire Council (unless otherwise provided by this Charter). In the event of a tie vote the item/issue shall be placed on the agenda of the next regular Council meeting for further consideration.</p> <p>A. Regular meetings: The Council shall have as many regular meetings as it shall deem necessary, provided it shall have at least one meeting each month to be held within the City limits.</p> <p>B. Special meetings: Special meetings may be called by the Mayor or upon written application of any three members of the Council. The City Secretary shall arrange a special meeting for the time and date set out in the applications. Notice of special meetings shall be given by the City Secretary to each member of the Council, including the Mayor, and to the City Manager, or left at such person's residence. Notice shall be given to the public as required by law.</p> <p>C. Open meetings: Meetings shall be open to the public except where closed meetings are authorized by law.</p>	<p>Proposition No. 3</p>
<p>Sec. 4.05. Clerk of the Municipal Court.</p> <p>The Court may appoint a clerk of the Municipal Court with such duties and responsibilities as the Council may direct. The clerk shall have the power to administer oaths and affidavits, make certificates, affix the seal of the Court thereto, and otherwise perform any and all acts necessary in conducting the business thereof. Nothing herein shall prevent the City Secretary or any other city official or employee from also being designated the clerk, and the Council may appoint a deputy with the same power as the clerk.</p>	<p>Proposition No. 4</p>

<p>Sec. 4.06. Commissions, Boards and Committees</p> <p>B. Parks and Recreation <u>Advisory</u> Board.</p> <p>The City Council shall enact an ordinance establishing a Parks and Recreation Advisory Board and set forth in said ordinance the purpose and duties of said board. There is hereby established a Parks and Recreation Board of five members, a first alternate member and a second alternate member, who shall be appointed by the Council to two-year terms. Not more than three members' terms, or one alternate member's term, shall expire during a year. When a member is absent from a Board meeting, the alternate member replacement shall have voting privileges. The Board members shall be qualified voters of the City. If a vacancy should occur in the membership, the Council shall appoint a new member to fill the vacancy for the unexpired term. A majority of the members shall constitute a quorum.</p> <p>The Parks and Recreation Board shall formulate and submit recommendations of park and recreation policies to the Council.</p> <p>The Parks and Recreation Board shall submit recommended plans for land use and location of public parks to Council.</p> <p>The Parks and Recreation Board shall propose annual parks operating requirements and five-year capital plan and submit both to the Manager no later than one hundred twenty days prior to the final date for submission of the budget.</p>	<p>Proposition No. 5</p>
<p>Sec. 8.02. Filing for Office</p> <p>A. Eligibility to File. Each candidate for any elective City office shall meet the following qualifications:</p> <ol style="list-style-type: none"> 1. shall be a qualified and effectively registered voter of the City; 2. shall have resided within the corporate limits of the City, including the annexed territory, for the twelve consecutive months prior to the filing deadline <u>date of</u> 	<p>Proposition No. 6</p>

<p><u>election;</u></p> <ol style="list-style-type: none"> 3. shall meet the requirements of sponsorship required in Section 8.02.B; 4. shall not file for more than one office or position number per election; 5. <u>subject to the provisions of Section 3.06,</u> shall resign from the office and the position declared vacant if an incumbent and seeking another office or position number; 6. shall not continue as a City employee after becoming a candidate for an elective office. 	<p>Proposition No. 7</p>
<p>Sec. 9.02. Initiation of Proceedings, Petitioners' Committee; Affidavit.</p> <p>At least five qualified voters may begin initiative, referendum, or recall proceedings by filing with the City Secretary an affidavit stating they constitute the petitioners' committee. This committee will be responsible for coordinating the circulation of the petition and filing it in proper form; stating their names and addresses and specifying the address to which all notices to the committee are to be sent. The committee will set out in full the proposed initiative ordinance, the ordinance for reconsideration, or the particulars for recall. Immediately after the affidavit of the petitioners' committee is filed, <u>The City Secretary shall issue the appropriate petition blanks to the petitioners' committee <u>not later than ten business days after the affidavit of the petitioners' committee is filed with the City Secretary.</u></u> After the affidavit of the petitioners' committee is filed, the ordinance sought to be amended or repealed shall not be repealed, or amended or reenacted by the Council unless</p> <ol style="list-style-type: none"> 1. the action taken by the Council is that which the petition requests, 2. the petition has not been filed within the prescribed time limit, 3. there is a final determination of the insufficiency of the petition, 4. the petition is withdrawn by the petitioners' committee, or <p>5. one year has elapsed since Council or voter action has been taken on the petition</p>	<p>Proposition No. 8</p>

<p>Sec. 10.02. Public Records</p> <p>All records of the City shall be open for <u>public</u> inspection except for those that are closed to the public by law.<u>to the extent required by state or federal law.</u> The records may be examined and copied in the City offices during normal business hours at a charge established by<u>in accordance with</u> State law.</p>	<p>Proposition No. 9</p> <p>Proposition No. 10</p>
<p>Sec. 10.08. Codification of Ordinances</p> <p>The Council shall have the power to cause the ordinances of the city to be printed in code form, within twelve months after the adoption of this Charter, shall cause to be codified, then published as soon as practicable in pamphlet form for public distribution the ordinances of the City, and shall annually <u>to</u> thereafter revise and keep same up to date.</p>	<p>Proposition No. 11</p>

CITY OF HIGHLAND VILLAGE
COUNCIL BRIEFING

AGENDA# 22

MEETING DATE: 02/14/17

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

PREPARED BY: Angela Miller, City Secretary

COMMENTS

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

- 35Express Update



UPCOMING EVENTS

Expected Absences: None

February 13, 2017	Boards & Commissions Training 6:30 pm
<u>February 14, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>
February 16, 2017	Public Art Advisory Board Mtg. 7:00 pm (if needed)
February 20, 2017	Park Board Mtg. 6:00 pm (if needed)
February 21, 2017	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<u>February 28, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>
March 2, 2017	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<u>March 14, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>
March 16, 2017	Public Art Advisory Board Mtg. 7:00 pm (if needed)
March 20, 2017	Park Board Mtg. 6:00 pm (if needed)
March 21, 2017	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
<u>March 28, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>
April 6, 2017	Zoning Board of Adjustment Mtg. 7:00 pm (if needed)
<u>April 11, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>
April 17, 2017	Park Board Mtg. 6:00 pm (if needed)
April 18, 2017	Planning & Zoning Commission Mtg. 7:00 pm (if needed)
April 20, 2017	Public Art Advisory Board Mtg. 7:00 pm (if needed)
<u>April 25, 2017</u>	<u>Regular City Council Mtg. 7:30 pm</u>

Please visit www.highlandvillage.org or the City Hall bulletin board for latest additions, updates and changes

By: Karen Bradley, Administrative Assistant - City Secretary Office